



TOWN OF TYNGSBOROUGH

Office of the Town Administrator
Town Offices
25 Bryants Lane
Tyngsborough, MA 01879
Tel: (978) 649-2314 | Fax: (978) 649-2320

Request for Qualifications (RFQ)

Adult Use Marijuana Retailers

RELEASED: Monday, July 15, 2018

Contact	Matt Hanson
	Town Administrator
Address	25 Bryants Lane
	Tyngsborough, MA 01879
Telephone Number:	978-649-2300 x109
Fax Number:	978-649-2320
Email	mhanson@tyngsboroughma.gov

DEADLINE FOR RESPONSES: Seven (7) hard copies and one (1) electronic copy of your response must be submitted to the Town Administrator, at Town Hall, 25 Bryants Lane, Tyngsborough, MA 01879 by Wednesday, August 15th at Noon.



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Responses must include the following criteria:

1) **Business Experience**

- Describe your current Marijuana business related experience.
- List your executive team and their experience.
- List other team members you feel differentiates you.
- When was your company officially launched/incorporated?
- Is your company incorporated or a non-profit?
- Do you currently have an existing or proposed cultivation facility and/or product manufacturing establishment that will supply your retail operation?
- If yes, where is your cultivation facility, square feet, and when did you start growing?
- Do you have future plans to add cultivation facilities at the proposed retail location or at another off-site location? If so, what is the proposed cultivation canopy for the cultivation facility and scope of the product manufacturing establishment?
- Are you seeking a host community agreement for a cultivation facility or product manufacturing establishment as part of the proposed Tyngsborough host agreement?
- How many medical dispensaries do you currently operate and what year were they opened?
- List current or future plans for medical dispensaries.
- What marijuana approvals do you currently have from the State of Massachusetts? If you are currently in a process for approval, please explain.
- Please explain your plan for public awareness and education for responsible use, or any other plans you have for public awareness, education and outreach.
- Any other business experience you want to highlight.

2) **Financial Details**

- Explain in detail your plan to finance your current Marijuana business?
- What credit line or funding source do you currently have? Please provide proof of credit line and history of credit line or proof of other financing sources.
- If you are planning future Marijuana businesses, how will you finance them?
- Do you agree to pay property taxes, even if you are a non-profit?
- Detail any other financial information you feel differentiate you from other businesses.



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3) Details of Host Community Agreement (HCA)

- Percentage of sales to Tyngsborough
- Yearly guaranteed money to Tyngsborough
- Explain the guaranteed money vs percentage of sales in detail, if applicable
- Do you have the ability to pay all or a portion of the first-year local impact fee up-front?
- Are you able to make payments at least quarterly?
- Will you pay for the Town's cost to conduct an independent audit of annual sales figures to ensure the Town's impact fee accurately meets the requirements of the HCA? If not, please explain your plan for ensuring the accuracy of your payments to the Town.
- Are you planning to donate to a charity or non-profit that provides benefits to the residents of Tyngsborough? If yes, please provide details of such donation and willingness to accept input from the Town as to the recipient of such donations.
- Please explain any other potential financial benefits to the Town in your proposal.
- Describe if there are specific requirements that Tyngsborough needs to provide to fulfill your proposed host community agreement contract.
- Any other details in the host agreement you feel differentiate you.

4) Tyngsborough Business details

- Size of retail store are you planning to open.
- Please provide a proposed plan/conceptual design for your retail store.
- Proposed hours of operation.
- Are you planning future expansion? What is your criteria to expand?
- Do you plan to open for medical and/or recreational sales on day 1 or in the future?
- If you plan to open a cultivation and/or product manufacturing establishment in connection with your retail business, what quality controls have you implemented/plan to implement in your grow facilities, product development and retail stores?
- List quality standards you follow (if applicable) for your cultivation and manufacturing operations
- If proposing a cultivation facility, please describe your renewable energy plan, water management plan and odor control plan.
- Any other details you want to provide for your proposed Tyngsborough business.



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5) Location

- Do you have a specific location under agreement? If so, please provide proof in the form of a deed, lease agreement, purchase agreement, or letter of commitment, including as much detail as possible.

6) Security and public safety

- Define security plan for your retail store, including the parking area or grounds, in detail.
- Are you willing to work directly with the Tyngsborough Police Department to develop and implement the security plan?
- Do you agree to have periodic reviews with the Tyngsborough Police Department to discuss issues and concerns?
- Will you agree to a traffic study, if requested?
- Any security details you want to provide that you feel differentiates you?

7) Timeline and Process

- Once a Host Agreement is signed, please describe the process you will go through from execution of the agreement to opening a retail store in Tyngsborough, including a timeline.

- 8) **Bid Deposit**- Applicants will be required to submit a bid deposit in the form of a Cashier's Check or Bank Check, made payable to "Town of Tyngsborough" in the amount of \$10,000, or \$15,000 if proposing both cultivation and/or product manufacturing and retail, to cover the Town's legal costs associated with review of documents, including but not limited to the applicant's proposed Host Community Agreement. Applicants not selected by the Board of Selectmen will have their bid deposit returned. If legal costs exceed the bid deposit, additional funds will be requested before further consideration will be made on an application. Upon full execution of a Host Community Agreement, and all other local approvals which may require the Town's legal review, any excess bid deposit for legal costs will be returned to the applicant.

9) Other details

- Please provide any other details that you feel differentiates your company



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RESERVATIONS FOR THE TOWN

Under the Town's Zoning Bylaw, there is a limit of two adult use marijuana permits to be issued within the Town. The Town reserves the right to reject any and all proposals for any reason and not to exceed two executed Host Community Agreements for adult use marijuana establishments in accordance with the zoning limitation. The Board of Selectmen is the awarding authority for Host Community Agreements. The Town reserves the right to conduct follow-up research on any responses provided by applicants. The Town, through the Board of Selectmen or Adult Use Marijuana Sub-Committee, may in its sole discretion conduct in-person interviews with any applicants. The Town reserves the right to request additional information and negotiate all aspects of the draft HCAs submitted, and all other aspects of an applicant's response.

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Appendix A: Certificate of Authorization to Submit Request for Qualifications

Business Name _____

Business Address _____

Business Phone _____ Fax _____

Email Address _____

I, the undersigned individual, attest that I have the authority to submit a proposal for Town of Tyngsborough's Request for Qualifications (RFQ)- Adult Use Marijuana Retailers.

Name of Person Authorized to sign Proposal

Title of Person Authorized to sign Proposal

Signature of Above Person