



Request for Qualifications

# Symmes Arlington Conservation and Improvement Project

The Arlington Redevelopment Board  
Town of Arlington, Massachusetts

July 18, 2003

Note:   
If you received this document electronically   
and intend to submit a response, please   
contact the Town of Arlington Planning   
Department at 781.316.3090.

# Request For Qualifications

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## ARLINGTON REDEVELOPMENT BOARD

TOWN HALL ARLINGTON, MASSACHUSETTS 02476

TELEPHONE 781-316-3090

### Request For Qualifications

The Town of Arlington, acting through the Arlington Redevelopment Board, (ARB), is currently seeking qualifications from qualified developers and developer teams for the following:

#### **Redevelopment of the Former Symmes Hospital Site Symmes Arlington Conservation and Improvement Project**

Qualifications are invited and will be received by the ARB until **11:00 AM, Wednesday, August 20, 2003**, at the Department of Planning and Community Development, 730 Massachusetts Avenue, Arlington, Massachusetts.

Qualifications received after this time will not be accepted. Information and the Request for Qualifications Packets may be obtained at the Department of Planning and Community Development at the address at the foot of this page. The ARB will be responsible for evaluating the qualification. Respondents may be asked to attend oral interviews.

**The ARB will conduct a pre-submittal briefing and tour of the site on Wednesday, July 30, 2003. Interested parties should meet at the Lahey Clinic entrance lobby at 2:00 PM. The site is on Hospital Road which intersects Summer Street opposite 214 Summer Street.**

Eight (8) copies of the qualifications must be submitted in sealed envelope plainly marked: **Statement of Qualifications, Redevelopment of the Former Symmes Hospital Site.**

Arlington Redevelopment Board  
Roland Chaput, Chair

July 18, 2003

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If you received this document electronically   
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**Arlington Redevelopment Board**

Town Hall Arlington, Massachusetts 02476 • Telephone 781.316.3090

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## Introduction

The Arlington Redevelopment Board (ARB), a duly constituted redevelopment authority, requests the qualifications of prospective developers in order to select development teams who will be asked to respond to a Request for Proposals to develop the 18 acre former Symmes Hospital site (Symmes site) in Arlington, Massachusetts. The Symmes site is under the legal jurisdiction of the ARB.

Developers chosen through the evaluation of responses to the Request for Qualifications will be given a Request for Proposals (RFP) in September 2003 with a due date in October/ November 2003. The object of the RFP is to choose a developer who can develop the site within the stated goals and objectives of the urban renewal plan, and in a manner consistent with the Symmes Advisory Committee Report to Town Meeting, April 2003 (SAC Report) developed during the planning process. The SAC Report is included as an attachment to this RFQ. It is anticipated that a developer for the site will be designated in December 2003.

**The ARB will conduct a pre-submittal briefing and tour of the site on Wednesday, July 30, 2003. Interested parties should meet at the Lahey Clinic entrance lobby at 2:00 PM. The site is on Hospital Road which intersects Summer Street opposite 214 Summer Street.**



## Project Summary

The Symmes site is prominently located on a hill in the center of Arlington, and from the high point at the center of the site the entire Boston Basin can be seen. The prominent and visible location has historically provided the Arlington community with medical services, and consequently the site is often considered a community focal point as well



as an imposing physical presence. Recognizing this sentiment, and the site's significant location, it is important to develop and implement a reuse plan that will benefit the community at large. The ARB expressed the importance of the site's future when it purchased the property in order to direct its development. The human and financial investments in the site provide an opportunity for the right developer to develop something extraordinary. The



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ARB intends to regulate the development options in ways described herein and to cooperate with the developer to make the chosen development happen.



The Symmes site is accessed by Hospital Road off Summer Street (Rte 2A). The site has two buildings: a 148 bed hospital building with four major wings, and a former nurses residence. The buildings may be utilized in the development scheme if appropriate. The hospital building is partially occupied by Lahey Clinic and HealthSouth which provide outpatient medical care. The nurses residence is vacant.

Financial difficulties plagued the medical use occupants of the Symmes site for a decade. When the owner-occupants Lahey/HealthSouth announced their intention to sell the property, Arlington citizens voted overwhelmingly to acquire the site through a Proposition



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2½ debt exclusion (March 2001) and then created the broadly representative Symmes Advisory Committee (SAC) to assist with redevelopment plans and ensure that development was consistent with the community's goals and desires. In January 2002 the Arlington Town Meeting voted to acquire the hospital site and to establish the Symmes Arlington Conservation and Improvement Project, a Chapter 121B urban renewal project. The Town acquired the site in April 2002.

