

**City of Lowell  
Purchasing Department  
City Hall, 375 Merrimack Street, Room 60  
Lowell, Massachusetts 01852**

Project Name: **CENTRALVILLE POLICE SUBSTATION LEASE**  
RFP No.: **15-05**  
Date: **August 13, 2014**  
Buyer: **P. Michael Vaughn**  
Tel. No.: **978-970-4110**  
Fax No.: **978-970-4114**  
Email: **pmvaughn@lowellma.gov**

The City of Lowell Police Department requests sealed proposals for the rental of commercial office space for the purpose of housing a community police substation in the Lower Centralville area of the City of Lowell, in strict accordance to the attached specification. This will be a three (3) year lease with a one (1) year option, for approximately 2,000 square feet required by January 1, 2015. The option year will be exercised at the City's sole discretion. To assist the City in this effort, the City is issuing this Request for Proposals ("RFP") to solicit responses from qualified Bidders who can meet the project requirements stated herein.

**DUE DATE**

Sealed bids will be publicly opened on: **Tuesday, September 16, 2014** at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852, at 11:00 AM, EST/EDST, for the work described herein. **BIDDERS ARE REQUIRED TO SUBMIT A BID INCLUDING ALL BID FORMS CONTAINED IN THIS PACKAGE. DO NOT REMOVE PAGES.**

**PRE BID CONFERENCE**

Will be held on: **August 27, 2014** at Lowell City Hall in the Mayor's Reception Room, 2<sup>nd</sup> floor, 375 Merrimack Street, Lowell, MA 01852, at 10:00 AM, EST/EDST.

**CLARIFICATIONS OF SPECIFICATIONS**

Any request for clarification to, or relief from, the specifications, must be submitted in writing to the attention of the assigned Buyer at the Purchasing Department's office no later than **Monday, September 8, 2014** at 5:00PM.

Should the City make changes to any specification, stipulation, requirement, or procedure, notification will be made to all Bidders in the form of written Addenda. No officer, agent, or employee of the City is authorized to amend any provision contained in this RFP, including the specifications, unless such amendment is issued as an Addendum and sent to all Bidders in accordance with this Section (Clarification of Specifications). Bidder is required to acknowledge all addenda.

**APPROPRIATION CONTINGENCY**

If the City fails to appropriate operating funds, or if funds are not otherwise made available for the continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be cancelled automatically as of the beginning of the fiscal year for which funds were not appropriated. The City's fiscal year begins July 1<sup>st</sup>.

## **SECTION I. NOTICE TO PROPOSERS**

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- A. Proposals must be submitted in a sealed envelope which is plainly marked: "RFP 15-05 LEASE OF SPACE FOR CENTRALVILLE POLICE SUBSTATION". The City of Lowell will not be responsible for the premature opening of any bid not so marked.

## **SECTION II. GENERAL CONDITIONS**

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### **A. SCOPE**

1. A statement indicating that the property meets the minimum criteria stated in the specifications.
2. A statement indicating the exact location of the property and the parking area provided for the lessee.
3. Additional statements describing how each of the comparative criteria are provided by the rental property.
4. A list containing the names and phone numbers of three former or existing lessees that may be contacted as references.
5. A floor plan of the property as it exists, or as it will be after alteration. The plan must show all existing areas, including spaces listed in the specifications, bathrooms, entrances, and common areas.

### **B. REQUIREMENTS**

1. Proposers shall furnish all information requested on the proposal form.
2. Each proposer shall return one (1) copy of the proposal sheet entitled "Proposal – Rental of Office Space" and one (1) signed copy of the Certificate of Non-Collusion."
3. Each proposal must be signed by an authorized agent of the proposer.
4. Each proposer must submit a Disclosure of Beneficial Interests as per M.G.L.c.7 §40J.

### **C. COMPETENCY OF BIDDERS**

1. Proposer shall have proven experience in lease of property and property management and shall have sufficient capital to properly execute the contract for the full period.
2. Proposals will be considered only from responsible firms currently engaged in property management.
3. The City of Lowell, acting through its authorized representative, shall be the sole judge of the qualifications of the proposer.

### **D. GENERAL**

1. Any questions as to interpretation of these specifications shall be referred to P.M. Vaughn, Chief Procurement Officer of the City of Lowell.
2. The successful proposer shall not assign, transfer or sublet this contract unless specific permission to do so is granted in writing by the City of Lowell. Any such person or agency thus assuming the contract may be required by the City of Lowell to execute an amendment to the contract assuming all obligations held by the contractor under the original contract and shall comply with all provisions of the original contract.
3. The rental contract shall be subject to annual appropriation and funding.
4. No proposal may be withdrawn for a period of 60 days following the proposal opening date.

