

DRAFT 4-6-2010

MINIMUM EVALUATION CRITERIA

Including language copied from the RFP included to help identify required items

- 1) Completion of all forms attached hereto:** Non-collusion form and tax compliance certificate. (2.9)
- 2) At least three (3) letters of reference**
- 3) Articles of Incorporation:** Proposals must include a copy of the Articles of Incorporation and proof of filing for 501(c)3 status if applicable. (2.9)
- 4) Proposer must seek to lease, occupy and maintain all of the three properties.**
- 5) Narrative responses to all items listed in this RFP.**
 1. The Town seeks to have the Proposer offer programs similar to those currently offered at the Roudenbush Community Center, such as community education, preschool, after school, gymnastics, licensed day care, and child and adult classes. (1.1)
 2. The Town's objective in soliciting Proposals is to identify a responsive and responsible Proposer that provides the best value to the Town, whose Proposal is compatible with the Town's Parks, Recreation and Cemetery Department operations, and also provides a benefit to town residents. (1.1)
 3. The Town seeks to lease the structures on the said Properties. Westford's Parks, Recreation and Cemetery department maintains and controls the use of the Whitney tennis courts, Whitney playground and Frost field at 65 and 73 Main Street. (1.1)
 4. If non-structural asbestos components or other hazardous or toxic substances are identified the Lessee is responsible for appropriate management. (1.2)
 5. Lessee is responsible for maintaining integrity of abated surfaces. (1.2)
 6. ...the upkeep and maintenance of the septic system shall be the responsibility of the Lessee. Interior and exterior facility maintenance shall be the responsibility of the Lessee. (1.2)
 7. The Town seeks an organization or agency to lease the Premises with an intended purpose that enriches the lives of Westford residents by offering community programming and activities that serve a diverse range of residents. (1.4)
 8. The Lessee shall make necessary arrangements with town personnel to allow the continued use of the properties for scheduling, programming, maintenance, parking and all other uses by the Westford's Parks, Recreation and Cemetery Department. (1.4)
 9. Proposal must include a full description of the proposed use of each property that makes up the Premises, including intensity of use including: hours and days of operation; number of students and staff; expected vehicular and pedestrian trips to each property; expected means of transportation; anticipated use of public transportation, buses or vans to minimize parking and vehicular trips to the properties; potential traffic impacts; number of parking spaces required; exterior area needed and proposed use thereof. The description shall include any special requirements for the use of the Premises including parking provision, special events, etc. (2.9)
 10. The Proposal must include a narrative of the use proposed, evidence that the Proposer has relevant experience, describe the similar facilities it operates, and demonstrate existing connections established within the community. (2.9)

11. Proposers shall submit financial data including a statement of current fiscal year revenue and expenses and a proposed budget for next fiscal year. Methods of financing for proposed renovations, if any, shall be included that indicates to the satisfaction of the Town that the prospective Lessee can meet the lease requirements. (2.9)
12. Financial standing- Proposers shall submit financial data including a statement of current fiscal year revenue and expenses and a proposed budget for next fiscal year. Methods of financing for proposed renovations, if any, shall be included that indicates to the satisfaction of the Town that the prospective Lessee can meet the lease requirements. (2.10)
13. Disclosures- Proposers are advised that the successful Lessee will be required to submit a disclosure of beneficial interests to be filed with the Commonwealth of Massachusetts, Division of Capital Asset Management (DCAM) as required by G. L. c. 7, s. 40J; a Tax Compliance Statement; and a Certificate of Non-Collusion. Copies of these forms are appended to this RFP. (2.11)
14. Tuition Assistance- The Proposal shall contain provisions for reduced rates, scholarships or sliding fee scales to assist Westford residents who are lacking financial means. (3.2)
15. Coordination with other service providers and town departments - Proposers shall include plans for coordination with other service providers and Town departments to minimize duplication of programs. Other service providers and Town departments include but are not limited to the Public Schools, Recreation Department, Senior Center, youth athletic organizations, Board of Health, etc.(3.3)
16. Use Guidelines (3.4)
 - a. **Building Maintenance** Routine maintenance shall be provided by the lessee, including but not limited to changing light bulbs, cleaning HVAC units annually, and solid waste removal. Any proposed color scheme must have prior approval of the Town. The Lessee will be required to maintain the Premises in compliance with applicable laws, regulations, and building codes. Proposers must include a statement in their Proposal to meet this requirement. Any changes in programming which might affect loading shall be evaluated by a competent professional.
 - b. **Grounds Maintenance** Grounds shall be maintained by the Lessee at its sole expense. Grounds shall be maintained in a condition comparable to abutting Town properties.
 - c. **Snow and Ice Removal** The Lessee shall remove snow and ice from the Premises at its sole expense.
 - d. **Repairs** Minor repairs such as broken windows, wall and ceiling finishes, torn carpeting and broken floor tiles, shall be the responsibility of the Lessee. Notification in advance of any repairs being conducted must be given to the Town for prior approval. No approval will be unreasonably withheld.
 - e. **Custodial** Lessee shall be responsible for all custodial services, including but not limited to cleaning supplies, equipment and paper products. Proposers must include a statement in their Proposal as to how they will meet this requirement.
 - f. **Utilities and Technology** Lessee shall be responsible for all utilities including but not limited to electricity, heat, telephone, internet, cable, etc. Lessee shall be responsible for providing all technology and technology-related components and infrastructure.