The Symmes site was also the subject of an urban renewal plan adopted by the ARB and approved by both the Town and the Commonwealth's Department of Housing and Community Development in January, 2002. The urban renewal plan was amended in May, 2003. Any redevelopment of the Symmes site must be consistent with the requirements of the urban renewal plan which is summarized in the appendix.

During the year that led up to the purchase and the subsequent year the Symmes Advisory Committee developed a set of priorities for the re-use and redevelopment of the site. These were written into the SAC Report which was presented to and endorsed by the May 2003 Arlington Special Town Meeting. Developers responding to the RFQ shall become familiar with the SAC Report which is attached as part of the RFQ. All of the work of the committee can be viewed on the committee's website at [www.symmesarlington.org](http://www.symmesarlington.org). It is expected that the redevelopment of the site will include a mix of uses and be a stand out example of planning, architectural design and community involvement.

At this point, the Town has identified broad development goals believed to be financially viable and fulfill the objectives that inspired the Town to purchase the property in the first place.

The goals of the project are contained in several documents, listed chronologically:

- Official Policy Statement of the Arlington Board of Selectmen, March 12, 2001 (included as Appendix A in the SAC Report to Town Meeting, April 2003)
- Symmes Arlington, Conservation and Improvement Project, Arlington Massachusetts, Urban Renewal Plan, adopted January 2002, amended May 2003, as summarized in the appendix.
- Symmes Advisory Committee, Report to Town Meeting, April 2003.

In guiding the redevelopment of the Symmes site, the ARB has the responsibility to draft the land disposition agreement that will be negotiated during the Request for Proposal process. The ARB will include provisions to meet as many of the listed goals as is possible.



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## Submittal Requirements

The submittal must be concise with a response under each of the following nine headings and formatted on 8.5 x 11 inch pages. Any plans or graphics should be no larger than 11 x 17 inches. Respondents should provide eight copies to the ARB. Qualifications must be submitted in a sealed envelope plainly marked:

**“Statement of Qualifications, Redevelopment  
of the Former Symmes Hospital Site”**

### **Description of the Proposed Development Entity**

Describe the proposed development entity, including the entity that will serve as the master developer and would be a party to the Land Disposition Agreement and associated land transactions with the ARB. Any entity or entities that would provide the ARB with the necessary guarantees of the timely completion of construction of the project shall be identified. If the entity is a subsidiary of, or otherwise affiliated with another organization, the proponent shall indicate such a relationship. The description shall include any participating development entities or proposed tenants that are deemed important to meeting the objectives for the development of the site. Submittals that include institutional uses shall provide information that describes the structure and mission of the institution.

### **Qualifications of the Development Team**

Identify the key participants on the development team responsible for development, finance, project management, architecture and site planning. Provide information relative to their qualifications and accomplishments. It is not a requirement at this time to identify other team members.

Identify any potential conflicts that the individual team members or firms may have because of prior relations with the ARB or other users of the Symmes site. Respondents should feel free to identify any firms on the development team that are certified minority or woman-owned businesses and clearly set forth the nature of their participation, including the extent of responsibilities and timing of their participation.

### **Summary of the Development Entity’s Relevant Projects**

Describe similar projects undertaken by the development entity or members of the development entity. Summarize how each project’s characteristics are relevant to the proposed development of the Symmes site. Each summary should include a brief description of the site, the development program, capital structure of the project, phasing, key technical and regulatory issues, and a summary of the development schedule. Describe the specific role of the development entity and where applicable, the roles played by the



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principal-in-charge and the project managers identified for the proposed development in each of the relevant projects.

## **Preliminary Development Vision and Program**

The ARB does not expect, or desire, to have a project design presented as part of the RFQ response. However, the ARB does want to see evidence that the proposed development concept and mix of uses is responsive to the physical features of the site, the goals pertaining to the redevelopment, and has a sound approach to issues related to construction.

All responses should provide a general description of the proposed development vision and preliminary development program by use and approximate size. The development vision should address the proposed overall approach and strategy for the site and include a description of how the proposed mix of uses addresses the community's objectives for the site.

Describe what you see as the strongest market for the site and why you want to develop the parcel. Provide preliminary information as to how you anticipate phasing construction.

