

**TOWN OF SCITUATE, MASSACHUSETTS
REQUEST FOR PROPOSALS
RESERVATIONS AGENT/FUNCTION COORDINATOR SERVICES**

LEGAL NOTICE

The Town of Scituate, acting through its Chief Procurement Officer, seeks qualified firms or individuals to perform professional services as its Reservations Agent/Function Coordinator at the Scituate Maritime Center and Scituate Harbor Community Building located in Scituate, MA.

To be considered, proposals must be received no later than Monday, December 23, 2013 at 10:00 a.m. by the Office of the Town Administrator, 600 Chief Justice Cushing Highway, Scituate, MA 02066. Late proposals will be returned unopened. Proposals should be clearly marked on the outside envelope as “RFP: Town of Scituate Reservations Agent/Function Coordinator” and delivered to: Patricia A. Vinchesi, Town Administrator, Town Hall, 600 Chief Justice Cushing Highway, Scituate, MA 02066.

Any questions regarding this RFP should be in writing to Kevin Kelly, Facilities Director at kkelley@town.scituate.ma.us or Mark Patterson, Harbormaster at mpatterson@scituatema.gov, but not later than close of business Wednesday, December 18, 2013. For a full copy of this Request for Proposals, please visit www.scituatema.gov. An addenda issued to this request will be emailed to all parties who have indicated an interest and posted on the Town of Scituate website.

The Town is desirous of entering an initial one year contract agreement from January 1, 2014 – December 31, 2014, which may be extended for an additional two years at the sole discretion of the Town.

The Town reserves the right to reject any bids or waive minor informalities or omissions if it is in the best interest of the Town to do so.

**TOWN OF SCITUATE, MASSACHUSETTS
REQUEST FOR PROPOSALS
RESERVATIONIST AND FUNCTION COORDINATOR SERVICES**

December 6, 2013

INTRODUCTION

The Town of Scituate, Massachusetts invites qualified companies to submit written fixed fee proposals to perform Reservations Agent/ and Functions Coordinator Services for two municipal facilities. Qualified firms are encouraged to respond to this request for proposals.

AWARD

The Town will review and rank the submitted Proposals using the Evaluation Criteria contained herein. The Town reserves the right to conduct interviews, contact references, or seek any information that may assist in the evaluation of the proposals. The Town reserves the right to award the contract to the firm with the most advantageous proposal, taking into consideration both experience and fee aspects of the proposals submitted and shall not be required to award to the firm submitting the lowest fee proposal

BACKGROUND INFORMATION

The Town of Scituate owns two properties that are available to the public on a fee rental basis. The first property is the Scituate Maritime Center (SMC) located at 117 Edward Foster Road. This facility accommodates up to 90 persons standing and 50 seated. The second facility is the Scituate Harbor Community Building (SHCB) located at 44 Jericho Road. This facility accommodates up to 245 persons. The SMC is operated under the Harbormaster's Office and the SHCB under the Facilities Director.

The Scituate Maritime Center (SMC) offers a multi-use facilities building to enhance the experience of people visiting the Scituate Marine Park. The SMC is located within the Scituate Marine Park, a 3.2 acre site on the eastern edge of Scituate's inner harbor. In addition to the SMC, the Marine Park hosts a public marina and working boatyard. The SMC has restrooms for marina patrons and park users. The SMC offers recreational, educational and cultural opportunities while endeavoring to preserve and promote Scituate's maritime history.

In addition the Maritime Center Function Room is available for paid functions. The SMC is also made available to town departments, commissions and boards from time to time for meetings and other activities that promote the mission of the SMC. The Maritime Center is open from April 1st to Dec 31st of each year.

The Scituate Harbor Community Building has three function rooms and is located in Scituate Harbor. The SHCB has two restrooms and 70 parking spaces. The SHCB is also made available to school/town departments, commissions and boards from time to time for meetings and other activities that are in direct service to the Town of Scituate in accordance with the Usage Policy adopted by the Board of Selectmen. In addition the SHCB is available for paid functions. The SHCB is open year round. The facility does not have a full-service kitchen but does have refrigeration and prep area.

