



**CITY OF GREENFIELD, a/k/a TOWN OF GREENFIELD
GREENFIELD, MASSACHUSETTS**

**RFP TITLE: SITE ACQUISITION FOR A NEW
GREENFIELD PUBLIC LIBRARY**

RFP #: 16-10

DATE OF ISSUANCE: November 11, 2015 10:00 a.m.

BID DUE DATE: December 11, 2015 2:00 p.m.

**SUBMIT TO: PURCHASING DEPARTMENT
TOWN OF GREENFIELD
14 COURT SQUARE
GREENFIELD, MA 01301**

DELIVER COMPLETED SUBMISSIONS TO

Town of Greenfield
Purchasing Department
Attn: Lane Kelly
14 Court Square, 2nd Floor
Greenfield, MA 01301
Phone 413-772-1567
lanekel@greenfield-ma.gov

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Advertisement for Bidders

Town of Greenfield Request for Proposals Greenfield Public Library Site

The Town of Greenfield through its Procurement Office is seeking a site for a new Greenfield Public Library. The existing library, currently housed in the Asher Benjamin House, a property listed on the National Historic Register, has outgrown the building and wishes to move to a new state of the art building while remaining in the downtown area.

To accommodate a new building, the preferred site will be at least 1.25 acres in size made up of one parcel or several parcels combined. It should be located within the downtown area bordered by High Street to the east, Colrain Street to the west, and Pleasant Street to the north.

The Town will entertain proposals for purchase as long as the property is free of debts, obligations, liens or other encumbrances (financial or otherwise) but would accept a gift property. Ideally, the Town wishes to settle on a property and close on the transaction on or before February 15, 2016.

As of 10:00 a.m. on November 11, 2015, copies of this RFP for Greenfield- Library Site Acquisition may be obtained from the Town of Greenfield website at www.Greenfield-ma.gov under "Departments", "Purchasing", "Active Bids/RFQ/RFP" or electronically by contacting the Purchasing Department of the Town of Greenfield at purchasing@greenfield-ma.gov or by calling A. LaBonté at (413) 772-1560 x-6136 for additional information.

Sealed proposals will be received at the Office of the Mayor, 14 Court Square, 2nd Floor, Greenfield, MA 01301 until 2:00 PM on Friday, December 11, 2015. Late submittals will not be accepted. After the closing time, the Interested Party submittals will be opened for the sole purpose of recording the names of the Interested Parties submitting.

RFP 16-10

General Conditions and Requirements

Site acquisition for a New Greenfield Public Library

1. **Proposal Rules**

This proposal is solicited and will be awarded pursuant to the rules set forth in Chapter 30B of the Massachusetts General Laws.

2. **Proposals must be submitted in two separate sealed envelopes marked “Greenfield – Library Site Acquisition Proposal” and “Greenfield– Library Site Acquisition Cost/Pricing”. Sealed Proposals addressed to the Office of the Mayor, 14 Court Square, Greenfield, MA. 01301 and endorsed “RFP # 16-10 Library Site Acquisition” will be accepted until 2:00 p.m. on December 11, 2015.**

3. **Reviewing Period**

All proposals meeting proposal requirements and conditions may be held by the Town of Greenfield 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.

4. **Basis of Proposal Award**

The Town shall award to the responsible and responsive proposer submitting the proposal considered most advantageous, taking into consideration the proposal’s criteria and price.

A Committee will be appointed to evaluate the relative merits of the proposals. Upon a decision on the most advantageous proposal, the Town will enter into negotiations for a purchase and sale agreement.

5. **Cost to the Town**

The Town will entertain proposals for purchase as long as the property is free of debts, obligations, liens or other encumbrances (financial or otherwise) but would accept a steeply discounted or gift property.

6. **Evaluation of Proposal**

The Library Building Committee shall evaluate each proposal’s comparative evaluation criteria. The committee shall assign a rating system to each criterion. The committee shall then take into consideration the prices and decide the best overall proposal. The best overall proposal is not necessarily the proposal receiving the highest rating for the “Comparative Evaluation Criteria” or the proposal with the most inexpensive terms. The documented results shall then be submitted to the Town’s Chief Procurement Officer who

will make the award based on the evaluation.

