REQUEST FOR PROPOSALS

CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK ST., QUINCY, MA 02169

Invites sealed bids/proposals for furnishing and delivering to the City of Quincy:

LAW DEPT. DISPOSITION OF CITY LAND AUGUST 8, 2014@11:00 A.M.

The City of Quincy, Massachusetts ("the City") in accordance with M.G.L. Chapter 30B, is seeking proposals from qualified professionals for the purchase land determined to be available and is shown as shaded on a plan of land entitled "Proposed Land Disposition Plan for 20 Furnace Avenue, Quincy, MA and contains a total of 4,250 square feet of land.

This is an open and competitive process pursuant to M.G.L. c. 30B. The Quincy City Council, pursuant to M.G.L. c. 30B, has declared that the land is available. The value of the land is determined to be approximately $58,500.00 by the city's assessors. It is zoned Business B Approval for the proposed use of the Land by the Director of Inspectional Services, Zoning Board of Appeals or the Planning Board may be required.

Detailed specifications are available on-line at the City of Quincy's website, www.quincyma.gov and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30 AM and 4:30 PM

Non-Price Bid/Proposals must be in a sealed envelope and price proposals must be in a separate sealed envelope. The outside of the sealed envelopes are to be clearly marked "**RFP - NON PRICE PROPOSAL ENCLOSED**" with time/date of RFP and "**RFP - PRICE PROPOSAL ENCLOSED**" with time/date of RFP.

Bids/Proposals will be received at the office of the Purchasing Agent until the time and date stated above, at which time and date they will be opened and registered. Late Bids/Proposals, delivered by mail or in person, will be rejected.

If applicable, bids shall be in accordance with M.G.L. Chapter 30B, Chapter 149 as amended, and Chapter 30, Sections 39A, 39B and 39F-R.

The right is reserved to reject any or all RFPs or to accept any part of an RFP or the one deemed best for the City, and waive any informalities in the bidding, if it is in the best interest of the City to do so.

Thomas P. Koch, MAYOR

Kathryn R. Hobin, Chief Procurement Officer

LEGAL: JULY 9, 2014
LEGAL: JULY 24 & JULY 31, 2014

CENTRAL REGISTER
P.O. # S080814

DEPT.CHARGED: LAW

CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: (617) 376-1060

Fax: (617) 376-1074

SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

_____
(NAME OF CORPORATION)

held on _____, at which all the Directors were present or waived notice, it was
(DATE)

VOTED, that:

_____ _____
(NAME) (TITLE)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such _____ under seal of the Company, shall be valid
(TITLE)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: _____
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the Clerk of the:

_____ that _____ is the
(COMPANY) (NAME)

duly elected _____ of said Company, and that the above VOTE has not been
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

_____ **CORPORATE SEAL**

CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060
Fax: 376-1074

TAX COMPLIANCE CERTIFICATE
MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that pursuant to MGL Chapter 62c, section 49a, I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support. This is being signed under the pains and penalties of perjury.

(1) Individual Contractor _____
(Contractor's Name and Signature)

Social Security Number _____

(2) Corporation, Association or Partnership _____
(Contractor's Name)

Federal Tax ID Number, or Social Security Number _____

By: _____
(Authorized Signature)

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.

_____
(Name of person signing bid or proposal)
(Please print)

_____
(Signature required)

_____
(Name of business)

DISCLOSURE STATEMENT
ACQUISITION OR DISPOSITION OF REAL PROPERTY

For acquisition or disposition of Real Property by _____ the undersigned does hereby state, for the purposes of disclosure pursuant to Massachusetts General Laws, Chapter 7, section 40J, of a transaction relating to real property as follows:

(1) REAL PROPERTY DESCRIPTION:

(2) TYPE OF TRANSACTION:

(3) SELLER or LESSOR:

(4) BUYER or LESSEE.

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

NAME	RESIDENCE

(6) None of the above mentioned persons is an employee of the Division of Capital Asset Management or an official elected to public office in the Commonwealth except as listed below.

(7) This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named above. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized officer of that corporation or legal entity. The undersigned acknowledges that any changes or additions to items 3 and or 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset Management and Maintenance 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: _____

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REQUEST FOR PROPOSALS

For the

Purchase of Available City Owned Land

Proposal due no later than:
11:00 A.M. Friday, August 8, 2014

Submit proposals to:
Purchasing Department, Quincy City Hall, 1305 Hancock Street , Quincy, MA 02169

All questions regarding this RFP should be directed to
Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and/or email:
khobin@quincyma.gov and cc: to kimtrillcott@quincyma.gov

Questions will be accepted until August 1, 2014 at 4:00 P.M.