## **Preliminary Terms**

Describe the financial arrangement that the development team will offer. It is premature to propose specific terms as part of the RFQ, but respondents are encouraged to discuss general parameters for such an agreement, based upon the development team's prior experience in competing for development projects and acknowledging that this is a publicly-owned site. Specific financial proposals will be expected from respondents to the RFP.

## **Arlington Planning Studies and Recommendations**

Comment on the planning work and the Performance Standards, Guidelines and Controls contained in the SAC Report, included as an attachment to this RFQ. Developers are expected to indicate any problems in meeting any of the stated criteria. Developers should also list any opportunities that are not stated but could be achieved.

## **References**

For key members of the project team, provide three references that can specifically address their experience conducting similar projects. References should include name, title, address, telephone number, e-mail address and project reference.

## **Financial Capability**

Provide evidence of the development entity's financial capability to undertake and complete the proposed development project. Include information on recent experience in capital formation for similar mixed-use development projects of comparable scale and complexity (including use of different lenders and/or funding sources for different uses).



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## Other Factors

If applicable, provide a description of other factors not accounted for in the RFQ that, in the respondent's opinion, affect the development potential of the project.

## Evaluation Criteria

The ARB will use the following criteria to evaluate submissions:

1. Demonstrated experience in acquiring, designing, permitting, developing and managing mixed-use projects of the scale, quality and complexity of the Symmes site, including experience in integrating medical, commercial and public uses with mixed-income housing developments.
2. Ability to articulate a compelling development vision that represents a union between the recommendations of the SAC, the Board of Selectmen and the citizenry with the best qualified developer, and that returns the best physical development and the highest economic return to the town consistent with those goals. Responses that closely adhere to the goals and objectives of the Urban Renewal Plan, as summarized in the appendix, and are consistent with the SAC Report, will be viewed more favorably.
3. Appropriateness of the preliminary financial terms offered to the Town of Arlington.
4. Demonstrated evidence of ability to secure sufficient equity and financing for the proposed project and demonstrated experience in financing large-scale multiple-use projects.
5. Evidence of market support for the proposed development program.
6. Demonstrated experience in and commitment to working with community and advocacy groups.



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## Development Context

### The Site

The 18.1 acre site is approximately fifty-five percent plateau at the top of the site. The remainder consists of slope and ledge. On-grade parking for the main hospital building is located on the east side of the building in two large lots containing approximately 300 marked parking spaces. Additional parking is provided in two lots adjacent to the former nurses residence. The property is casually landscaped in areas adjacent to the main entrance and at the southeast corner of the building. Perimeter areas are planted with low-maintenance grass, trees and shrubs, with natural vegetation on steep slope sections and along the property lines.



The main hospital building was constructed in four phases over a 75-year period and now contains approximately 170,000 gross square feet in four distinct wings that are connected at a center core. The nurses residence building, with approximately 26,000 gross square feet, is located downhill from the main building and was originally constructed in the early 1900s. Each hospital wing and the nurses residence are described below.

Both buildings are listed on the *Inventory of Historically and/or Architecturally Significant Properties in the Town of Arlington* (see Title VI, Article 6 of the Town Bylaws) and as such are subject to review by the Arlington Historical Commission if demolition or significant renovation is proposed. The Town will cooperate with the chosen developer in this process and will help pursue designation and funding if desired.

**The north wing:** built in 1982, and consists of approximately 42,000 gross square-feet on four floors. Currently, HealthSouth maintains limited space on the second floor.

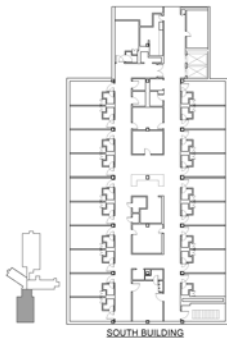


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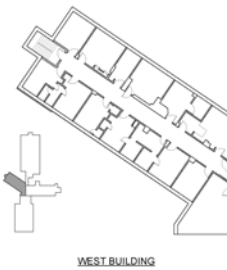
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**The east wing:** built in 1909, enlarged at a later date and substantially renovated in the mid 1990s. The building comprises approximately 31,400 gross square feet on four floors. Presently, Lahey Clinic maintains clinics and offices on all four floors of the building. An abandoned (although it still contains active steam piping) one-story boiler room is located off the first floor corridor.



