

**TOWN OF WILBRAHAM**  
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**REQUEST FOR INFORMATION (RFI)**  
**MEMORIAL SCHOOL – LEASE, RENTAL, OR PURCHASE OPPORTUNITY**

**Town of Wilbraham, Massachusetts**

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**Town of Wilbraham**  
**Request for Information (RFI)**  
**Memorial School – 310 Main Street, Wilbraham, MA**  
**For Potential Lease or Sale**

**Issued:** \_March 3, 2026

**Responses Due:** 10:00 AM, \_March 31, 2026

**Site Walk Through:** Wednesday, March 18, 2026, 9:00 a.m. (Not mandatory.)

**Contact and Address to Submit RFI's:**

Town of Wilbraham  
Nick Breault, Town Administrator  
240 Springfield Street  
Wilbraham, MA 01095  
(413) 596-2800 ext. 103  
[nbreault@wilbraham-ma.gov](mailto:nbreault@wilbraham-ma.gov)

**Emailed Submissions of RFI's will not be accepted.**

**Link to Studies of Memorial School:**

**<https://www.wilbraham-ma.gov/1037/Building-Utilization-Committee>**

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REQUEST FOR INFORMATION (RFI)

**MEMORIAL SCHOOL – LEASE, RENTAL, OR PURCHASE OPPORTUNITY**

**Town of Wilbraham, Massachusetts**

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**1. INTRODUCTION**

This Request for Information (RFI) is issued by the Town of Wilbraham for the purpose of gathering information from qualified organizations interested in purchasing or leasing the property located at 310 Main Street, Wilbraham, MA, previously used as the Memorial School and referred to as such herein. The Town is evaluating both lease and sale options for the property, and respondents may address one or both in their submission. This RFI is exploratory and does not constitute a formal solicitation or procurement. Participation is voluntary and at the sole expense of the respondent.

The Town seeks information from institutions such as colleges, universities, private schools, or residential education providers that may be interested in utilizing the facility for student housing, educational programming, satellite classrooms, community programming, or compatible mixed-use concepts.

**A walk through of Memorial School for all interested parties will be held on Wednesday, March 18, 2026, at 9:00 a.m. This walk-through is not mandatory.**

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**2. BACKGROUND**

The Town of Wilbraham is exploring a full range of use options for Memorial School to utilize the building in a way that supports community needs, economic development, and regional collaboration. The Town seeks expressions of interest from qualified institutions, organizations, and partners for uses including, but not limited to:

**Potential Desired Uses**

1. **Higher Education Satellite or Extension Center** – college/university instructional space, labs, continuing education, professional certificates, or workforce partnerships.
2. **Private, Charter, or Specialized School** – Montessori, STEM academies, arts programs, therapeutic/behavioral schools, or alternative education models.
3. **Workforce Development & Trades Training Center** – skilled trades, healthcare certifications, technology training, adult education, and employer-partnered upskilling programs.
4. **Early Childhood or Preschool Center** – infant/toddler programs, preschool, after-school care, Head Start, or early intervention services.
5. **Recreation & Indoor Sports Facility** – youth sports, training academies, pickleball, gymnastics, dance/cheer, or community recreation programming.
6. **Mixed-Use Community & Small Business Hub** – coworking, nonprofit center, arts/creator studios, maker space, or blended community-commercial uses.

7. **Behavioral Health or Community Health Services** – outpatient care, counseling, speech/OT services, or partnerships with regional health systems.
8. **Municipal or Regional Services Campus** – Parks & Recreation offices, youth center, senior programs, emergency operations/training, district offices, or multi-town resource sharing.
9. **Adult Day Health or Senior Support Programs** – memory care day programs, caregiver support, activity centers, or transportation hubs.

These categories reflect uses successfully implemented in similar decommissioned school facilities across New England. Respondents may propose single-use or multi-use concepts. The Town encourages creative, adaptive reuse proposals that preserve community character while ensuring financial sustainability. Memorial School is a decommissioned school building totaling approximately 50,000 sq. ft., built in 1950 with an addition in 1951. It is situated centrally within Wilbraham, offering proximity to:

- Wilbraham town center and municipal buildings
- Major roadways and regional routes
- Local public schools and residential neighborhoods

The building has historically served as an elementary school. A recent feasibility study conducted in 2023 assessed the property’s condition, including HVAC, mechanical systems, electrical, plumbing, code compliance, and potential reuse considerations (see Feasibility Study, 2023).

The Town seeks partners who can utilize the building while addressing the building’s capital needs and code upgrades.

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### **3. PROPERTY DESCRIPTION**

Details of the property are available in two feasibility studies.

The first study was done by EBI Consulting in August, 2021. “EBI Capital Needs Assessment 2021.” It is a study of the Capital Needs of all Town buildings, including Memorial.

The second study was done by CHA Consulting in August, 2023. “Memorial Community Center Feasibility Study and Outdoor Recreation Master Plan Report.” This study provides analysis of the building, and options for developing it as a Community Center.

A link to Building Utilization Committee’s Webpage on the Town’s website will bring you to the links to the two studies. Applicants are strongly encouraged to visit this webpage and download the studies.

