

Town of Scituate, Massachusetts

RFP Title: Temporary Space for town and school events, programs, and activities and promote other uses that support the Town in Scituate.

Date of Issuance: December 31, 2014

Bid Due Date: January 30, 2015 @ 12:00 pm

Submit to: Patricia A. Vinchesi
Town of Scituate – Town Administrator
600 Chief Justice Highway
Scituate, MA 02066

1. The Town of Scituate wishes to temporarily lease space for town and school events, programs, and activities and promote other uses that support the Town of Scituate in a building in Scituate MA. The Town invites proposals to lease office space in accordance with the terms, conditions and specifications herein.

- The amount of space required is no less than 1,500 square feet and no larger than 5,000 square feet.
- The type of space required is office space and open room for activities.
- The location will have parking for at least eight cars for staff/volunteer use..
- The location will have parking for at least ten additional cars for public use.
- The term of the agreement will be for an initial thirteen month lease with an option of a further 1 month lease.
- The space will be fully accessible
- Proposed lease term is March 2015 through May 2017

The Board of Selectmen will review all responses for suitability through the Town Administrator... The Town's objective is to secure a space most advantageous to its needs at a reasonable rate within the Town of Scituate. Following the recommendation and approval to enter into a lease agreement, the Town will undergo the necessary steps to confirm a lease agreement with the selected person or group.

2. General Conditions and Requirements

- **Proposal Rules**
This proposal is solicited and will be awarded pursuant to the rules set forth in Chapter 30B of the Massachusetts General Laws.
- **Reviewing Period**
All proposals meeting proposal requirements and conditions may be held by the Town of Scituate for a period not to exceed sixty (60) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of proposers, prior to the awarding of the contract.

- **Basis of Proposal Award**

The Lease shall be awarded to the responsible and responsive propose.

- **Evaluation of Proposal**

The Town of Scituate, shall evaluate each proposal's comparative evaluation criteria. Using the rating system prescribed in Chapter 30B of the Massachusetts General Laws (the Uniform Procurement Act), the Town shall assign a rating to each criterion. The committee shall also assign a composite rating to each non-price proposal.

The committee shall then take into consideration the price and determine the best overall proposal. The best overall proposal is not necessarily the proposal receiving the highest rating for the "Competitive Evaluation Criteria" nor the proposal with the most inexpensive lease terms.

The Town of Scituate reserves the right to accept or reject all proposals, to waive any informality therein and to advertise for new proposals where acceptance, waiver or re-advertisement would be in the best interests of the Town.

- **Compliance with Applicable Laws**

The contract shall be governed by the laws of
The Commonwealth of Massachusetts.

The proposal must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations.

- **Questions and Interpretations**

Any substantive questions regarding the proposal documents must be submitted in writing to the Owner's Project Manager, Joe Sullivan, Daedalus Projects, Inc., 112 South Street, Boston, MA. 02111 or email jsullivan@dpi-boston.com, no later than five (5) business days prior to the date provided for submission of proposals.

- **Ability and Experience**

The Town of Scituate will not award a contract to any proposer who cannot furnish satisfactory evidence of his ability and experience pertaining to the lease of the space. If the proposed lease premises require rehabilitation, the proposer must furnish satisfactory evidence of his ability and experience in the field of development and rehabilitation.

The Town may make such investigations as it deems necessary to determine the above and a proposer shall furnish information requested in this regard and shall furnish it under oath if required.

- **Certification of Non-Collusion and Tax Attestation Form**

All proposers must sign the attached form which incorporates both an attestation

Clause regarding Massachusetts State tax returns and a certificate of non-collusion. These signed forms must be submitted with the non-priced proposal package.

- **Corrections**

Erasures or other changes in the proposal must be explained or noted over the signature of the proposer.

- **Conflict of Interest**

The applicant agrees that to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of Chapter 286A of the General Laws concerning conflict of interest. The proposer covenants that it presently has no interest and shall not require any interest, direct or indirect, which would conflict in any manner or degree with the performance under the agreement.

No employee of the Town of Scituate and no public official who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or have any financial interest, direct or indirect in this agreement or the proceeds thereof.

- **Signature**

All proposals shall be complete, factual, and signed by an authorized officer of the proposer's company on the appropriate page(s) and the front of the cover sheet.

- **Number of copies**

One original and five copies of the non-priced proposal must be submitted to the Town. The original documents shall be clearly marked on the front of the document as such.