**The south wing:** built in 1964, and consists of approximately 67,200 gross square feet on five floors. The emergency room complex is a more recent addition to the building, built at the same time as the north wing. Due to the topography of the site and the proximity of ledge, the south wing basement is the only space below the first floor. The basement houses maintenance, mechanical, housekeeping and records space, most of which is still in active use.

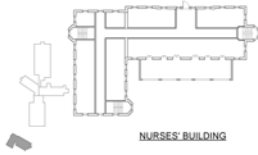


**The west wing:** built in the late 1940s to early 1950s, and consists of approximately 24,200 gross square feet on four floors. The first floor contains a cafeteria and kitchen that are currently in use.



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**The nurses residence building:** built at the same time as the original hospital (now the east wing) and houses approximately 26,000 gross square feet on five floors. As the building is located on the steep part of the site, the main entry is from the uphill side, into what is effectively the third floor of the building. A newer four-story addition was constructed off the west side of the original structure in the 1930s. Both the original nurses quarters, and the addition, are currently vacant and in disrepair and deterioration.



## Current Tenants

The main hospital building houses approximately 40,000 square feet of medical providers. Lahey Clinic fully occupies the east wing, and rents approximately 5,300 square feet in other buildings. HealthSouth rents approximately 1,700 square feet in the north wing, and other physicians rent approximately 2,000 square feet in the south wing. Respondents should consider the possibility of retaining the current tenants when creating a development vision for the site, although it is not required.

## The Surrounding Area

The urban design framework of the Town of Arlington comprises a series of systems, including transportation, open space and land use development patterns.



## Transportation

The major elements of the transportation system in Arlington are Route 2 on the southern border, the Alewife Brook Parkway on the eastern border and the Massachusetts Avenue commercial corridor that cuts east-west through the center of Town. Summer Street (Rte. 2A) is also a major east-west corridor. The main north-south streets are Pleasant Street and Mystic Street near the center of town and Park Avenue in Arlington Heights. The remainder of the street system is primarily local.

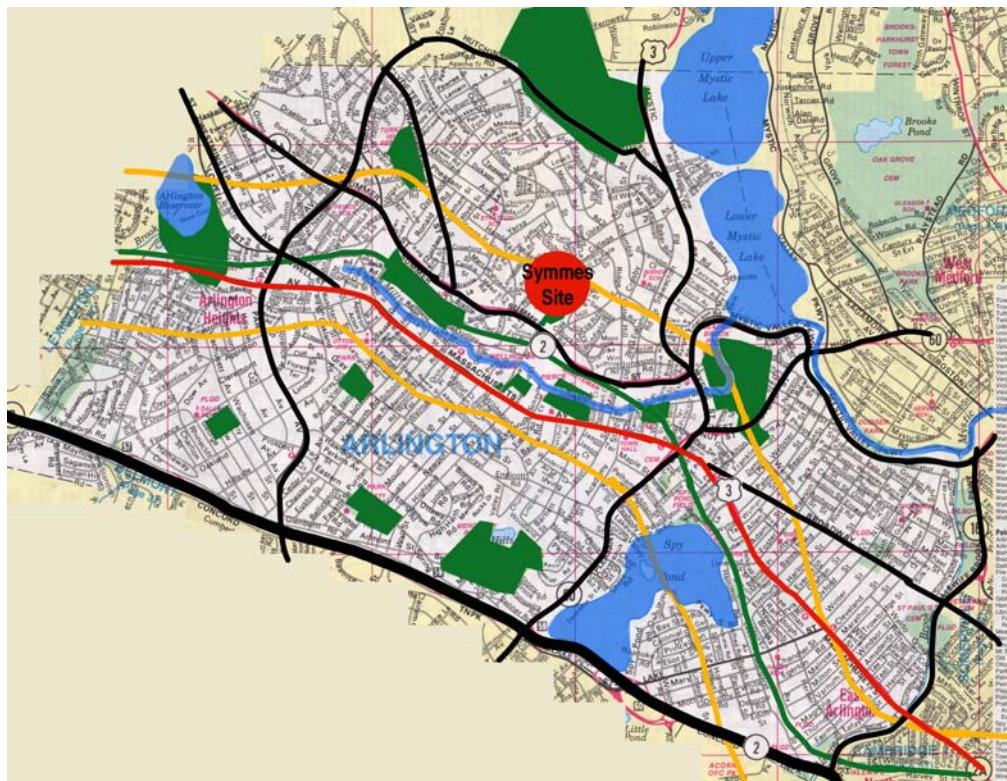


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## Open Space

The open space system in Arlington includes areas focused on playing fields, hills and bodies of water including Spy Pond, the Arlington Reservoir, the Mystic Lakes and Mill Brook. Arlington's hills usually have open space environments, with active and passive recreational uses at the top of Turkey Hill, Robbins Farm, Park Circle and Menotomy Rocks Park. The hill on which the Symmes site is located could be a great complement to the Town's open space system.



