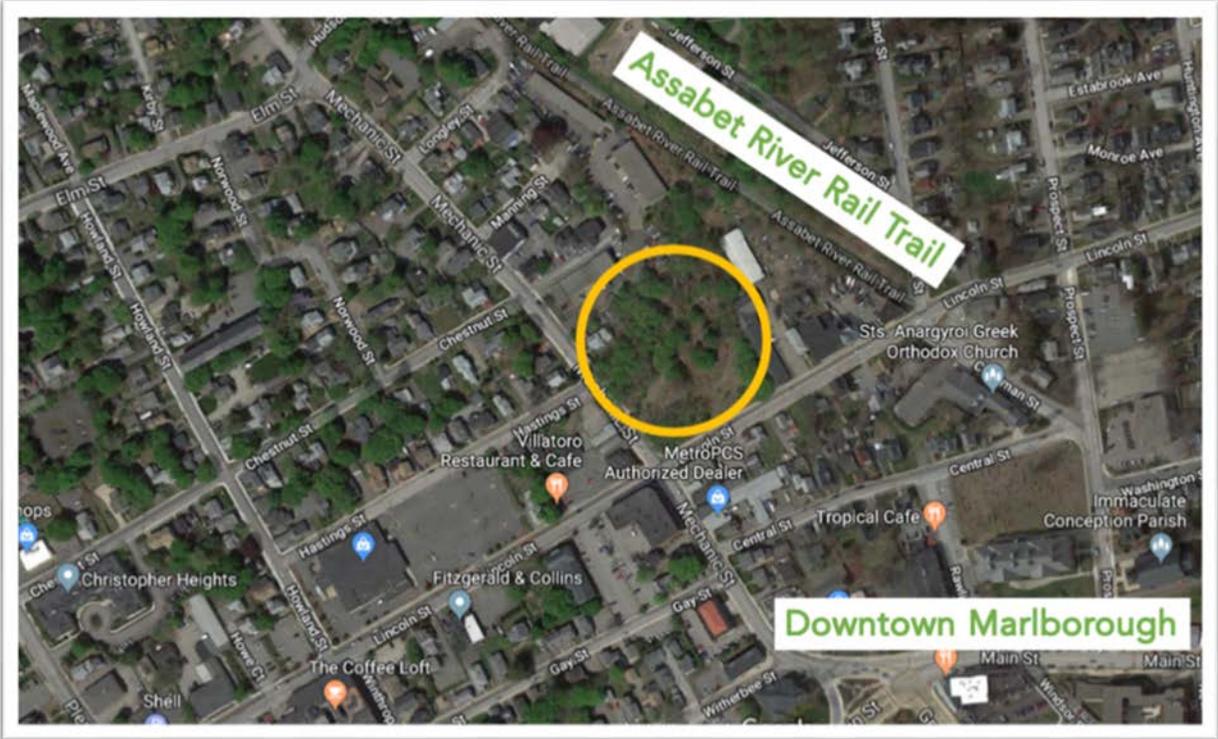


Marlborough Lincoln/Mechanic Premises

REQUEST FOR PROPOALS (RFP)



Marlborough Economic Development Corporation (MEDC)
91 MAIN STREET, SUITE 204, MARLBOROUGH MA 01752 | 508.229.2010

Marlborough Economic Development Corporation (MEDC) is pleased to issue this Request for Proposals (RFP) for the development of five (5) parcels of land located on the corner of Lincoln and Mechanic Streets in the Marlborough "French Hill" neighborhood. MEDC is offering this property on behalf of the City of Marlborough and the property will be made available for development under the provisions of a conveyance of the fee simple interest, subject to any easements of record as there may be. The terms of the sale will be negotiated among MEDC, the City of Marlborough, and the designated developer.

Any cost related to the preparation or submission of proposals in response to this RFP by any person, group, or organization, is entirely at the expense of such person, group or organization. All proposals must include all items specified in Chapter 6: Submission Requirements. Interested parties can contact Meredith Harris at (508) 229-2010 with any questions regarding this RFP and process.