- **Waiver**

The Town of Scituate reserves the right to reject any and all proposals, or to waive any informality in the proposal process, if deemed in the Town's best interest.

- **Place and Time**

Sealed proposals will be received at Scituate Town Hall, 600 Chief Justice Cushing Hwy, Scituate, MA 02066 on **January 30, 2015**, at 12:00PM at which time and place they will be opened and registered.

- **Modification**

A proposer may correct, modify, or withdraw a proposal by sealed, written notice clearly marked as a correction, modification, or withdrawal and received in the Town of Scituate prior to the time and date set for the proposal deadline.

3. **Building Conditions**

The following building conditions are required to be met by the proposer:

Building Codes: The proposed building must comply with all applicable federal, state, local and ADA code requirements, or the Town of Scituate must be satisfied that it can and will be brought into substantial compliance by the desired occupancy date. If the proposal is accepted subject to the landlord meeting certain code requirements, the Town of Scituate will not take occupancy of the space until all code deficiencies have been fully corrected.

Harmful Materials: All contaminants, dust, or gases must be removed or maintained at less than harmful levels, as required by law. The landlord is responsible for keeping on file all written certifications required by federal, state, or local officials. Harmful materials include asbestos and lead paint.

HVAC: HVAC systems must be fully automatic and capable of maintaining minimum winter temperatures of 68 degrees Fahrenheit and maximum summer temperatures of 78 degrees Fahrenheit throughout the leased premises.

Electrical Service: Electrical Service must be of sufficient capacity to provide adequate power for electrical equipment to be installed as part of the building, plus power required to operate all of the Town of Scituate's equipment, such as its computer networked system. In addition, the building should be wired to allow for internet access.

Telecommunications: The Town is determining its needs pertaining to telecommunications. The Town is not yet aware of the type of telephone or network system that will be needed in its new location. This issue will be discussed with the chosen developer. The Town will resolve the issue prior to the signing of the lease.

4. **Conditions for Submittal**

The following conditions must be addressed and met in the developer's proposal for office space for the Town of Scituate:

- That the building proposed to house the small meetings and activity events meet the minimum requirements of the Americans with Disabilities Act.
- That the building proposed to house the meets all local Zoning and Massachusetts Building Code requirements. Any building that is proposed to be utilized for office space and is not in conformance with the regulations of the Town of Scituate Zoning Ordinance and the Massachusetts Building Code shall be brought to code prior to the Town of Scituate occupying the building.

- All local, state, and federal regulations regarding asbestos and lead paint removal must be adhered to in the building proposed for office space. If the building currently contains asbestos and lead paint, the hazardous material must be removed prior to the Town of Scituate occupying the building.

5. **Proposed Evaluation Criteria** - Minimum Requirements Proposals must meet the following minimum criteria to qualify for competitive consideration:

- 5.1. Demonstrate complete conformance with all submission requirements as previously stated in the RFP.
- 5.2. If the building proposed to house the Town of Scituate is determined historically significant, then the proposal must show the historic nature of the structure being preserved.
- 5.3. The applicant must show the ability of the landlord to prepare the proposed space for occupancy and to provide the services required in the RFP in accordance with the accepted standards. It must be shown that the landlord has the ability and the finances to substantially complete the tenant improvements and any other building improvements required for occupancy by the Town of Scituate by the desired occupancy date as represented in the RFP.

Competitive Evaluation Criteria

The Committee will evaluate each proposal for conformance with the objectives, submission requirements, and threshold criteria outlined in this Request for Proposals. Preference categories have been established for the purpose of further distinguishing competitive proposals. In addition, the preference categories will be used to compare the relative advantages of each competing proposal. The following preference categories must be addressed in the proposal:

- A. The Town prefers that leased space be within 5 mile of Harbor Community Building, 44 Jericho Road, Scituate, MA. Proposed leased space in closer proximity is preferred and shall be ranked accordingly.

The proposal shows leased space within 5 miles of Harbor Community Bldg. – **Highly Advantageous.**

The proposal shows leased office space within 5-7 miles of Harbor Community Bldg. – **Advantageous.**

The proposal shows leased office space in excess 7 miles from Harbor Community Center. – **Not Advantageous.**

- B. The ability of the applicant to provide adequate parking for the Town of Scituate and public.

The proposed location offers at least 12 combined parking spaces for the residents and Public vehicles on the site – **Highly Advantageous.**

The proposed location offers at least 10 combined parking spaces for Town resident vehicles and Public Facility vehicles – **Advantageous**.