The Minuteman Bikeway parallels Massachusetts Avenue and Mill Brook, all three of which are within a three-minute walk of each other. By paralleling Massachusetts Avenue and Mill Brook, the Minuteman Bikeway also provides connections to Arlington's open space system.

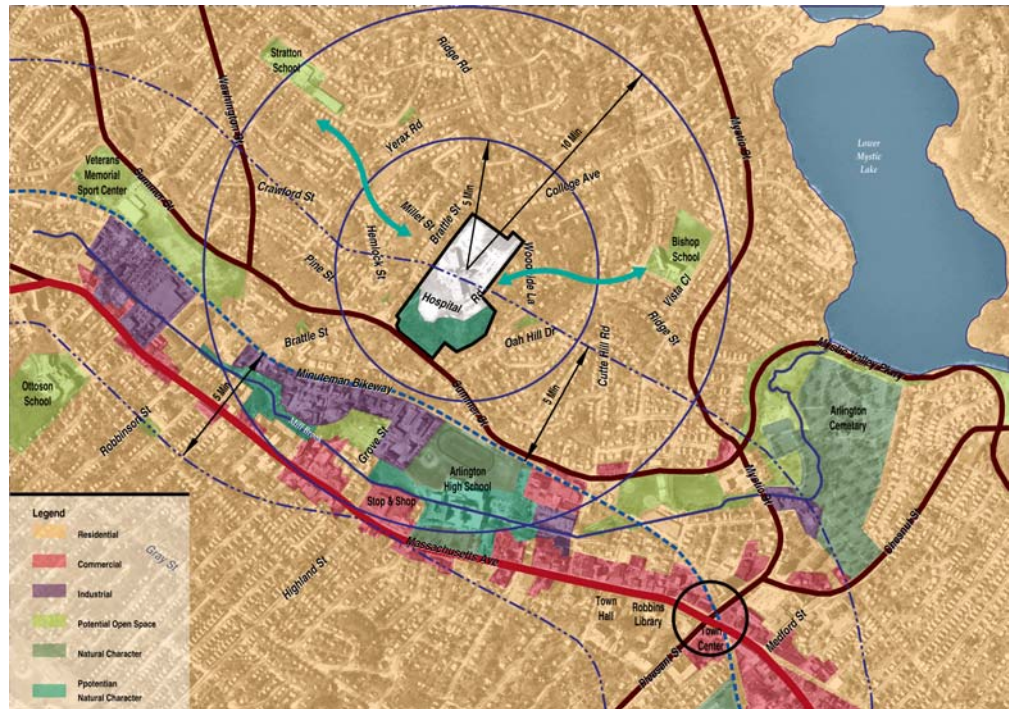
## Commercial Land Use

Massachusetts Avenue has evolved into the primary commercial corridor in Arlington. A significant portion of Arlington's commercial, recreational and pedestrian activity is congregated between Arlington Center and Arlington Heights, which is a reasonably compact mixed-use environment. In addition, a majority of the public uses, including Town Hall,



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Arlington High School and Robbins Library, are located on Massachusetts Avenue. Of all of the urban design framework elements, the connections to Massachusetts Avenue and the Minuteman Bikeway are significant elements that should be addressed in any redevelopment plans for the Symmes site.



## Neighborhood Context

The Symmes site is surrounded on all four sides by predominantly single-family residences with some limited commercial development on Summer Street. Within a fifteen-minute walk from the site, there is a great mix of land use densities, including a wide variety of commercial and public uses located along Massachusetts Avenue and in Arlington Center. Redevelopment of the Symmes site provides the opportunity to promote a sustainable mixed-use environment in the truest sense.

The Minuteman Bikeway is within a five-minute walk from the site and provides connections to the Town's open space system, including play areas at local schools and public parks adjacent to the Bikeway. The open space system could also provide important linkages to other public and open space elements, including Arlington Cemetery, Arlington Reservoir and other active and passive recreational areas, and the potential for natural stream environments along Mill Brook.