This transaction shall be conducted in accordance with M.G. L. Chapter 30B.
The City of Quincy reserves the right to reject any or all proposals.

Thomas P. Koch, Mayor **Kathryn R. Hobin, Purchasing Agent**

Request for Proposal – Land Purchase

In accordance with M.G.L. Chapter 30B, the City of Quincy ("City") is seeking proposals from qualified parties for the purchase of land determined to be available and is shown as "Potential Land Conveyance 4250 SF" shaded on a plan of land entitled "20 Furnace Avenue Concept Plan" prepared for the City of Quincy by Woodard & Curran 980 Washington Street, Dedham, MA 02026 and dated March 2014. The parcel is a total of 4,250 square feet.

The land is zoned Business B. Approval for the proposed use of the Land by the Director of Inspectional Services, Zoning Board of Appeals or the Planning Board may be required.

Parties are advised that the remaining portion of the land, as shown on said plan, to be retained by the City of Quincy is to be developed for flood mitigation purposes with a pump station, and one or more drain pipes. This work is part of an ongoing Capital Improvement Plan undertaken by the city, and will involve substantial site and subsurface work on the retained parcel.

PROJECT OBJECTIVES

This is an open and competitive process pursuant to M.G.L. c. 30B. The Quincy City Council, pursuant to M.G.L. c. 30B, has declared that the land is available. The value of the land is determined to be approximately $58,500.00 by the city's assessors. A purchase of the fee in the Land is required - the City will not entertain a lease of the Land. All respondents to this Request for Proposals shall include a purchase price offer or price proposal and this purchase price offer or price proposal MUST be in a sealed envelope submitted with, but SEPARATE AND APART from, the sealed envelop that contains all other materials required to be submitted in response to this Request for Proposals (see below).

PROPOSAL REQUIREMENTS

Proposal must be submitted in a sealed envelope, clearly marked "*Real Estate Disposition*" with the bidder's name and address clearly identified.

Fee proposal MUST be submitted in a separate sealed envelop identified as "Fee Proposal". Inclusion of the Fee Proposal with the "Technical Proposal" will be cause for rejection.

Refer to Appendix B for Fee Proposal Form

Interested parties are asked to submit four (4) complete copies of each proposal to:

Purchasing Department
Quincy City Hall
1305 Hancock Street
Quincy, MA 02169

Proposals must be received no later than 11:00 A.M., Friday August 8, 2014. Proposals received after the date and time indicated will be rejected.

The City reserves the right to accept or reject any or all proposals and to make the award as it deems to be in the best interest of the City. The City reserves the sole right to amend this RFP by formal Addendum.

Any proposal that fails to include all of the requested information may be rejected as unresponsive, and will not be afforded a complete review.

DETAILED DESCRIPTION OF PROPERTY

The Land determined to be available is shown as "Potential Land Conveyance 4250 SF" shaded on a plan of land entitled "20 Furnace Avenue Concept Plan" prepared for the City of Quincy by Woodard & Curran 980 Washington Street, Dedham, MA 02026 and dated March 2014. The parcel is a total of 4,250 square feet.

It is zoned Business B.

RULE FOR AWARD – The most advantageous proposal from a responsive and responsible proposer taking into consideration all the selection criteria as set forth below along with the most advantageous price offered for the land to the City of Quincy.

SELECTION CRITERIA

The selection process will include an evaluation procedure based on the criteria identified below. These criteria will be evaluated as being either: **HA** - Highly Advantageous, **A** - Advantageous, **NA** - Not Advantageous or **U** - Unacceptable.

Proposed plans/ usage of the property.

Pts	Rating	Description
0	**Unacceptable**	The proposal indicates none of the acceptable evidence of planned use of the property and necessary means to complete this project.
1	**Not Advantageous**	The proposal indicates very little evidence of some type of planned use of the property and necessary means to complete this project.
2	**Advantageous**	The proposal indicates some evidence of planned use of the property and of the necessary means to complete this project.
3	**Highly Advantageous**	The proposal indicates acceptable evidence of planned use of the property and necessary means to complete this project.

Identity and qualifications of all project personnel.

Pts	Rating	Description
0	**Unacceptable**	The proposal fails to indicate a well-established firm/applicant, with the means and availability of capital to complete work.
1	**Not Advantageous**	The proposal shows very little to indicate a well-established firm/applicant, with the means and availability of capital to complete work.
2	**Advantageous**	The proposal provides a great deal of information to indicate a well-established firm/applicant, with the means and availability of capital to complete work.
3	**Highly Advantageous**	The proposal provides a detailed history of the firm/applicant indicating a well-established firm/applicant, with the availability of staff to complete the work. The proposal provides evidence that the firm/applicant is financially sound enough to expedite all work.