**The link:** <https://www.wilbraham-ma.gov/1037/Building-Utilization-Committee>

#### **Building Overview**

Memorial School consists of classroom wings, administrative offices, a gymnasium, cafeteria, kitchen, and specialty spaces. Key characteristics include:

**Construction Years:** 1950 (original) and 1951 (addition)

**Type:** Former K-5 school facility

**Structure:** Primarily masonry construction with steam heating distribution

**Site:** Adjacent parking, underground oil storage, playground areas

### **HVAC Summary**

(CHA Feasibility Study, 2023)

- Heating provided by low-pressure steam system
- One boiler: Burnham V11-15 (2003)
- Classroom unit ventilators retrofitted with DDC controls in 2006
- Steam piping located in tunnels; recent leak repairs reported
- Gymnasium served by penthouse-mounted air handlers and perimeter convectors
- Several interior rooms lack mechanical ventilation

### **Key HVAC Findings:**

- Heating system is original and requires complete replacement (estimated \$950,000)
- Missing fire suppression in kitchen hood; fan and ductwork not code compliant

### **Plumbing Summary**

- City water, private sewer
- Domestic hot water provided by a newer Utica boiler + Superstor indirect tank
- Toilet rooms upgraded for accessibility
- Water pressure is insufficient for modern low-flow fixtures
- Basement sump pump cover rusted; drainage not fully code compliant

### **Electrical Summary**

- Some lighting fixtures original (likely PCB-containing ballasts)
- Mix of updated and original panels; several panels remain outdated and require replacement. Three phase power at site
- Missing GFCI protection in several areas
- Exterior lighting damaged or nonfunctional
- Insufficient surge suppression

**Estimated Electrical Upgrade Costs:** \$57,560

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#### **4. STATEMENT OF CAPABILITY (RESPONDENT REQUIREMENT)**

Respondents must submit a narrative (maximum 5 pages) describing how their proposed use aligns with Town goals, including:

- Educational, housing, or institutional mission alignment
- Compatibility with the existing building configuration
- Renovation or buildout concept
- Estimated timelines
- Organizational capacity to lease or purchase the building

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#### **5. COST ANALYSIS (RESPONDENT REQUIREMENT)**

Respondents should provide:

- Estimated purchase price or lease rate
- Proposed tenant improvements or upgrades
- Identification of which building systems must be replaced or improved for intended use
- Funding approach (capital plan, grants, operating funds, etc.)

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#### **6. OTHER CONSIDERATIONS**

Respondents should specify any anticipated requirements related to:

- Environmental considerations
- ADA accessibility needs
- Use of outdoor site areas
- Parking requirements
- Stormwater and septic upgrades

A property owner (if purchase or long-term lease proceeds) must submit **DCAMM Beneficial Interest Disclosure** in accordance with M.G.L. c.7C, §38. This is not required for this RFI.

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## 7. SUBMISSION REQUIREMENTS

Please submit **three (3) hard copies and one (1) electronic version on a flash drive** no later than **10:00 AM, Tuesday, March 31, 2026** to:

### **Town of Wilbraham**

Attn: Nick Breault, Town Administrator  
240 Springfield Street  
Wilbraham, MA 01095

Emailed submissions will not be accepted.

All submissions must include:

- Completed Reply Form, attached as Appendix A
- Statement of Capability
- Cost Analysis
- Any supplemental materials

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## 8. NO AGREEMENT AND RFI STATUS

This RFI is issued solely for information gathering. It does not obligate the Town to enter into any contract, lease agreement, sale agreement, or procurement process. Any future solicitation will be issued separately and independently based on the Town's discretion. This RFI is issued solely for information gathering. It is not a procurement and does not obligate the Town. Any price information provided shall be used for general comparison purposes only. This RFI should not be construed as a means to pre-qualify potential lessees or purchasers. Any future RFP or bid will be issued separately and independently of this process.

The information sought under this RFI is not subject to any statutory procurement process, M.G.L. c.30B, §1(b)(32A), and the terms and conditions of the procurement are only those set forth herein.

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### **Appendix: Key Feasibility Study Citations**

- HVAC findings and cost summary (Feasibility Study pp. 18–23)
  - Plumbing findings (Feasibility Study pp. 20–21)
  - Electrical findings (Feasibility Study pp. 21–23)
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# Appendix A – Respondent Reply Form

## REQUEST FOR INFORMATION – MEMORIAL SCHOOL (310 MAIN ST, WILBRAHAM, MA) REPLY FORM

Please complete and include this form as the cover page of your RFI submission.

### 1. Respondent Information

Organization Name: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

### 2. Proposed Use (Check all that apply)

- Higher education satellite campus
- Private or charter school
- Workforce development / trades training
- Early childhood / preschool center
- Health or behavioral health services
- Recreation or indoor sports facility
- Mixed community/commercial use
- Municipal/regional service center
- Senior support / adult day programs
- Other (please describe): \_\_\_\_\_

### 3. Intended Structure of Arrangement (Specific information should be included in the Cost Analysis)

- Lease
- Purchase
- Open to both

If proposing lease: - Proposed annual lease range:

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If proposing purchase: - Proposed purchase range:

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**4. Summary of Proposed Concept** (Specific information should be included in the Statement of Capability – max 5 pages)

**6. Estimated Timeline for Occupancy**

Desired start date: \_\_\_\_\_

Phased occupancy?  Yes  No

**7. Additional Notes or Requirements**

**Authorized Signature:** \_\_\_\_\_

**Printed Name & Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_