All responses to this RFP must be submitted no later than 5:00 PM on June 15, 2018 to:

Meredith Harris
Executive Director
Marlborough Economic Development Corporation (MEDC)
91 Main Street, Suite 204
Marlborough, MA 01752

MEDC reserves the right to reject any or all bids. The selection of a developer is subject to approval by MEDC's Executive Committee.

All deliverables will become the property of MEDC.

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1. INTRODUCTION

MEDC seeks proposals for the development of five (5) parcels of land located on Lincoln and Mechanic Streets in the French Hill neighborhood of Marlborough, MA as part of a broader strategy for urban revitalization. The site is currently under agreement by MEDC and the City of Marlborough. On behalf of the City of Marlborough, MEDC seeks qualified proposals for a mixed-use project that would further the revitalization of the neighborhood by creating a mix of housing units and an engaging first floor retail/commercial space.

Preferred projects will build to a scale and character comparable to existing larger developments in the neighborhood (such as Renaissance Lofts and Howe Shoe Factory Condominiums), as well as utilize materials to create an overall design that demonstrates a quality development emphasizing the City's sense of history and desire for contextual, pedestrian-scaled projects that enhance the overall character of the French Hill neighborhood. Overall, development on the site should increase value in the neighborhood, enhance and encourage walkability between the French Hill neighborhood and the Marlborough Village District, attract visitors, and help to retain and recruit employees while creating new housing opportunities within the City of Marlborough.

2. PROPERTY DESCRIPTION

MEDC and the City of Marlborough currently have five (5) contiguous parcels of land under agreement located on the corner of Lincoln and Mechanic Streets in Marlborough, MA. The parcels are shown on the Marlborough GIS map as:

- Parcel 337 on Assessor's Map 69 (containing .799 acres or 34,821.86 SF of land, more or less)
- Parcel 338 on Assessor's Map 69 (containing .5801 acres or 25,269.15 SF of land, more or less)
- Parcel 338A on Assessor's Map 69 (containing .3457 acres or 15,058.7 SF of land, more or less)
- Parcel 339 on Assessor's Map 69 (containing .1615 acres or 7,034.9 SF of land, more or less)
- Parcel 339A on Assessor's Map 69 (containing .4424 acres or 19,270.94 SF of land, more or less)

These five (5) parcels represent a total land area of 2.33 acres or 101,455.55 SF, more or less. Hereinafter, collectively, these five (5) parcels will be referred to as the "Lincoln/Mechanic Premises."

The Lincoln/Mechanic Premises are prime land area in a neighborhood known in Marlborough as French Hill. The French Hill neighborhood has previously been the subject of planning and community engagement efforts designed to prompt investment and guide future development. An overlay zoning district for the neighborhood (with an emphasis on the Lincoln Street corridor) is currently being planned. The ultimate goal of the City of Marlborough and MEDC is the transformation of this particular neighborhood into a thriving, walkable, mixed-use area which embraces historic preservation coupled with new development at scale and in character with the overarching goals and plans for the community.

The Lincoln/Mechanic Premises are adjacent to the entrance of the Assabet River Rail Trail, which connects the Marlborough Village District to Hudson's increasingly vibrant downtown, as well as the Boston Scientific campus and the Assabet Valley Regional Technical High School. The trail is known regionally as a haven for walking and cycling and is an increasingly important French Hill amenity.

3. DEVELOPMENT GOALS AND STANDARDS

GOALS OF THE RFP

MEDC is seeking a developer that will adhere to and compliment the Marlborough Economic Development Master Plan and incorporate the following aspects into a proposal and design for the Lincoln/Mechanic Premises:

- Create a mixed-use property with first-floor retail/commercial space and residential units above.
- Further the revitalization of French Hill by ensuring the property adds value and creates a positive presence in the neighborhood.
- Build at scale and character comparable to large developments in the neighborhood currently, such as Renaissance Lofts and Howe Shoe Factory Condominiums.
- Utilize materials and create an overall design that makes plain a quality development emphasizing the City's sense of history and desire for contextual, pedestrian-scaled projects while enhancing the overall character of the French Hill neighborhood.
- Function essentially as a property that will build value in the neighborhood, enhance walkability throughout French Hill and the Marlborough Village District, attract visitors, and help to retain and recruit employees while creating new housing opportunities.