Prior professional experience in areas relevant to the project.

Pts	Rating	Description
0	**Unacceptable**	None of the information submitted by the firm/applicant are clear and complete and/or have relevance to what is being solicited under the RFP.
1	**Not Advantageous**	Some of the information submitted by the firm/applicant are unclear, incomplete, or have little relevance to what is being solicited under the RFP.
2	**Advantageous**	Most of the information submitted by the firm/applicant are written clearly and fully cover the relevant subject matter, having clear relevance to what is being solicited under the RFP.
3	**Highly Advantageous**	All of the information submitted are written clearly, fully cover the relevant subject matter having clear relevance to what is being solicited under the RFP.

Demonstrated understanding of tasks to be performed and products to be created.

Pts	Rating	Description
0	**Unacceptable**	The proposal indicates inadequate review or understanding of the required Scope of Work.
1	**Not Advantageous**	The proposal indicates incomplete review or a vague understanding of the required Scope of Work.
2	**Advantageous**	The proposal indicates sufficient review and understanding of the required Scope of Work, and documents the firm/applicant's proposed approach.
3	**Highly Advantageous**	The proposal indicates a thorough review and full understanding of the required Scope of Work, and proposes a clear and comprehensive approach.

Demonstrated familiarity with the community, and/or understanding of specific community goals.

Pts	Rating	Description
0	**Unacceptable**	The applicant has provided no evidence of familiarity with the area or for availability to begin work and/or ability to ensure project completion.
1	**Not Advantageous**	The applicant has indicated a vague familiarity with the area or incomplete timeline for availability and/or project completion.
2	**Advantageous**	The applicant has provided adequate evidence of familiarity with the area, immediate availability and a proposed timeline for project completion.
3	**Highly Advantageous**	The applicant has provided evidence of familiarity with the area and of immediate availability and has proposed a timeline for project completion which is ambitious and timely in nature.

Amount of maximum available fee used.

Pts	Rating	Description
0	**Unacceptable**	A proposal which exceeds the maximum fee listed
1	**Not Advantageous**	A proposal which meets the terms of the RFP for the maximum fee listed
2	**Advantageous**	A proposal which meets and exceeds the terms of the RFP for the maximum fee listed
3	**Highly Advantageous**	A proposal which meets and exceeds the terms of the RFP for less than the maximum fee listed

SALE TERMS

Terms of the sale will include, but may not be limited to, the following:

a. title will be conveyed by deed from the City of Quincy acting through the Mayor as authorized by Council Order 2014-107
b. payment in full to the City of the purchase price in certified funds
c. the purchaser shall pay all costs of recording the conveyance documents
d. the purchaser shall be responsible to pay real estate taxes to be assessed on the Land as of the date of purchase of the Land
e. the City shall retain any easement currently on record and affecting the Land and still in use or required by the City.
f. the purchaser shall be obligated to erect a fence of no less than 48 inches in height and a guard rail along the property line to be created between the Land and the retained portion of the parcel and such fence and guard rail shall be properly maintained at all times. This condition shall be included in the deed and shall be included in any building, zoning, Planning Board or Conservation Commission permits or orders. Acceptance of the deed shall be deemed to be an assent to the inclusion of this obligation in said permits or orders
g. certification of tax compliance.

APPENDIX B - FEE PROPOSAL FORM

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the City of Quincy, Land Sale.

VENDOR: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

The Bidder hereby pledges to offer the sum of: for the land described herein:

