

LEGAL NOTICE

Leasing Opportunity to House a Temporary Facility for the Norwell Public Library

In accordance with the Massachusetts General Laws Chapter 30B Section 16, the Town of Norwell is hereby requesting proposals from property owners in the Town of Norwell and surrounding towns for temporary building space and/or vacant land to facilitate temporary trailers to accommodate the Norwell Public Library during the construction of a new facility. The temporary building space and/or vacant land must be located within the Town of Norwell or immediate surrounding communities. Outlines of the search and requirements for the facility are detailed in a Request for Proposals ("RFP") document. Proposals will be received at the Office of the Town Administrator, Norwell Town Hall, 345 Main Street, Norwell, MA 02061 until 2:00 P.M. local time on **Monday, December 3, 2018**. Proposals will be publicly opened and read aloud.

Copies of the RFP document may be obtained by contacting the Town of Norwell's Owner's Project Manager as listed below;

Pomroy Associates, c/o Jessica Martin
P.O. Box 445
East Bridgewater, MA 02333
(508) 456-4232
JMartin@PomroyAssociates.com

The Town of Norwell reserves the right to waive any informalities, to accept or reject, in whole or in part any or all proposals, or take whatever other action may be deemed to be in the best interest of the Town.

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Request for Proposals ("RFP")

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Town of Norwell – Norwell Public Library – Temporary Library Facility &/or Land Search

The Town of Norwell is currently conducting a search of available Private and Public building and site locations in the Town of Norwell and surrounding towns for the purpose of creating a temporary location for its library operations. The temporary library is being sought to allow the construction of a new library in its current location. The new library is currently being designed and the Town expects the construction to begin in the Spring of 2019 with completion in the summer of 2020. For the duration of construction, the existing library operations will need to be relocated to a temporary location. This search is being conducted now in the best interest of preparedness for the construction start in 2019. Any property owner who may have an interest in presenting his or her property for this use is invited to respond to this "Request for Proposal". As part of this process, the Town of Norwell intends to consider both available existing building spaces and/or available land area suitable for the installation of temporary modular trailers. Below please find the rough space criteria, proposal evaluation criteria, rule for award and proposal submission requirements.

1. **Minimum Criteria – Option 1 - EXISTING Temporary Space** – The proposed space must meet the minimum requirements as set forth below.
 - The subject space **MUST** be located in the Town of Norwell, MA or an immediately adjacent town.
 - The desired subject space shall be roughly 5,500 to 8,500 sq. ft. of usable floor area. The Town will consider spaces which are less than the desired area. The Town will also consider spaces which are less than the desired area which may have the site area available to supplement the space with modular type structures.
 - The subject space would be best suited on ground level and must be able to support a live load of 150 lbs. per square foot. Elevated options will be considered provided that the floors meet the loading requirements and the space is supported by an elevator or other means of handicap accessibility.
 - The subject space must meet all applicable building codes and zoning regulation for the intended use and use group.
 - The subject space must be handicapped accessible.
 - The subject space must be supported by a minimum of (2) restrooms in compliance with applicable codes.
 - The subject space must be supported by appropriate heating and air conditioning adequate for public and staff comfort.
 - The subject space must be accommodated with a minimum of 25 parking spaces (including the required handicap accessibility spaces) in close proximity to the space.
 - The subject space must be available no later than February 28, 2019 and the Town speculates that the subject space will be needed for approximately 24 months.

2. **Minimum Criteria – Option 2 – Land Area** – The Town of Norwell will consider land area available to accommodate a temporary modular type facility. It would be the Town's intent to lease the land and perform the temporary improvements on the leased land. The minimum criteria for suitable land have been determined as set forth below.
- The subject land MUST be located in the Town of Norwell, MA or an immediately adjacent town.
 - The subject land must be able to accommodate a (3) to (4) unit modular facility averaging in size from 36' x 60' to 48' x 60' (2,160 sq. ft to 2,880 sq. ft) plus adequate space for circulation and 25 parking spaces (including the required handicap accessibility spaces).
 - The subject land must be able to be permitted for the intended use including all required zoning setbacks, etc.
 - The subject site must have available and suitable utilities.
 - The subject space must be available no later than February 28, 2019 and the Town speculates that the subject space will be needed for approximately 24 months.
3. **Proposal Evaluation Criteria** – The competing proposals will be evaluated and rated based on the following evaluation criteria.
- Location and ease of access.
 - Size and functionality of the space.
 - Safety and street presence.
 - Extent of improvements necessary to meet the requirements of the Library operations.
 - Utilities, phones, IT, cable availabilities.
 - Availability of space
 - Term of agreement
 - Cost
4. **Rule for Award** – The rule for award will be based on "The most advantageous offer from a responsive and responsible proposer, taking into consideration all evaluation criteria and price, will be selected."
5. **Submission Requirements**
- Sealed proposals must be labeled "Proposals for Temporary Library Facility, Norwell Public Library" and delivered to the address below no later than 2:00pm on Monday, December 3, 2018. All proposals will be opened immediately after the submission deadline and read out loud publicly. Proposals shall be delivered to;
Town of Norwell
c/o the Peter Morin, Town Administrator
345 Main Street
Norwell, MA 02061
 - If proposing land for modular facility, the proposer MUST include a site plan.
 - The proposer MUST include an offer price for the rent or lease of the space.
 - The subject space/land MUST be made available of inspection during the RFP evaluation process.
 - Proposals may not be corrected after the official opening, but may be withdrawn if done so within 24 hours of the official opening.

6. **Additional Information** – Submissions are **NOT** required to provide the information below, but said “Additional Information” will be taken into consideration during the review of the proposals.

- If the subject space being offered is part of a larger multi-tenanted building, the Town would be interested in knowing the types of businesses that the potential library would be comingling with.
- It is possible that any of subject spaces the Town considers will require improvements in order to accommodate the library operations. The Town will be weighing the improvements necessary when reviewing each submission. The Town will listen to all offers if the proposer would like to suggest working improvements into the rent/lease arrangement.
- If there are opportunities within the proposed property for additional space beyond that which has been described.
- Any additional information that the proposer deems appropriate to better substantiate the offer presented.
- Selection of the subject space will be based upon the most advantageous offer from a responsive and responsible proposer, taking into consideration all evaluation criteria and price. The Town of Norwell reserves the right to waive any informalities, to accept or reject, in whole or in part any or all proposals, or take whatever other action may be deemed to be in the best interest of the Town.
- Prior to award of any agreement the Town of Norwell will require the following documents; 1) Evidence of ownership of the space/land and that the space/land is not unreasonably encumbered. 2) Town of Norwell – State Tax Certification Clause. 3) M.G.L c.7C, s.38 Disclosure of Beneficial Interest Form.

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