Interested parties responding to this RFP will be expected to make a compelling argument as to how their proposal will best spur new economic growth and complement the adjacent downtown area. Proposed projects should lay the groundwork for long-term economic benefits for the City with an emphasis on the French Hill neighborhood and the downtown area, while also extending those benefits into other neighborhoods and areas of the City.

In addition, the development should provide a mix of uses, appropriate parking ratios, a strong pedestrian environment, and adhere to design standards that are fitting to the area while maximizing the value of the Property as an economic development asset for the City. The value is based on the parcel's size, the projected density, and uses within the proposed development.

MEDC seeks to identify and engage interested and able parties and, through due process, select a proposal and party with the financial and technical capacity to develop the site in a manner consistent with the mission of both MEDC and the City of Marlborough. Proposals will adhere to the overall goal to promote economic development, neighborhood revitalization, and smart growth in Marlborough. This development opportunity is being offered to further stimulate revitalization of Marlborough's French Hill neighborhood and Downtown Village District.

Any person, party or organization that submits a response to the RFP shall include a description of the proposed development of the site. Responses shall include a narrative describing the proposed uses for the site and an estimate of the total area, either on its own or in connection with adjacent property(ies), measured in square feet, to be allocated to each respective use.

A demonstration of the merits and feasibility of the proposed development, as well as the proponent's technical and financial resources (including the means to execute the project and to pay purchase price) should also be provided. Any and all financial information must be

submitted. If, pursuant to this RFP process, a proponent is selected, the developer is responsible for obtaining all required permitting.

REGULATORY AND ZONING CONTEXT

The Lincoln/Mechanic Premises is currently zoned under the following two classifications: Commercial Automotive (CA) and Business (B). Currently, a new zoning overlay district is being considered for the area of development discussed in this proposal within French Hill. New zoning will likely encourage higher density, mixed-use projects that enhance walkability and cycling in the neighborhood.

Proposals that do not meet current CA and B zoning criteria *will* be considered in this RFP.

SUBMISSION TIMELINE & REQUIREMENTS

This RFP will be made available April 27, 2018 on MEDC's website at

www.marlboroughedc.com/rfp-french-hill-development-marlborough-ma/ as well as MEDC offices, located at 91 Main Street, Suite 204 in Marlborough, MA.

All responses to this RFP must be submitted no later than 5:00 PM on June 15, 2018 to:

Meredith Harris
Executive Director
Marlborough Economic Development Corporation (MEDC)
91 Main Street, Suite 204
Marlborough, MA 01752
mharris@marlboroughedc.com

Absolutely no responses will be accepted after this date and time. MEDC reserves the right to reject any or all bids. The selection of a proponent is subject to approval by MEDC Executive Committee.

All deliverables will become the property of MEDC.

MISCELLANEOUS

The site plans distributed with this RFP show the general boundaries of the Lincoln/Mechanic Premises. MEDC makes no representations or warranties as to the completeness or accuracy of the property information contained in this RFP. Respondents are responsible for independently verifying all such information including any underground utilities and related easements.

The City of Marlborough and the MEDC will make all environmental reports and determinations available, such as may be in their possession, however, respondents are responsible for making their own determination of existing site conditions and conducting their own environmental investigation of the site and the surrounding area and the designated developer(s) will be required to assume all responsibility for site conditions, including costs pursuant to the proposed disposition. Development Proposals submitted in response to this RFP will be subject to the

provisions of the City of Marlborough zoning, building and other ordinances, regulations and procedures, as well as applicable State and City reviews and any other applicable City policies.