- g. **Maintenance of Wastewater System** Lessee shall be responsible for paying its share of the cost of maintenance of the wastewater system including grinder pump. For year 1 of the lease the cost shall be \$950 for the Frost School and \$625 for the Roudenbush Building. These assessments shall increase by three percent (3%) annually.
 - h. **Accessibility Issues** Lessee shall be responsible for compliance with all disability and access laws including but not limited to the Americans with Disabilities Act (ADA) and Mass. Architectural Access Board, and for any costs related thereto. Proposers must include a statement in their Proposal as to how they will meet this requirement.
 - i. **Alterations** No alterations of any kind will be allowed without the express prior permission of the Town. However, erection of temporary dividers or other internal fixtures necessary for the Lessee's use will be permitted upon prior written approval by the Town, provided that such temporary fixtures are removed from the premises at the termination of the lease. At all times during the term of the lease, the purchase, installation, and maintenance and removal of such fixtures will be the sole responsibility of the Lessee. Proposers must identify any alterations necessary to meet the needs of their proposed program.
 - j. **Capital Improvements** The Lessee shall not be responsible for improvements. Optional capital improvements shall not be undertaken without the Town's prior approval.
- 6) **Commitment to give priority for enrollment in programs to Westford residents.**

COMPARATIVE EVALUATION CRITERIA

Guiding questions to help facilitate discussion are included in italics.

1) Readiness to commence operations.

- *Is there a list of courses and programs?*
- *Is there a list of tentative instructors and dates for the initial offerings?*

2) Range of course and program offering

- *What is the age range for the proposed offerings?*
- *Will the programming offered facilitate educational, intellectual, artistic and physical endeavors for Westford residents and others?*

3) Plans for coordination with other service providers and Town departments to minimize duplication of programs. Other service providers and Town department include but are not limited to the Public Schools, Recreation Department, Senior Center, youth athletic organizations, Board of Health, etc.

- *Plans to coordinate with other service providers and town departments?*
- *Detailed plans specifically addressing how courses and programming will be offered without conflicting with those offered by other service providers and town departments?*

4) Routine Building and Grounds Maintenance Plan for all three buildings

- *Plans to accomplish routine building and grounds maintenance?*
- *Reliance on town-provided services for routine maintenance?*
- *List of maintenance actions that will be performed? Complete?*
- *Expearence with maintenance of historic buildings and grounds?*

5) Management and Corporate Experience

- *Management team identified?*
- *How many years has management provided similar services?*

6) Bidder to provide Department of Early Education and Care Licensing History.

- *How many serious violations?*

7) Scholarships, Reduced Rates, Sliding Fee Scales and Income Guidelines

- *Provisions for reduced rates scholarships, or sliding fee scales for Westford residents?*
- *Provisions to assist families who experience short-term hardships? (fire, catastrophic illness, etc)*