CONTRACT

The Town of Scituate intends to enter into a one-year contract with a qualified firm beginning January 1, 2014 and ending December 31, 2014, with an option to renew for two additional terms at the Town's sole option through December 31, 2016.

Award of a contract pursuant to the provisions of this section will not be made solely on the basis of price, but will also be based on the other evaluation criteria listed in this proposal. If the selected bidder is not the lowest-priced proposer, complete and thorough justification will be provided for the selection, and the reasons will be documented. The contract will be awarded to a qualified firm at compensation deemed to be fair and reasonable considering budgetary limitations, scope, complexity and the nature of the goods and/or services to be provided.

EVALUATION CRITERIA

The following criteria will be used in analyzing and evaluating proposals submitted in response to this request.

- * Technical Approach. The responsiveness, quality, completeness and methodology of the technical approach will be evaluated. This includes work plan and schedule.
- * Project Management. The experience and qualifications of key personnel and commitment of them to meet scope of services will be evaluated.
- * Related Experience. The Agent's prior experience and performance on comparable jobs involving municipal clients in Massachusetts will be considered.
- * Overall cost for providing the services described herein

SCOPE OF SERVICES

Technical Approach

Proposers should include a discussion as to how it will handle the following sampling of tasks which The Reservation Agents/Function Coordinator will be responsible for, but not limited to:

- * Processing reservation request via telephone, mail, fax or other medium.
- * Showings of SMC/SHCB to potential renters.
- * Maintain calendar of paid and non-paid functions, meetings and events. Update calendar on regular basis; daily if needed.
- * Handles cancellations and modifications of reservations.
- * Point of contact for caterers. Ensures caterers are apprised of Rules & Regulations. Ensures caterer's paperwork, including executed contracts, licenses and permits, insurance and other required documentation is in order and on file with the Town.
- * Familiar with SMC/SHCB policies and procedures.
- * Liaison with cleaning company to ensure cleanliness of SHCB/SMC prior to and after all functions.
- * Retrieves mail from onsite mailbox at SMC/SHCB.
- * Submits renter's deposits and fees to Town in a timely manner.
- * Liaison with Facilities Director and Harbormaster's Office on a need to know basis on matters concerning relevant activities.

Project Staffing and Management

- * Proposers should provide the identity and qualifications of key personnel, including a description of their previous project assignments and a discussion of their capabilities and experiences. The proposal should include a firm commitment that the Proposer and key staff are available and committed for the contract duration.

Related Experience

- * Agent should describe previous work, which illustrates its current qualifications in reservations management and function coordination. Respondents should include a listing of comparable clients with title and current telephone number.

FEE PROPOSAL REQUIREMENTS

All proposals must be submitted in two sealed envelopes: one shall be clearly marked “Town of Scituate **NON PRICE** Proposal Reservations Agent/ and Functions Coordinator Services” and one should be clearly marked “Town of Scituate Reservations Agent/ and Functions Coordinator Services **PRICE PROPOSAL**”.

Proposals will be opened and logged on Monday, December 23, 2013 at 10:00 a.m. An award will be made following the review and evaluation of qualified proposals.

ADDITIONAL INFORMATION

If it becomes necessary to revise any part of this RFP or otherwise provide additional material information, an addendum will be issued by the Town and furnished to all firms that have received a copy of this document.

All proposals become the property of the Town of Scituate and are subject to disclosure as required by Massachusetts General Laws and the ordinances and regulations of the Town.

The Town is not and will not be liable for any cost(s) incurred by respondents in the preparation of responses to this RFP.

The Town reserves the right to reject any and all proposals if it is determined to be in the best interests of the Town of Scituate.

Final proposals must be submitted to Patricia Vinchesi, Town Administrator, 600 Chief Justice Cushing Highway, Scituate, MA 02066 on Monday, December 23, 2013 by 10:00 a.m. at which time they will be opened and logged.

Any contract awarded shall be subject to annual appropriation by the Town.

Upon notice of proposal award the Proposer will execute the Town’s standard independent contractor agreement.