The preparation and submission of all proposals by any person, group, or organization is entirely at the expense of such person, group, or organization. The designated developer shall be responsible for any and all costs incurred in connection with the planning and development of the Property. MEDC and the City of Marlborough shall not be liable for any such costs nor shall be required to reimburse the developer for such costs.

This RFP and all responses accepted as a result are deemed non-binding in nature. MEDC makes no representations or guarantees with respect to the selection process or awarding of development rights. MEDC reserves all rights, including its right to withdraw from the RFP or selection process or subsequent negotiations at any time, with or without cause and at MEDC's sole discretion. In such an event, MEDC shall not be liable for costs or expenses incurred by proponents or other interested parties relating to this RFP or any responses prepared in conjunction therewith.

If any party responding to the RFP is represented by a real estate broker, currently licensed by the Commonwealth of Massachusetts, any and all fees payable to the broker shall be the sole responsibility of that party responding to the RFP. MEDC and the City of Marlborough will not pay a real estate commission to a procuring broker.

The successful respondent to this RFP will certify their policy of non-discrimination based upon race, color, gender, sex, religion, creed, national origin, age, sexual orientation, handicap, disability, veteran's status, or any other conceivable discriminatory factor.

All questions of a procedural nature regarding this RFP should be directed in writing to:

Meredith Harris
Executive Director
Marlborough Economic Development Corporation
91 Main Street, Suite 204
Marlborough, MA 01752
mharris@marlboroughedc.com

4. DESIGN GUIDELINES

The City is looking for a bold design that is emblematic of the future of Marlborough's French Hill neighborhood. The following guidelines are intended to stimulate creative thinking by the team of proponents and not to impose rigid rules that might stifle creative expression. Achieving these objectives is crucial for the successful development of the Site and for integrating the project with the urban fabric of the French Hill neighborhood and Marlborough Village District.

While it is hoped that the proposed building will be one of the most notable structures within French Hill, the City expects the building to function physically and aesthetically as a working part of the local built environment.

Preferred projects will incorporate the following design guidelines:

- The building must contribute substantially to the image of French Hill.
- The building must provide new, long-term vitality for this part of the City of Marlborough.
- The building and its architecture should combine historical elements with respect to community aesthetic while also express a bold, forward-looking vision to match Marlborough’s current development as a destination city.
- The highest quality materials and detailing should be evident throughout the building’s design.
- The building should include multi-level and multi-use spaces, in the interest of creating important and unique destinations, bringing new life and energy to this part of the French Hill neighborhood.
- The ground floor shall be devoted to active uses – i.e., retail shops, cafes, restaurants.
- A mixed-use project is highly desired, with the inherent flexibility to accommodate a variety of outcomes. The developer is encouraged to explore an array of uses and programs, including, but not limited to, residential, retail, community/cultural uses.
- The building should function physically and aesthetically as a working part of the urban systems of pedestrian and vehicular circulation, street and block pattern, and organization of street level activities.
- The creation of a new open, green, and/or public gathering space should be considered.

5. SELECTION CRITERIA & PROCESS

All Proposals will be reviewed for compliance with, and are subject to, the criteria, procedures, submission requirements, and development objectives and urban design guidelines outlined in this RFP. MEDC may request additional information from any or all respondents. As in the case of all RFP’s, MEDC reserves the right to reject any or all Proposals for any reason or no reason.

SELECTION CRITERIA

All proposals must conform substantially to the submission requirements. Respondents are encouraged to submit evidence supporting the viability of the proposal as evaluated by these criteria, beyond the required information outlined in Chapter 6: Submission Requirements.