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## Site Access

Access is currently provided via two existing entry/exit points. The primary drive, Hospital Road, is located on Summer Street (Rte. 2A) within 100 feet of the Summer Street/Brattle Street/Hemlock Street intersection. The secondary site access is located on Woodside Lane which is a narrow residential street without direct connection to major streets. The remaining streets in the vicinity of the site are local streets, and many are private roads. All these roadways are less than 30 feet wide, with many being between 10 and 25 feet wide. Very few of these roadways have sidewalks. Oak Hill Drive, reported by residents as presenting a cut-through problem, carried approximately 1,825 vehicles in a typical weekday in September 2001 according to recent studies.



The proximity of the Summer Street/Brattle Street/Hemlock Street intersection to Hospital Road creates several access problems for the site. The potential blockage of Hospital Road by the Summer Street westbound queue from the signal at Summer Street/Brattle Street/Hemlock Street intersection makes turning left to and from the site difficult. Furthermore, signalization of the intersection of Hospital Road and Summer Street intersection would be difficult given the close proximity to the other intersection.



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Summer Street west of Hospital Road is scheduled to be redesigned and rebuilt in 2004 including a redesign of the Summer Street/Brattle Street/Hemlock Street intersection and its signalization. The redesign changes the alignment of Hospital Road slightly but does not provide more capacity than currently exists. Summer Street is one lane in each direction, with parking allowed on both sides of the street. It carries approximately 18,000 vehicles on a typical weekday (approximately 9,640 eastbound and 8,400 westbound).

The level of service for three key intersections adjacent to Hospital Road on Summer Street, Oak Hill Drive, Grove Street and Brattle Street/Hemlock Street illustrate the attention that must be given to the traffic generated by the reuse of the site. According to a functional design report by MassHighway, the Summer Street/Brattle Street/Hemlock Street signalized intersection operated at LOS E during the morning peak hour and at LOS C during the evening peak hour. MassHighway has scheduled improvements to the intersection to improve operations to a predicted LOS C during the morning peak hour and LOS B during the evening peak hour. Other analyses have indicated turning movements at the Summer Street/Grove Street intersection and the Summer Street/Oak Hill Drive intersection also both operate at LOS F during the morning and evening peak hours. Both intersections were ranked by residents as problems according to a recent transportation assessment study.

Primary access to the site is provided along Summer Street, and future development on the site will add traffic to the three adjacent intersections along Summer Street. Consequently, mitigation measures at some locations may be needed to improve existing deficiencies as well as to accommodate the additional project-related traffic.

## **Pedestrian Facilities**

The roadways within the Symmes site do not have sidewalks, and do not provide any connection with the Town's sidewalk network. Moreover, the majority of the roadways within the neighborhoods surrounding the site do not have sidewalks. Consequently, there is a lack of pedestrian connectivity to the site, especially to the north. As a result, redevelopment of the site should consider sidewalk improvements not only within the site, but also off-site to improve pedestrian connectivity. The specific pedestrian connection needs will depend on the final uses for the site. For instance, if the development of the site involves residential uses, particular attention should be paid to pedestrian access to the nearby schools.

## **Bicycle Facilities**

The Minuteman Bikeway traverses the Town of Arlington and is located in close proximity to the Symmes site. The bikeway starts in the Town of Bedford and ends at the Alewife Station where it connects to the Somerville Community Path. Brattle Street currently has formal



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connections to the bikeway with stairs and a ramp. As part of the Route 2A Reconstruction project the Summer Street/Brattle Street/Hemlock Street intersection is also being designed to accommodate bicycles by providing bike loop detectors.

## Public Transportation

Public transportation access is provided to the Symmes site via the Route 67 bus service. This route connects Turkey Hill in Arlington to the MBTA Red Line Alewife Station via Arlington Center. Through these two transportation nodes (Arlington Center and Alewife Station), the site is very well connected to the MBTA regional public transportation system. The bus stop at the site, however, is currently underutilized. Furthermore, the steep grade of the primary site access roadway taxes the MBTA buses, which labor to climb the hill and create noise impacts on the site and in the adjacent neighborhood.