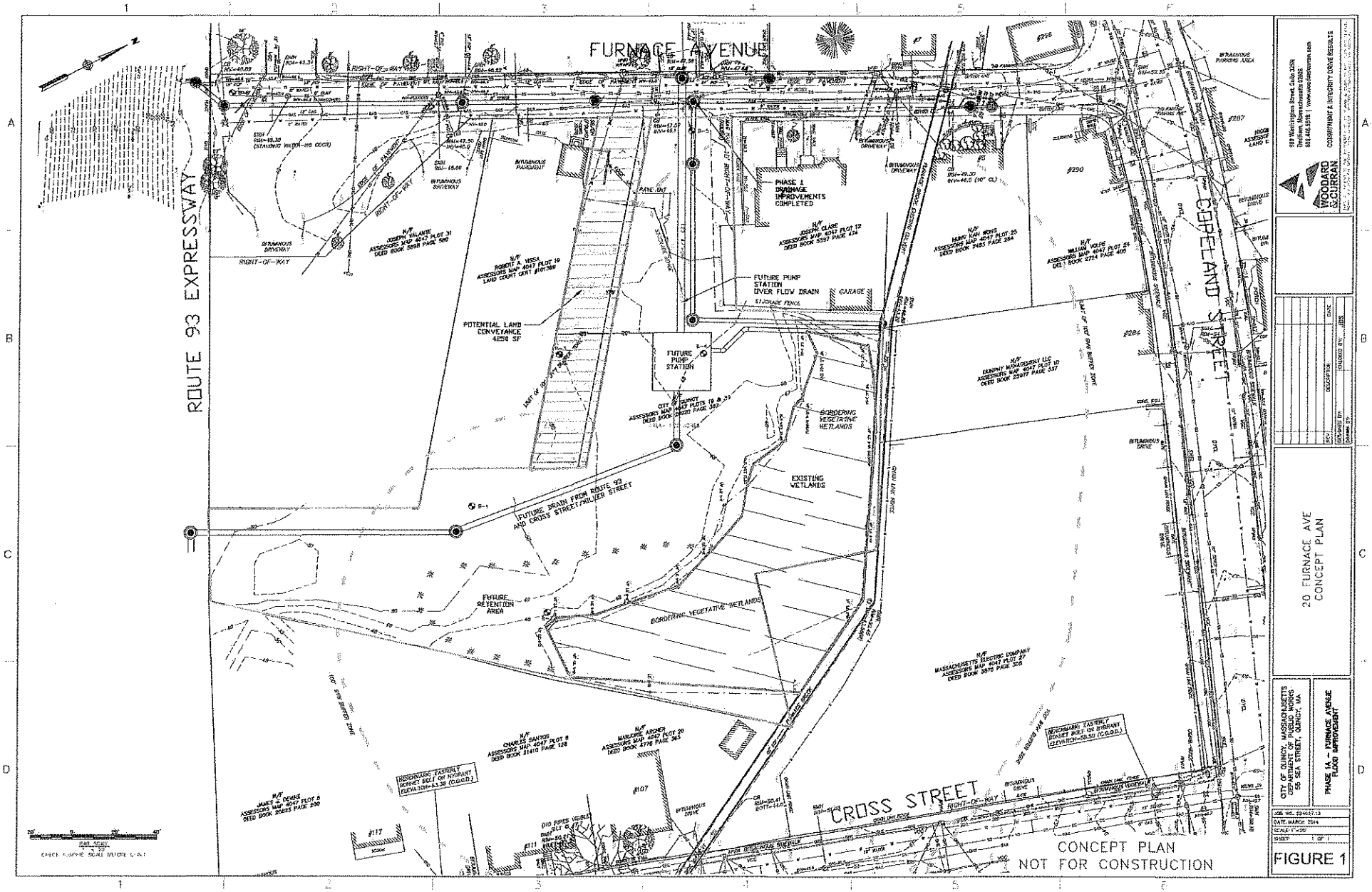
TOTAL PRICE: $_____

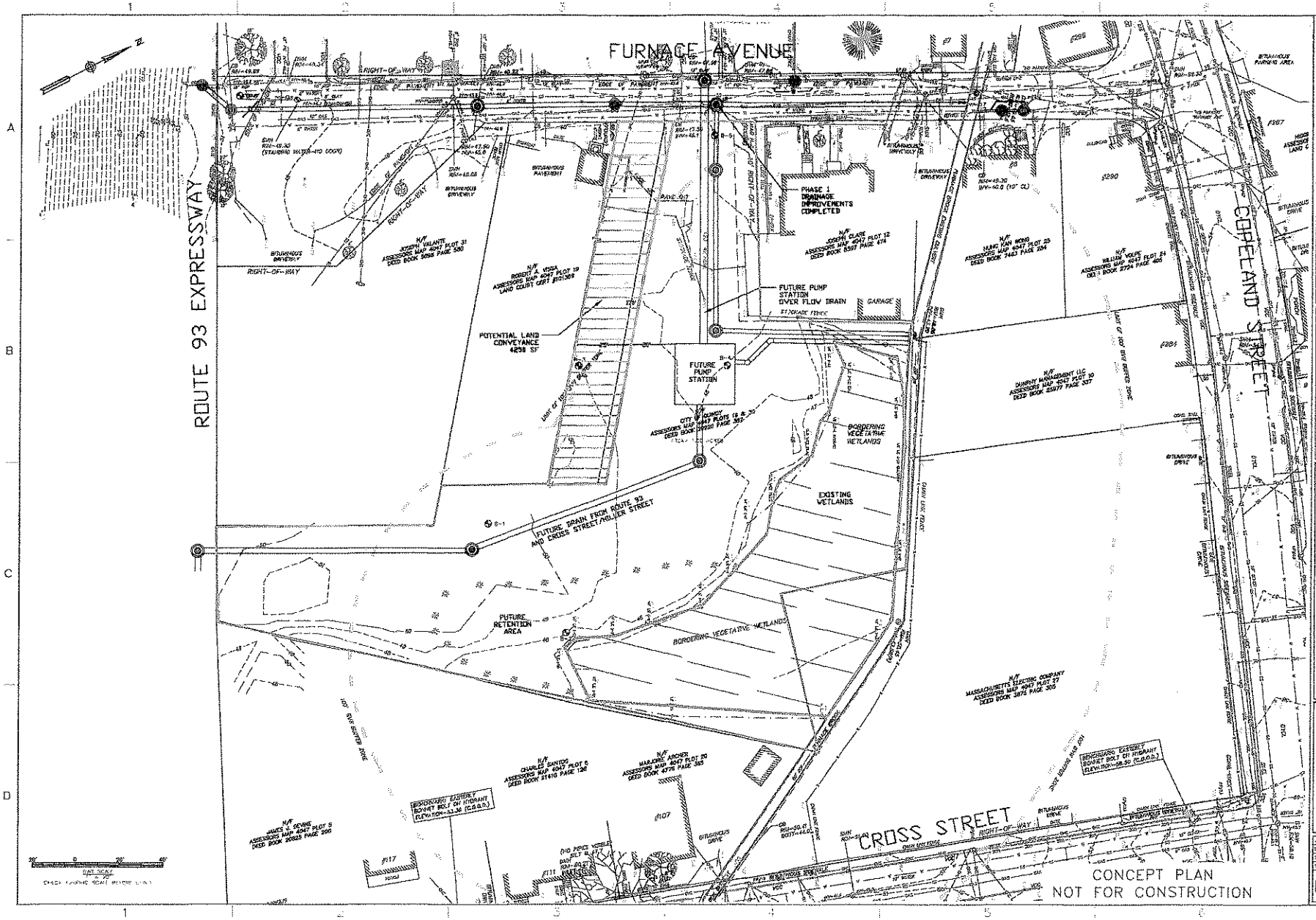
_____

Amount in words

_____ _____

CONSULTANT SIGNATURE DATE SIGNED


FURNACE AVENUE
ROUTE 93 EXPRESSWAY
COPELAND STREET
CROSS STREET
PHASE I DRAINAGE IMPROVEMENTS COMPLETED
FUTURE PUMP STATION OVER FLOW DRAIN
GARAGE
POTENTIAL LAND CONVEYANCE 4256 SF
FUTURE PUMP STATION
FUTURE DRAIN FROM ROUTE 93 AND CROSS STREET/MILLER STREET
EXISTING WETLANDS
BORDERING VEGETATIVE WETLANDS
FUTURE RETENTION AREA
CONCEPT PLAN
NOT FOR CONSTRUCTION
WOODARD & CURRAN
COMMITMENT & INTEGRITY DRIVE RESULTS
20 FURNACE AVE
CONCEPT PLAN
CITY OF QUINCY, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS
55 SEA STREET, QUINCY, MA
PHASE IA - FURNACE AVENUE
FLOOD IMPROVEMENT
DATE: MARCH 2014
SCALE: 1"=20'
FIGURE 1


FURNACE AVENUE
ROUTE 93 EXPRESSWAY
COPELAND STREET
CROSS STREET
PHASE 1 DRAINAGE IMPROVEMENTS COMPLETED
FUTURE PUMP STATION OVER FLOW DRAIN
FUTURE PUMP STATION
POTENTIAL LAND CONVEYANCE 4258 SF
FUTURE DRAIN FROM ROUTE 93 AND CROSS STREET/MILLER STREET
EXISTING WETLANDS
BORDERING VEGETATIVE WETLANDS
FUTURE RETENTION AREA
GARAGE
CONCEPT PLAN
NOT FOR CONSTRUCTION
WOODARD & CURRAN
COMMITMENT & INTEGRITY DRIVE RESULTS
20 FURNACE AVE
CONCEPT PLAN
CITY OF QUINCY, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS
55 SEA STREET, QUINCY, MA
PHASE 1A – FURNACE AVENUE
FLOOD IMPROVEMENT
DATE: MARCH 2014
FIGURE 1