The extent to which the proposal fulfills the Development Goals described previously in this RFP, as well as the following:

- The extent to which the proposal complies with all of the submission requirements described in Chapter 6: Submission Requirements;
- Evidence that the respondent has the capability, experience, and financing to undertake and successfully complete the project within a reasonable period of time and to fulfill the business terms of this RFP;
- The extent to which the respondent can demonstrate a positive track record of working in Marlborough and/or comparable urban areas and in general, and a track record of completing and successfully operating projects comparable to the proposed project;
- All members of development teams should be able to demonstrate appropriate qualifications for their respective roles;

- The ability of the team to plan and realize the development schedule within a reasonable period of time;
- Financial feasibility of the proposed development, as documented by development and operating pro forma(s);
- Any special features which go beyond the minimum criteria for development and which strengthen the project as a whole will be taken into account;
- Documentation that the respondent and all affiliates thereof have no outstanding property tax delinquency owed to the City of Marlborough; no outstanding sanitary code violations documented on properties owned by the respondent; and no record of conviction for arson, as certified in the Disclosure Statement;
- Certification that the respondent is not delinquent on any local, state and federal taxes; and
- Absence of any violations or issues pending before any federal, state, or local instrumentality.

SELECTION PROCESS

All proposals must conform substantially to the submission requirements outlined in this RFP. Responsiveness to the RFP will be judged by the completeness of the submission, based upon the information required and stipulated in "Section 6. Submission Requirements". At any time, including after the submission deadline, MEDC may request any additional information from any respondent. The selection process may involve more than one stage of review before final selection is made. MEDC and the City of Marlborough may avail itself of the expertise of external advisors from a cross section of development related fields.

Development teams submitting proposals may be invited to make formal presentations to MEDC and the City of Marlborough during the initial phase of the selection process. If necessary, after all proposals have been reviewed by MEDC, MEDC may select a finalist or finalists who will further develop their proposal(s).

RULE OF AWARD/TENTATIVE DESIGNATION

MEDC will recommend tentative designation to the respondent whose proposal best meets the development and design objectives and the submission requirements listed in this RFP. The selection of the designated developer is subject to the approval of MEDC according to this expected process:

- Tentative designation will specify a limited time frame in which the designated developer must submit the following items in a form and substance that is satisfactory to MEDC:
 - final working drawings and specifications;
 - firm financial commitments, including debt and equity, for all elements of the project;
 - a development schedule.

If the designated developer fails to meet all of the aforementioned terms and conditions satisfactorily and the final designation has not been granted within the time frame stipulated in the tentative designation, the tentative designation will be automatically rescinded and MEDC reserves the right to pick one of the other finalists.

MEDC shall not be liable to the designated developer for any costs associated with the Property or required to reimburse the developer for such costs in any respect.

The designated developer and MEDC, acting on behalf of the City, will enter into one or more appropriate agreements containing the general conditions for final designation through conveyance of the fee simple interest, subject to any easements of record as there may be. The City of Marlborough shall conduct a preliminary brownfield and soil assessment and will make the results of said testing available for review to all interested and relevant parties.

FINAL DESIGNATION

Authorization to execute a conveyance of the fee simple interest, subject to any easements of record as there may be, will be granted upon the designated developer's satisfactory completion of all terms and conditions stated in this RFP. The Executive Director of MEDC will be authorized to execute and deliver a deed to the developer containing such terms and conditions as are acceptable to both the City and MEDC.

SALE TERMS

MEDC shall enter into conveyance of the fee simple interest with the designated developer. The sale price shall be determined as the initial purchase price for MEDC acting on behalf of the City of Marlborough.

6. SUBMISSION REQUIREMENTS

Respondents must submit Proposals to MEDC Executive Director Meredith Harris, 91 Main Street, Suite 204, Marlborough, Massachusetts 01752, no later than 5:00 PM, on June 15, 2018.

DEVELOPMENT AND DESIGN SUBMISSION

All Proposals must contain a Development and Design Submission with the information and items listed below, although respondents are free to organize this information in ways other than suggested. If it is not possible to provide a given item or piece of information, the proposal should substitute an explanation of why this is the case.

