

Addendum #3
TOWN OF WAYLAND
REQUEST FOR PROPOSALS
#20-1048-RFP
REAL PROPERTY ACQUISITION COACC

Acknowledgement of receipt of this addendum is required in all submitted proposals.

Submission deadline for receipt of sealed proposals is revised to Wednesday, February 12, 2020 at 1:00 PM.

This addendum is issued to provide addition information and respond to questions.

1. Can you please provide information on the anticipated volume of the various support services that will be arranged from the site like home delivered meals and equipment rental?
RESPONSE: CoA client appointments are held morning, afternoon and early evenings utilizing 5 – 10 parking spaces on average. Over 9,000 meals are delivered each year, though CoA is not a prep kitchen. The meal delivery program utilizes 4 – 6 vehicles grouped together in the parking lot twice per day. Shuttle buses drop off and pick up for certain programs. There is drop off and pick up of medical equipment requiring a 10-minute parking spot.
2. Please provide an understanding of the maximum number of meetings that will be held daily and an expectation of the number of participants.
RESPONSE: This would be directly related to the final square footage and design of the center. Today this can be as many as 90 at a time on a regular basis, with special events looking to hold 225. Public meetings would also be scheduled in this center.
3. Do you anticipate supporting additional services to people outside of Wayland?
RESPONSE: Yes
4. Will the landlord need to accommodate COA bus parking?
RESPONSE: Yes. Currently CoA regularly uses a 16-passenger handicapped accessible bus.
5. What kind of activities do you expect to run in the function room and what would be the maximum number of participants that you will need to support?
RESPONSE: CoA would like to accommodate 125-200 with seating at tables and 150-225 with theater style seating. Recreation would use the room for staff trainings, typical conference room functions, and group meetings expected to max at 60-80 people. The function room may also be rented, when available.
6. What are the hours of operation?
RESPONSE: Programming daily – including evenings and weekends and national holidays between 7:00am and 10:00pm.

7. For times outside of normal business hours, will the Town need the landlord to support snow removal?

RESPONSE: It is highly likely that evenings and weekends would need snow removal services.

8. Will the Town provide its own insurance?

RESPONSE: Yes, other than insurance for the building.

9. What form is the fully executed certification of compliance?

RESPONSE: Exhibits 1 – 6 are required, if applicable, as well as a fully executed certification of compliance, in the form of a signed letter stating compliance with the following Massachusetts General Laws:

- **Conflict of Interest (M.G.L. c.268A),**
- **Unlawful Discrimination (M.G.L. c.151B),**
- **Pending Litigation (M.G.L. c.184, §15).**

Refer to <https://malegislature.gov/laws/generallaws> for specific requirements.

10. On page 13 it reads “A decision will not be based solely on price. It is the intention of the Town to select the most qualified RFP Respondent that meets the technical, administrative and financial needs of the Town; this determination will be final”. What is the list of “technical, administrative and financial needs” that we will be judged upon?

RESPONSE: This refers to the entirety of the Request for Proposals, including all requirements and evaluation criteria specified.

11. In regards to the “administrative” needs, on page 14 of the RFP, it reads “All proposals shall be valid and may not be withdrawn for ninety (90) days after submission”. Is the award and execution of this contract going to be given within 90 days of the date of the Proposal; this would be at the latest approximately May 10, 2020? If the award is done after that, the Proposal will no longer be valid. What does the town do at that point?

RESPONSE: It is the intent of the Town to award a contract within 90 days of the submission deadline to the selected Respondent subject to funding by Town Meeting as stated in the Request for Proposals, or to negotiate a later date for award with the selected Respondent subject to funding by Town Meeting as stated in the Request for Proposals, or to reject any and all bids in the best interest of the Town.

As specified on Page 4 of the Request for Proposals 20-1048-RFP,

The Town’s desired time frame for purchasing property or a building, or leasing a building is following a Special Town Meeting in the fall of 2020, which is anticipated to take place sometime in October or November 2020, where the Town would request an appropriation for the purchase or lease price. The Town would anticipate closing on a purchase of land or a building, or signing lease documents and entering into an agreement with a landlord on or before January 1, 2021.

Issued: February 7, 2020