7. Compliance with Applicable Laws

The contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

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

8. Questions and Interpretations

Questions about this RFP shall be submitted one of two ways. They may be sent electronically via e-mail and directed to Lane Kelly at lanekel@greenfield-ma.gov. In the subject line of the e-mail put “**Question-Greenfield – Library Site Acquisition**”. Alternatively, they may be faxed to 413-772-1519 Attn: L. Kelly. All submissions must contain the name of the person asking the question, company name, address, phone number and email address. Failure to provide the correct information in the email will deem the question unanswerable, and it will not be considered as part of any addenda. Responses will be forwarded to all bidders within 24 hours and posted on the City of Greenfield website at in the form of addenda.

9. Certification of Non-Collusion and Tax Attestation Form

All proposers must sign the attached forms (Attachments B&C) regarding Massachusetts State tax returns and a certificate of non-collusion.

10. Disclosure of Beneficial Interests

The selected proposer will be required to submit a disclosure of beneficial interests to the Division of Capital Asset Management and Maintenance (DCAMM). A copy of the form is contained in this document as Attachment D).

11. Costs of Preparing Proposals

All costs involved in preparing the proposal submittal will be borne by the proposer. The Town of Greenfield will not be liable for any costs associated with the creation of the proposal submittal or any supporting documents.

12. Corrections

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

13. 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 Greenfield 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.

14. 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.

15. Number of copies

One original and six(6) copies of the proposal must be submitted to the Chief Procurement Officer.

16. Place and Time to Submit Proposals

Sealed proposals will be received at the Office of the Mayor, 14 Court Square, 2nd Floor, Greenfield, MA 01301 until 2:00 PM on Friday, December 11, 2015. Late submittals will not be accepted. After the closing time, the Interested Party submittals will be opened for the sole purpose of recording the names of the Interested Parties submitting.

17. Waiver

The Town of Greenfield 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.

18. Modifications

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 Office of the Greenfield Purchasing Agent prior to the time and date set for the proposal deadline.

Failure to comply with the above conditions and requirements or any attached specifications or any other minimum qualifications will be justification to reject any proposal as incomplete.

RFP 16-10

Site acquisition for a New Greenfield Public Library

I. Scope

1. General Location of Property

The preferred site for the new public library should be located within the downtown area bordered by High Street to the east, Colrain Street to the west, and Pleasant Street to the north.

2. Cost to the Town

The Town will entertain proposals for purchase as long as the property is free of debts, obligations, liens or other encumbrances (financial or otherwise) but would accept a gift property or one steeply discounted.

3. Size and Geometry of the Property

The subject property should be a minimum of 1.25 acres in size. Ideally the property should be of a suitable geometry that allows for efficient development of the building and required parking. The most desirable property will be one which requires the least grading and/or demolition.

4. Site Conditions

The subject property should be in full compliance with any and all applicable Federal, State, or local requirements. If present, any environmentally sensitive land should be clearly defined. Preferably, the subject property should have, or be able to reasonably obtain at no cost to the Town, clean Phase I/II environmental reports. The preferred proposal will also have a geotechnical evaluation of the property.

5. Costs of Preparing Proposal

All costs involved in preparing the proposal submittal will be borne by the proposer. The Town of Greenfield will not be liable for any costs associated with the creation of the proposal submittal or any supporting documents.

6. Schedule

Evaluations of the proposals will take place during the week of December 14, 2015. The Town expects to choose a site and enter into negotiations with the owner by December 18, 2015. To ensure adherence to a fairly aggressive schedule for design, the Town wishes to close on a property on or before February 15, 2016.

7. Minimum Submittal Requirements

Each proposal must contain the following documentation in support:

1. A map showing the subject property and its location within the downtown area.

2. A survey prepared by a registered Massachusetts land surveyor showing the metes and bounds of said property.
3. A notarized statement of ownership.
4. A statement of existing infrastructure on the property including but not limited to sewer, water, type of utilities, tel/data, vaults, any utility easements.

In addition, if the following reports/studies exist, they should be included

5. A copy of any Phase I/II environmental and any geotechnical reports.

II. Evaluative criteria

All proposed sites will be evaluated based upon specific comparative evaluation criteria. The following point schedule will be utilized:

Highly advantageous: 5 points
Response excels on the specific criterion

Advantageous: 3 points
Response meets evaluation standard for the criterion

Least Advantageous: 1 point
Response does not fully meet the criterion or leaves a question or issue not fully addressed

Does Not Meet: 0 points*
Does not address the criterion

*Proposal is automatically eliminated from further consideration if “0 points” is received in any category.