DEVELOPMENT TEAM

Provide a letter of interest signed by the principal(s) of the development team that identifies and describes the following:

- The development team, including the developer(s), attorney, architect, engineer, contractor, marketing agent/broker, Management Company and other consultants and entities. For joint ventures, provide a copy of the Partnership Agreement, Limited Liability Company Operating Agreement, or any similar agreement detailing the authority and participation of all parties. A chief contact person for each entity should be listed.
- A description of qualifications, experience, and relevant background information of all team members. This should include a description of functional relations among team

members, in particular the principal owner, partners (if any), and the project manager and/or development consultants.

DEVELOPMENT CONCEPT & PROGRAM

Describe the development concept and use program for the proposed development including but not limited to the following:

- A description of the proposed development program, including a tabulation of gross and net square footage of each development type (i.e. retail, residential, etc.) or project component; a description of the types of commercial spaces proposed (e.g. intended use or user, breakdown of leasable spaces by size, etc.); parking accommodations for the complete project.
- If more than a single structure is proposed, a listing and description of each proposed building, including overall building dimensions and gross and net square footage.
- A description of the planned phasing (if any) of the project development.
- An explanation of the underlying rationale for the program as a whole, for the mix of development types, and for the proposed phasing, and an explanation of how the proposed project responds to the development goals of this RFP. Note that more specific information requests corresponding to the development objectives are listed below.
- In the case of Proposal that exceed the dimensional regulations established in the Marlborough Zoning Code an explanation of the rationale for the scale and density of the proposed project, as well as a discussion of the required zoning relief and any zoning amendments or variances that would be required for the proposed development.

ECONOMIC DEVELOPMENT STRATEGY

Provide a complete description of the Economic Development Strategy for the proposed development including but not limited to the following:

- An explanation of the role that the project will play in strengthening French Hill and City-wide economy and creating connections to the larger regional economy.
- A description of the types of commercial users the project includes or is targeting, and the features of the project that support the goal of attracting the target tenants.
- An explanation of the project's ability to accommodate a range of uses, as well as businesses of a variety of sizes and life-cycle stages, and to remain adaptable and economically viable over time.
- The estimated number of new permanent full-time and part-time jobs that will be created and the basis for the estimate.
- An explanation of other features of the development that will yield long-term opportunities and benefits for local businesses, e.g. an on-site incubator, capacity building assistance for potential contractors and suppliers, preferential treatment for local retail businesses operating within the development, assistance obtaining surety bonds, etc.

DESIGN

The respondent should provide design materials as indicated below and/or as appropriate to ensuring clarity:

- Presentation boards of an appropriate scale showing the site plan, key diagrams and illustrations, and other drawings deemed necessary to convey the quality of the Proposal.
- Architectural drawings at an appropriate scale for the site plan and for perspective renderings, plans, sections and elevations is suggested; and, other drawings and illustrations at the appropriate scale.
- Hard copies of an appropriate scale for all design submission materials, one each paired with the text submission requirements outlined elsewhere.
- Digital versions of all design submission materials.
- All materials should include a graphic scale.

The Development and Design Submission should include, at a minimum, the following plans, drawings, diagrams and illustrations:

- A neighborhood plan showing the Project Site, building footprints, street names, and existing buildings on the neighboring sites.
- A site plan showing building footprints and location of all site improvements including open space, curbside uses, pedestrian and vehicular circulation, and the organization of functions and open spaces.
- Concept diagrams and illustrations depicting the proposed development and showing how the proposal captures the essence and details of the design guidelines and incorporates the design guidelines into the development proposal.
- Diagrams and illustrations of proposed improvements to existing pedestrian and bicycle realm including connections to transit facilities, the local street network, and existing and planned pedestrian/bicycle trails.
- Circulation plan (at appropriate scale) showing vehicular circulation for passenger and service vehicles, as well as locations, types, and numbers of parking spaces.
- Architectural elevations depicting the façades, architectural details, massing, height, and notations of proposed materials for key building elevations.
- Conceptual designs and schematic floor plans, showing ground floor and typical upper floor(s).
- Street context elevations (at appropriate scale) showing the relationships of the proposal to the massing and building height of adjacent buildings. This street context drawing may combine drawings with photographs in any manner that clearly depicts the relationship of the new building to existing buildings.
- Perspective drawings drawn at eye-level and bird's eye-level showing the project in the context of the surrounding area.
- A description of all intended site improvements and off-site improvements, including sidewalks, street lights, and street trees.