The proposed location offers no parking options– **Not advantageous**.

- C. The square footage of the space provided. The Town of Scituate requires at least 1,000 square feet of useable office and open space in one building.

The proposal offers at least 1,500 – 5,000 square feet of useable office space and garage to be occupied by the Town of Scituate - **Highly Advantageous**

The proposal offers at least 1,000 square feet of useable office space to be occupied by the Town of Scituate - **Advantageous**

The proposal offers less than 500 - 999 square feet of useable office space to be occupied by the Town of Scituate - **Not Advantageous**

- D. Does the premises have the ability to accommodate any require tenant fit up including phone lines, fax lines and data lines suitable for E911 services and dispatch radio system.

Premises offers required amenities and requires minor tenant fit up – **Highly Advantageous**

Premises offers some required amenities and requires significant tenant fit up - **Advantageous**

Premises offers little or no required amenities and requires demolition and major tenant fit up – **Not Advantageous**

- E. The proposed leased office space provides energy efficient utility and HVAC equipment and building envelope features.

The proposal incorporates energy efficiency features in each of the following categories: lighting, HVAC/plumbing, building envelope, water/plumbing – **Highly Advantageous**

The proposal incorporates energy efficiency features in ~~some~~ of the following categories: lighting, HVAC/plumbing, building envelope, water/plumbing- **Advantageous**

The proposal incorporates energy efficiency features in ~~none~~ of the above named categories – **Not Advantageous**

6 Submission Requirements

The proposer shall submit two sealed proposals, one non-priced and one priced. **The non-priced and priced proposals must be submitted in separate envelopes.** Each proposal envelope must state; the proposal number, the company name, and the date of opening.

The non-priced proposal must include the following:

- **Letter of Submittal**
The letter must be signed by the owner of the property and addressed to Patricia A. Vinchesi, Town Administrator, Scituate Town Hall, 600 Chief Justice Highway, Scituate, MA 02066. The letter must outline the applicant's understanding of the objectives articulated in the RFP.
- **Applicant's Identification**
Identify the name of the applicant or applicants, street address, mailing address, and telephone number. Specify the legal form of the group or firm. List all officers, partners or owners of the entity by name, title and percentage of ownership and their addresses and telephone numbers.
- **Office Space Plan**
Provide drawings that indicate the layout of the proposed office space.
- **Lease**
A proposed lease agreement including all terms and conditions.
- **Non-Collusion Form and Compliance with State Tax Laws Form (Attachment A &B)**
The non-collusion form and Compliance with State Tax Laws form must be included and signed in the non-priced proposal.

All pricing proposals will include the following:

- **Lease Bid**
The proposed financial terms of the lease that includes the monthly cost for the initial 13 month lease as well as the expected monthly rent payment for the 1 month option. The following items will also be included in the lease:

Notice: Under the lease, notice shall be given via certified mail to the following: to Patricia A. Vinchesi, Town Administrator, Scituate Town Hall, 600 Chief Justice Highway, Scituate, MA. And to the lessor.

Description of Premises: The chosen proposal shall be incorporated by reference into the lease, including a detailed description of the property.

Payments: The Lessee agrees to pay rent monthly, on the first day of each month.

Maintenance Response: The tenant shall be responsible for general maintenance and repair of premises.

Cleaning, Janitorial Services: The tenant, at its sole expense, shall provide cleaning and janitorial services, to the leased premises to keep it in clean and good order.

Insurance: The tenant agrees to maintain, insurance hereof, policies of comprehensive general liability insurance and casualty insurance with limits for personal injury and property damage of \$1,000,000 each occurrence and \$1,000,000 in the aggregate. Policies shall cover use and occupation of the premises and all operations and activities conducted, at, on, or from the premises by the tenant, its agents, employees, or invitees.

Landlord/Lessor: The landlord/lessor shall maintain and keep in force during term of the lease a policy or policies of insurance covering the loss or damage of the premises.

Termination: The lease may be terminated if the lessor violates the terms of the lease or of the RFP.

Taxes: The landlord is responsible for all taxes on the building and parcel. Lessor must provide certification of tax compliance (Mass. General L.C. 62C, Section 49A).

Conflict of Interest: The lease shall be in accordance with all provisions of the Mass Conflict of Interest Law (Mass. General L.C. 268A).