5. If any changes are made to this Request for Proposal, an addendum will be issued. Addenda will be mailed or faxed to all proposers on record as having received the Request for Proposal.
6. A proposer may correct, modify, or withdraw a bid by written notice received by the P.M. Vaughn, Chief Procurement Officer of the City of Lowell. prior to the time and date set for the bid opening. Request for Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No.\_\_\_\_". Each modification must be numbered in sequence, and must reference the original Request for Proposal.

#### **E. VISITATION**

The Committee will, prior to making a recommendation of successful proposer, visit the proposed property and evaluate the property in accordance with the comparative criteria.

#### **F. MINIMUM CRITERIA**

##### **1. Property Location**

The property proposed for rent must be entirely located within the City of Lowell.

The specific boundaries must fall within the Lower Centralville neighborhood:

Northerly boundary of Tenth Street

Westerly boundary of Fulton Street

Southerly boundary of Lakeview Avenue to VFW Highway to First Street

Easterly boundary of Read Street to Third Street to Myrtle Street

##### **2. Property Specifications**

- Premises must be ready for occupancy January 1, 2015
- A minimum of 2,000 square feet, which includes open area office space capable of accommodating multiple desks as well and (3) private offices.
- Must have street level entrance with glass window storefront and must be handicap accessible.
- Must provide free parking for minimum of 3 cars
- Facilities must be available for day, evening and weekend use (7-day, 24-hour)
- Must grant lessee authorization to perform any/all necessary future security requirements
- Heat and air conditioning must be provided and kept in good working order. The Lessee will pay utilities.
- Must have a minimum of 22 category 5e data jacks installed at selected locations
- Must maintain, keep in good repair and replace when necessary, stairways, common structural supports, roof, foundation, plumbing, windows, doors, air condition system, and the exterior walls and common areas and public areas abutting land upon which the building is situated, as well as parking areas
- Must remove snow and ice from passageways, entrance, sidewalks, common areas and public areas abutting land upon which the building is situated, as well as parking areas.
- Must carry adequate fire and extended coverage insurance on the building of which the leased premises are a part
- Property taxes and any and all fees due the City of Lowell must be current and all property owned by proposers must be free of tax liens as of proposal date and thereafter

## COMPARATIVE CRITERIA

Include descriptions of the following:

Location on a main street in the City of Lowell

Physical space and its design. Parking provided for general community, non LPD staff

<b>Highly Advantageous</b>	<b>Advantageous</b>	<b>Not Advantageous</b>	<b>Unacceptable</b>
<b>Space</b>			
<p>New 30oz. Commercial carpeting or hardwood flooring. Neutral color. Easily maintained, excellent quality for office space</p> <p>All walls newly painted Neutral color, white, lt gray preferred</p>	<p>Recently new within 3-5 years and professionally cleaned just prior to occupancy. Neutral color. Easily maintained, good quality for office space</p> <p>All walls are pristine, no visible marks and painted within past 5 years and neutral color</p>	<p>More than 5 years old. Color that is not neutral. Difficult to maintain, poor quality for office</p> <p>Walls have not been painted in past 5 years, no visible marks and neutral in color</p>	<p>Carpeting or Hardwood floors in poor condition</p> <p>Walls not painted; dirty, marked walls</p>
Two or more outside windows, which emit natural light.	One large outside window, which emits natural light.	One small outside window, which emit natural light.	No windows which emit natural light
<b>Parking</b>			
8 or more spaces.	4 or more spaces.	3 spaces.	Less than 3 spaces
Parking adjacent to building	1/10 of a mile or less to building	More than 1/10 but less than ¼ of a mile away	More than ¼ of a mile away.
Free Parking in front of the building	Metered parking in front of building	Parking for limited minutes in front of the building	No parking in front of building.
<b>Communications</b>			
Premises equipped with institutional network I-Net	<p>Rooftop of proposed location provides unobstructed line of site to Lowell City Hall Clock Tower. Lessor willing to pay all charges related to installing 110v GFI duplex outlet to roof and provide separate conduit from rooftop to designated computer room for Category 5e cable.</p>	Premises not equipped with institutional network or Lessee unwilling to provide necessary 110v GFI duplex outlet and/or conduit from rooftop to designated computer room for category 5e cable.	Premises not equipped with institutional network, or no unobstructed line of site to City Hall Clock Tower, or no ability to provide rooftop 110vGFI duplex outlet, or conduit from rooftop to designated computer room for category 5e cable.

## **SECTION V. SUBMISSION REQUIREMENTS**

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Interested firms must submit the following information based on the scope of work and selection criteria outlined in earlier sections.

All proposals must be submitted in 8 ½" X 11" sheets of paper. Proposal submission must include one original and one (1) copy of the proposal. Proposal should be submitted and clearly label with the following:

Title: NON-COST PROPOSAL - PROPOSAL FOR RENTAL FOR PRECINCT  
From: Name and Address of Proposer  
To: P. Michael Vaughn, Chief Procurement Officer  
Purchasing Department  
375 Merrimack Street, Room 60  
Lowell, MA 01852

The City of Lowell reserves the right to reject any and all Proposals that do not meet the submission requirements, minimum and comparative criteria.