ENVIRONMENTAL REMEDIATION

The City of Marlborough and the MEDC are conducting an ASTM Phase I Environmental Site Assessment (ESA) in accordance with the requirements of ASTM International Designation: *E1527-13 Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process (ASTM E 1527-13)*. Results of said testing will be made available for review

to all interested and relevant parties. It shall be the sole responsibility of the designated developer to remediate any environmental degradation on site in order to make the Premises safe for human habitation or work.

IMPLEMENTATION PLAN

Provide a description of how the development concept will be implemented including but not limited to the following:

- A detailed timeline, indicating all pre-development tasks from the date of Tentative Designation by MEDC through construction loan closing and construction commencement. The respondent should indicate start and end dates for each pre-development task.
- An outline of required regulatory approvals and projected timeline to obtain such approvals.
- Development and construction sequencing and phasing strategies.

CERTIFICATES AND SUPPORTING MATERIALS

Provide the following certificates and materials:

- All documentation included in the Appendices, completed and signed.

DEVELOPMENT FORMATION AND FINANCIAL SUBMISSION

This submission will include in-depth organizational and financial information for the developer, along with detailed information regarding both construction and permanent funding sources.

The following list includes the minimum submission requirements. MEDC encourages additional financial data or funding information that supports the applicant's proposal. MEDC will reserve the right to request additional financial information.

Submissions that do not include the minimum requirements will be rejected.

Formation Requirements

- Articles of Incorporation
- Certificate of Status/Good Standing
- Certificate of Incorporation
- By-Laws
- Certificate of Organization (LLC 1, or LLP 1 in some states, if applicable)
- Borrowing Resolution
- Operating/Partnership Agreement (if LLC or LLP)
- Certificate of Registration as a Foreign Entity (if applicable)

Financial Documents

- Financial Statements or Annual Reports for the three most recent fiscal years for Proponent and/or parent companies (if applicable)

- Interim Financial Statements for Proponent and/or parent companies (if applicable) (most recent month ending within thirty days)
- Disclosure of Beneficial Interest (1% or greater) Personal Financial Statement of Principal owners of Proponent and/or parent companies (upon request)
- Financial Statements of any tenants, lessees and occupants extra to Proponent and intended to occupy the premises (if applicable)
- Financing commitments or project specific letters of interest from recognized funding sources
- Evidence of the Proponent's financial capability to undertake the proposed project. Recent experience in capital formation for similar type projects of comparable scale may be included.

MEDC reserves the right to request additional credit support, including, but not limited to corporate and personal guarantees or other forms of secondary collateral.

PROJECT SPECIFIC FINANCIAL SUBMISSION

The Financial Submission shall include, but is not limited to, the information listed below. The pro formas should provide separate sources and uses for each project component (e.g. commercial, retail, parking, etc.) or phase, if applicable, as well as a combined budget for the entire project.

SOURCES & USES OF FUNDS / DEVELOPMENT PRO FORMA

Each Proponent shall provide a SOURCES & USES OF FUNDS /DEVELOPMENT PRO FORMA that includes all of the information normally found in a real estate development pro forma. This information includes, but is not limited to:

- Description of Project Components: show the gross square footage (as defined by the City of Marlborough Building Code) and the rentable square footage for each proposed use and for the total development.
- All hard costs: The breakdown must include: environmental testing and remediation (if required), site preparation, site improvements, demolition, building shell and core, tenant finishes, specialty finishes, general contractor's overhead and profit, and any other major expense categories pertinent to the proposed project.
- All soft costs: The breakdown must include: architectural, engineering, specialist consultants, legal, accounting, developer's fees, mortgage/syndication brokerage fees, other professional fees (e.g., construction manager owner's representative, marketing, leasing, etc.), and other soft cost categories pertinent to the proposed project.
- An implementation plan for the proposed development, including a development schedule with key milestone dates and a projected occupancy date. The development schedule should outline the required regulatory approvals for the proposed development and the anticipated timing for obtaining such approvals. If the Proponent intends to sublease the proposed development, the Proponent should provide a description of the proposed users and the marketing and leasing plan for the development and should clearly indicate what percentage of the development must be leased (if any) prior to the commencement of the various stages of the development and construction process.