Comparative criteria

The following comparative criteria will be used to evaluate proposed sites.

1. Location and size of the site
The preferred site for the new public library should be located within the downtown area bordered by High Street to the east, Colrain Street to the west, and Pleasant Street to the north. The subject property should be a minimum of 1.25 acres in size
 - A site of 1.5 acres or more located within the area specified in the RFP would be considered highly advantageous.

- A site of less than 1.5 acres but greater than 1.30 acres located within the area specified in the RFP would be considered advantageous.
- A site of less than 1.30 acres but greater than 1.25 acres located within the area specified in the RFP would be considered least advantageous.

2. Site Conditions and Geometry

The subject property should be in full compliance with any and all applicable Federal, State, or local requirements. If present, any environmentally sensitive land should be clearly defined. Ideally the property should be of a suitable geometry that allows for efficient development of the building and required parking. The most desirable property will be one which requires the least grading and/or demolition

- A site that is relatively flat, has no environmental restrictions, and requires little or no demolition would be considered highly advantageous.
- A site that is relatively flat, has some environmental restrictions, and requires demolition of simple structures would be considered advantageous.
- A site that requires substantial grading, has environmental restrictions, and requires heavy remediation and demolition would be considered least advantageous.

3. Ease of Access from Main Thoroughfare(s)

The preferred site will fit into the designated downtown area without having a negative impact on traffic flow and surrounding properties.

- A site that has multiple access points for pedestrians and vehicles would be considered highly advantageous.
- A site that has at least one access point for pedestrians and vehicles would be considered advantageous.
- A site that has little or no access for pedestrians and vehicles would be considered least advantageous.

4. Site Features

The preferred site would offer natural views and be generally visible to the public. It might offer gathering places and small garden areas.

- A site positioned so that the library building would have a view, be easily visible from surrounding thoroughfares, and not be overwhelmed by surrounding buildings would be considered highly advantageous.

- A site positioned so that the library building would have a view, be somewhat visible from surrounding thoroughfares, and not be overwhelmed by surrounding buildings would be considered advantageous.
- A site positioned so that the library building would have a partial view, but not be visible from surrounding thoroughfares would be considered least advantageous.

5. Available Infrastructure

- A site that has water and sewer service and drainage infrastructure that are in reasonable and sound operating condition as well as natural gas service would be considered highly advantageous.
- A site that has water and sewer service and drainage infrastructure that requires modernizing and natural gas service and would be considered advantageous.
- A site that has water and sewer service and drainage infrastructure that require modernizing and no natural gas service and would be considered least advantageous.

III. Cost proposal

A price proposal must be submitted in a separate sealed envelope marked "Greenfield-Library Site Acquisition-Price Proposal" utilizing the form (Attachment A) included in this document.

COST PROPOSAL

(Print Name of Proposer)

(Address of Proposed Site)

Size of Property: _____ Acres _____ SF

Asking price \$ _____
Write in Numbers

_____ **Dollars**
Write in Words

Most Recent Appraised Value (if available): \$ _____

Assessed Value by the Town of Greenfield: \$ _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and 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.

Signature of person making proposal

Name of business

Attachment C
RFP: Library Site acquisition
RFP No.: 16-10

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid or proposal

Name of business

Real Property Disclosure Statement
DISCLOSURE OF BENEFICIAL INTEREST IN REAL
PROPERTY TRANSACTION

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by M.G.L. c. 7, §40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: Town of Greenfield
[Name of Jurisdiction]
2. Complete legal description of the property:
3. Type of transaction: _____ Sale _____ Lease or rental for ____ [term]:
4. Seller(s) or Lessor(s): _____

Purchaser(s) or Lessee(s): Town of Greenfield

5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above.

Note: If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than 10 percent of the outstanding voting shares need not be disclosed.

Name	Address
_____	_____
_____	_____
_____	_____

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts, or is an employee of the Division of Capital Asset Management and Maintenance, except as noted below:

Name	Title or Position
_____	_____
_____	_____
_____	_____

6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in Item 1. If the form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to Item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset and Management and Maintenance within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: _____

Printed Name: _____

Title: _____

Date: _____