## Summary of Symmes Advisory Committee Work

The SAC is composed of 13 individuals representing various boards, committees and interest groups in Arlington. The SAC organized a series of Working Groups to explore options for various types of land uses on the site and to assist the Committee in its work. The four use-related Working Groups are Commercial Use, Medical Use, Public Use and Residential Use. In addition to the SAC members, membership on the Working Groups included citizens with interest and expertise in their respective areas. Other Working Groups were formed to evaluate the financial viability of proposed redevelopment plans and to coordinate community outreach and the communication of SAC activities.



The ARB hired a consultant team in June of 2002 to provide professional planning, design and engineering services to the Town and the SAC. Over a 10-month period, with an extensive public outreach and participation process, the consultant team conducted detailed site assessments related to the site's buildings, environmental conditions, open space, utilities/infrastructure, site development costs, traffic, and urban design issues. The consultant team also conducted market studies of residential, commercial and healthcare markets from a local and regional perspective. Based upon the market research, analysis of site develop-



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ment constraints and input from the public process, the team developed and tested a series of alternative reuse scenarios based upon market/financial feasibility, neighborhood impacts and fiscal impact on the Town of Arlington. The work conducted by the planning consultant is available on the project website ([www.symmesarlington.org](http://www.symmesarlington.org)). Prospective developers are expected to conduct their own due diligence to either confirm, update, expand or alter the site development analyses that have been completed to date.

## Miscellaneous Provisions

1. The ARB reserves the unqualified right, in its sole and absolute discretion, to amend or withdraw this RFQ at any time, to reject all submittals, to withdraw at any time from this process with no recourse for any [Respondent] - [are we going to adopt this term?], to waive defects in the filing of or contents of any proposal; and to choose or reject any or all submittals received in response to this RFQ either on the basis of an evaluation of the factors listed in this RFQ or for other reasons, including, but not limited to, the convenience of the ARB.
2. The information contained in this RFQ and in any subsequent addenda or related documents is provided as general information only. The ARB makes no representations, warranties, or guarantees that the information contained herein is accurate, complete, or timely, or that such information accurately represents the conditions that would be encountered at the former Symmes Hospital and its vicinity, now or in the future. The furnishing of such information by the ARB shall not create or be deemed to create any obligation or liability upon it for any reasons whatsoever, and each recipient of the RFQ by submitting a proposal to the ARB, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the ARB, or any third party who prepared a report for the ARB, liable or responsible therefore in any manner whatsoever.
3. The ARB has established this process because it is believed to be in the ARB's and the Town's best interest to do so, and not because of any legal requirement to do so. This RFQ has been prepared solely to solicit responses and it is not a contract offer and is not binding on the ARB. Neither the expression of any organization's interest, nor the submission of any organization's qualifications and any documents or other information, nor the acceptance thereof by the ARB, nor any correspondence, discussions, meetings, or other communications between the Respondent and the ARB, nor a determination by the ARB that the Respondent is qualified hereunder, shall impose any obligation on the ARB to include the Respondent in any such further procedures which the ARB may utilize prior to the final selection of a Respondent, shall be deemed to impose any obligation whatsoever on the ARB to select the Respondent, to discuss any proposal which the Respondent may submit, or to enter into negotiations with the Respondent, or shall entitle the Respondent to any compensation or reimbursement for any costs or



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expenses incurred by the Respondent in connection with the Respondent's submission hereunder. No costs of responding to the RFQ or any addenda or amendment thereto, nor cost of attending any subsequent interviews or meetings in connection with this development opportunity, shall be reimbursed by the ARB for any reason whatsoever including, without limitation the amendment or withdrawal of the RFQ or the rejection of any or all of the responses.

4. The ARB may consult references familiar with the Respondent regarding the Respondent's prior operations and development or management projects, financial plan, past performance, experience and qualifications, or other matters, whether or not the specific individuals are identified in the submission. Submissions made in response to this RFQ shall constitute permission for the ARB to make such inquiries, and authorization to third parties to respond thereto.
5. Any information given to the ARB in any submission or any correspondence, discussion, meeting, or other communication between the Respondent and the ARB before, with, or after the receipt by the ARB of the submission, either, orally or in writing, will not be, or deemed to have been, proprietary or confidential, although the ARB will use reasonable efforts not to disclose such information to persons who are not employees or consultants retained by the ARB except as may be required by state and federal law including, without limitation, the Massachusetts Public Records Law. Use or disclosure of such information by the ARB may be made without obligation or compensation and without liability of the ARB of any kind whatsoever.
6. Neither the members of the ARB nor any individual member, nor any officer, agent, or employee thereof shall be charged personally by the Respondent or any third party with any liability or held liable to it under any term or provision of this RFQ nor any statements made herein.
7. The ARB reserves the unqualified right, in its sole discretion, to disqualify any team, firm, or individual from any phase or component of the selection process or this development opportunity, due to felonious or other criminal record in any jurisdiction (domestic or foreign).
8. By providing a submission in response to this RFQ each Respondent and each person signing on behalf of any Respondent certifies, and in case of a joint venture each party thereto certifies as to its own organization, that the terms of its submission have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such terms with any other Respondent or with any competitor, the terms of its submission have not been and will not be knowingly disclosed, directly or indirectly, by the Respondent prior to the