- All contingencies: Specify whether the contingency is for hard costs, soft costs or total costs; design or construction, financing or other critical components of the total project costs.
- Sources of debt and equity for the total project cost.
- All assumptions regarding financing terms on acquisitions, pre-development, construction, and permanent loans. The breakdown must include financing fees, interest rates, draw-down schedule and term, participation, amortization and other critical information.
- Any other project related expense not included in the above categories.
- Calculation of total project costs.

15-YEAR OPERATING PRO FORMA

Each Proponent shall provide a 15-YEAR OPERATING PRO FORMA that includes all of the information normally found in a real estate operating pro forma, on an annual basis. This information includes, but is not limited to:

- Tabulation of gross and net rentable square feet.
- Proposed fixed rent payments, percentage rent, and/or other forms of rent payable to the City of Marlborough and corresponding market data supporting all occupancy, rent, and revenue assumptions.
- Schedule of all revenues – total and per square foot.
- Detailed projected capital and itemized operating expenses pertinent to the development project – total and per square foot. Any direct allocation to or reimbursement by tenant of any operating expenses must be identified, and explained in detail.
- All “other” expense, capital expenditure and vacancy assumptions used to determine cash flow.
- Anticipated primary leasing terms (35 year, 50 year, etc.), and leasing rates, and calculation.
- Tenant inducements, including free rent, lease up schedules, tenant improvement allowances, and any other adjustments to market rent which yield an “effective rent” lower than the “nominal rate.”

FORMS AND DISCLOSURES

Provide the attached disclosure form and statements including but not limited to the following:

- Certificate of Tax, Employment Security, and Contract Compliance

PROPERTY MANAGEMENT PLAN

Provide a description and plan for management of commercial, retail and/or residential property components of the proposed development.

CONDOMINIUM SALES PRO FORMA

If applicable, please provide a condominium sales pro forma including but not be limited to the following:

- A schedule of unit types showing the average net square feet (“NSF”), number of bedrooms, condominium fees, and price per unit and price per NSF for each unit type.
- Gross Sales Revenue.
- Sales cost, including brokerage, legal, and other conveyance costs.
- Net Sales Revenue.
- Assumptions regarding pre-sales and projected sell-out period.

APPENDIX I

DISCLOSURE STATEMENT

Any person or entity submitting a development proposal to Marlborough Economic Development Corporation (MEDC) must truthfully complete this statement and submit it prior to being designated for the Lincoln/Mechanic Premises project.

- 1) Do any of the principals owe the City of Marlborough and/or MEDC any monies for incurred real estate taxes, rents, water and sewer charges, or other indebtedness?

- 2) Are any of the principals delinquent on any local, state or federal taxes?

- 3) Are any of the principals employed by the City of Marlborough and/or MEDC? If yes, in what capacity? (Please include name of agency or department and position held in that agency or department).

- 4) Do any of the principals own any real estate in Marlborough? If yes, where and what type of property?

- 5) Were any of the principals ever the owners of any property upon which the City of Marlborough foreclosed for their failure to pay real estate taxes or other indebtedness?

- 6) Have any of the principals ever been convicted of any insurance fraud or arson-related crimes or currently under indictment for any such crimes?

7) Have any of the principals been convicted of violating any law, code, or ordinance regarding conditions of human habitation within the last three (3) years?

SIGNED under the penalty of perjury.

Date: _____

Signature: _____

Address: _____

APPENDIX II

LINCOLN/MECHANIC PREMISES MAP – PARCELS HIGHLIGHTED