Each proposal **must contain**, as a minimum, the following documents:

### **1. NON-COST PROPOSAL** **TRANSMITTAL LETTER**

Each proposal shall include a letter of transmittal, not to exceed two pages in length, which bears the signature of an authorized representative of the prime contractor and designates by name not more than two (2) individuals who will execute the contract with Lowell on behalf of the prime contractor. The letter of transmittal shall also state that the proposal will remain in effect for a period of thirty (30) calendar days after the deadline for submission of proposals.

The letter of transmittal may also briefly set forth any particular non-cost information the proposer wishes to bring to the City of Lowell's attention and **MUST NOT IDENTIFY ANY INFORMATION IN THE COST PROPOSAL.**

### **NARRATIVE**

Please include a narrative of five pages maximum discussing your qualifications that should be considered by the City in reaching a decision. Please incorporate the following questions in your text:

#### **General Company Information**

- When was your company founded and under what names has it operated?
- Is this company a subsidiary of another company? If so provide name of parent company.
- Has this company or product been purchased from another company? If so provide name of company, name of product and date of acquisition.
- How long has your company been in the property management and rental business and under what names has it provided this service?

#### **Property Information**

Each proposal must include, as a minimum, the following documents:

- A statement indicating that the property meets the minimum criteria stated in the specification. The proposer must also state in detail how those criteria are presently met,

or if alterations are needed, how the criteria will be met in full as of the projected dates of occupancy of January 1, 2015

- A statement indicating the exact location of the property(s) and the parking area proposed for the lessee.
- Additional statements describing how each of the comparative criteria is provided by the rental property(s).
- A listing containing the names and phone numbers of three former or existing lessees that may be contacted as references.
- A floor plan of the property as it exists or as it will be after alteration. The plan must show all areas, including spaces listed in the specifications, bathrooms, entrances and common areas.
- A detailed statement as to what finishes shall be provided along with samples of floor and wall finishings, if applicable.
- Proposer may enclose any additional documentation or literature describing the property which they feel will address the specifications and the minimum criteria.

## **REFERENCES**

Provide a list of at least three (3) clients including a contact person and telephone number that will serve as appropriate references for your company's work. Please include a list of clients lost during the last 18 months including a contact person and telephone number.

## **EXCEPTIONS**

Please list any exceptions you have taken to this document citing your alternate proposal and its benefits to Lowell.

## **OTHER**

1. Any other information that would help the Police to evaluate the firm's qualifications with regard to the selection criteria.
2. Non-Collusion Form and Tax Compliance Form (Exhibit A and B)
3. Landlord's Beneficial Interest Disclosure Statement Form

***Offerors must NOT submit any cost information anywhere in the Non-Cost Proposal. Non-compliance with this requirement will result in disqualification.***

## **2. COST PROPOSAL**

All Cost Proposals must be submitted in 8 ½" X 11" sheets of paper. A separate package containing the one original and one (1) copy of the Cost Proposal must be labeled and submitted as follows:

Title: COST PROPOSAL - PROPOSAL FOR RENTAL FOR POLICE PRECINCT  
From: Name and Address of Proposer  
To: P. Michael Vaughn, Chief Procurement Officer  
Purchasing Department  
375 Merrimack Street, Room 60  
Lowell, MA 01852

**EXHIBIT A - NON-COLLUSION STATEMENT**

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The following certificate is required by Massachusetts General Laws, C. 40 S. 4B-1/2. Please include it in your non-cost proposal.

The undersigned certifies under penalties of perjury that this 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.

Name of person signing proposal

\_\_\_\_\_  
*Name of Company*

**EXHIBIT B - TAX COMPLIANCE STATEMENT**

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I certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all tax returns and paid all state taxes required under law.

\_\_\_\_\_  
\* Signature of Individual  
or Corporate Name (Mandatory)

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
\*\* Social Security Number  
(Voluntary or Federal Id Number)

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

\*\* Your social security 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 Mass. G.L. C. 62C S. 49A.

**ACKNOWLEDGEMENT OF ADDENDA**

The Bidder acknowledges all addenda.

ADDENDA NUMBER

DATE ISSUED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**RFP 15-05**  
**LEASE OF SPACE FOR POLICE SUBSTATION**  
**LANDLORD'S BENEFICIAL INTEREST DISCLOSURE**  
**STATEMENT**

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.c7, §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: \_\_\_\_\_  
(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): \_\_\_\_\_

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 ten 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 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 this 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 Planning and Operations within thirty (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: \_\_\_\_\_

Personally appeared the above-named \_\_\_\_\_, and being sworn, deposed, and says that he is the person named, and who signed the foregoing, and that the statements therein are true.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_