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official opening of such submission, to any other Respondent or to any competitor; no attempt has been made and none will be made by the Respondent to induce any other person, partnership, or corporation to provide or not to provide a submission for the purpose of influencing competition; the Respondent has not made any offers or agreements or taken any other action with respect to any ARB employee or former ARB employee, or immediate family member of either which could constitute a breach of M.G.L. Chapter 268A, Section 23, nor does the Respondent have any knowledge of any act on the part of an ARB employee or former ARB employee relating either directly or indirectly to the Respondent which constitutes such a breach; and no person or selling agency, other than a bona fide employee or a bona fide established commercial or selling agency maintained by the Respondent for the purpose of securing business, has been employed or retained by the Respondent to solicit or secure selection under the RFQ or award of this development opportunity on the understanding that a commission, percentage, brokerage, contingent or other fee would be paid to such person or selling agency

## Contact Information

Questions regarding the RFQ should be addressed to:

Mr. Kevin O'Brien  
Director of Planning and Community Development  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476-0002  
tel 781-316-3090  
fax 781 316-3019  
kobrien@town.arlington.ma.us

## Additional Documentation

There are a number of planning and technical documents that address the Symmes site. These documents are available for review and may be obtained at the office of the Department of Planning and Community Development, 730 Massachusetts Avenue in Arlington, Monday – Wednesday from 8:00 A.M. to 4:00 P.M., Thursday from 8:00 A.M. to 7:00 P.M. and Friday from 8:00 A.M. to Noon.

Please call 781-316-3090 to make an appointment to review these materials. Upon request, staff of the Department of Planning and Community Development will make copies of documents for cost. Additional information is available on the Symmes Advisory Committee Project website at [www.symmesarlington.org](http://www.symmesarlington.org). The following is a list of available documents and pricing for copies.



# Request For Qualifications

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- Town of Arlington Zoning Bylaw, Adopted October 8, 1975, with Amendments through Annual Town Meeting of April 2002. (\$10.00)
- Property Condition and Engineering Assessment, TWB Associates, Inc., September 28, 2001 (\$3.50)
- Symmes Hospital - Preliminary Infrastructure and Soil Conditions Assessment, Vanasse Hangen Brustlin, Inc., August 21, 2002 (\$0.75)
- Building Floor Plans and Aerial Photos (\$0.75)
- Environmental Assessment, HMM Associates, Inc., October 29, 1993 (\$4.50)  
Relative to the documented release of petroleum product associated with hydraulic elevators and underground storage tanks (now removed), the following documents are available in the Department of Planning and Community Development Office:
  - Phase I Comprehensive Site Assessment
  - Phase III Remedial Action Plan
  - Class C Response Action Outcome Statement
  - Immediate Response Action Completion Statement
- Symmes Hospital Reuse Alternatives Transportation Assessment, Vanasse Hangen Brustlin, Inc., February 13, 2003, and traffic counts by Lewis Berger Associates, Spring 2003 (\$3.75)

## The Request For Proposals Process

The following information is provided as guidance for those who wish to participate in the Request for Proposal process. The information below is subject to adjustments by the ARB as it may deem necessary.

### Developer Selection Schedule

|  |                           |
|--|---------------------------|
| Issuance of RFQ                        | July 18, 2003             |
| Pre-submittal briefing                 | July 30, 2003, 2:00 PM    |
| RFQ responses due                      | August 20, 2003, 11:00 AM |
| Issuance of RFP to selected developers | September 2003            |
| RFP Responses due                      | October/November 2003     |
| Interviews with Developer Teams        | November 2003             |
| Selection of Developer by ARB          | December 1, 2003          |