It is anticipated that a final decision will be made and a contract awarded no later than December 23, 2014.

SUBMITTAL REQUIREMENTS

In order to simplify the evaluation process and obtain maximum comparability, the Town requires that all responses to this RFP be organized in the manner described in this section. Any material deviation from this format may result in disqualification of the proposal.

A) Title Page

- Project Title
- Name of Proposer
- Address, telephone and fax number, and e-mail address of proposer
- Name of primary contact
- Submission date

B) Letter of Transmittal

- Briefly state the proposer's understanding of the work to be done and make a positive commitment to complete all work and deliverables within the required time period.
- Specify an all-inclusive fixed annual fee for the work that is to be performed and state that the proposal is valid for at least 60 days. Additionally specify hourly rate(s) of compensation should the Town seek additional work not within the scope of services.
- An individual authorized to contractually bind the firm must sign the letter.

C) Professional Experience

- Describe the firm's experience with similar services during the past two years.
- Identify the specific staff that will be assigned to the Town of Scituate and provide copies of their professional resumes. Resumes must identify the specific education/ training and/or experience of these individuals.
- Provide the name, address, and telephone number of a minimum of two (2) clients where similar services have been provided.

Provide listing of all clients for whom similar services were performed within the last three (3) years.

D) Approach to Engagement:

- State the proposer's understanding of the services to be performed and the work products to be delivered.
- Submit a proposed work plan to accomplish the required services within the required time frames. The work plan must include time estimates for the services and staff assignments.
- A description of Town support services and other information that, to the best of your knowledge, will be needed to successfully perform the scope of services contemplated under the contract.

E) Compensation:

- The proposal must include Attachment A — Price Proposal that will provide an annual fixed fee, inclusive of all travel, clerical, printing, administrative and overhead expenses for each of the annual periods. The price proposal must be submitted in a separate envelope.

F) Additional Information

- Please provide any additional information, not specifically requested, but which you believe would be useful to the Town in evaluating your proposal.

ATTACHMENT - A

PRICE PROPOSAL

Town of Scituate Reservations Agent/Functions Coordinator Services

THIS FORM MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE

A. The undersigned proposes to supply and deliver the services specified below in full accordance with the request for proposals supplied by the Town entitled:

B. For the contract price(s) specified below, subject to additions and, deductions according to the terms of the specifications.

C. The respondent proposes to furnish and deliver the services specified at the following price(s):

Town of Scituate Reservations Agent/ and Functions Coordinator Services

January 1, 2014 to December 31, 2014 \$ _____

Optional Quote for Calendar Year 2015 \$ _____

Optional Quote for Calendar Year 2016 estimated annual incremental cost \$ _____

D. The undersigned has completed and submits herewith the following documents:

- Price Proposal in a separate sealed envelope (2 copies)
- Information under the heading “Information to be Supplied by Proposers” A-G and all other attachments must be in a separate sealed envelope (2 copies)

E. The undersigned agrees that, if selected as contractor, s/he will within thirty (30) days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the Town of Scituate, execute a contract in accordance with the terms of this bid. The undersigned hereby certifies that s/he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on

the work and that s/he will comply fully with all laws and regulations applicable to awards made subject to Massachusetts General Laws (MGL)Chapter 30B.

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from public contracting or subcontracting in the Commonwealth under the provisions of M.G.L. Chapter 29, Section 29F or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated there under.

Date _____

(Name of Bidder)

BY: _____
(Printed Name and Title of Signatory)

(Business Address)

(Town, State, Zip)

_____/_____
(Telephone) (FAX)

(E-mail address)

NOTE: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a dba give full legal identity. Attach additional pages as necessary.

• **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group of individuals.

Name of person signing bid or proposal

Name of Business Entity (if any)

Date

ATTACHMENT - C
ATTESTATION

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersigned's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

Contractor's Social Security Number or Federal Identification Number **

Date _____

Signature of Individual*** or Corporate Name

By: _____ Date: _____

Corporate Officer ***

(Mandatory, if applicable)

* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

** Your social security number / Federal Identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.

*** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.