Town of Lunenburg

BOARD OF SELECTMEN
17 Main Street P O Box 135
Lunenburg MA 01462-0135

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Kerry A. (Speidel) Lafleur
Town Manager

RE-ADVERTISED

Invitation to Bid

Summary: The Town of Lunenburg ("Town") is seeking bids from real estate appraisers, certified or licensed pursuant to M.G.L. Ch. 112, or other similarly qualified persons or firms to prepare a Municipal Building Market Analysis of four- (4) municipal buildings in accordance with the specifications listed below. The buildings include: Brooks House, 1079 Massachusetts Avenue; Ritter Memorial Building, 960 Massachusetts; (former/ old) Primary School, School Street; and Town Hall, 17 Main Street. The goals of the analysis are:

1. To develop a feasible Reuse Strategy for the sale of Town Buildings for private use, that presents a realistic approach for achieving this goal.
2. To contribute to the forwarding of the newly created Village Center District by targeting private investment into these buildings that will support greater economic activity in the District and surrounding buildings.
3. To support economic growth of Lunenburg as a whole.

Timeline: Bids are due to the Town by **Noon on Monday, July 18, 2016**. Bids should be delivered to Office of the Board of Selectmen, 17 Main Street, Lunenburg, MA 01462. Electronic submission of bids is acceptable. The final report is due to the Town on or before **Monday, October 31, 2016**, unless both parties negotiate another due date.

Market Analysis Specifications:

Task 1: Start Up

1. Obtain and review previously completed planning studies and documents.
2. Tour the buildings to help understand current condition and space configuration.
3. Obtain floor plans and prepare summary of usable space for each building.
4. Meet with the Building Reuse Committee to discuss the project and consider possible reuse options. Review current and past uses of the buildings and town actions for maintenance/ improvements.
5. Identify existing parking spaces that serve the buildings and discuss their effect on future use of the buildings.

Task 2: Economic, Labor and Demographic Analysis

1. Identify market area, collect and analyze basic market data such as income, retail spending, business establishments and employment growth.

2. Review demographic data, including population, housing, building permit trends and population projections/ buildout.
3. Prepare analysis of local labor force data.
4. Prepare summary of economic conditions in Lunenburg Center and the community.

Task 3: Analysis of Value

1. Identify potential issues with the buildings that may prevent their use for the highest and best use.
2. Prepare cost estimates for building retrofits that will enable highest and best use.
3. Prepare a range of estimated market value for the property.

Deliverables: Ten- (10) complete copies of the final report shall be delivered to the Town upon completion.

Rule for Award: The contract will be awarded to the responsible bidder offering the lowest price.

Posted: Town Hall, 06/20/16
Website, 06/20/16
Newspaper, 06/24/16