

**TOWN OF SUDBURY
REQUEST FOR PROPOSALS
RENOVATION OF FROST FARM HOUSE**

The Town of Sudbury, through its Town Manager, is seeking proposals from qualified individuals or entities to enter into an agreement to undertake rehabilitation through repairs and renovation of the Town-owned property known as the Frost Farm House, located at 142 North Road, Sudbury, adjacent to the Frost Farm Village Condominium complex, at proposer's own expense. The Town will allow the proposer to occupy the premises for proposer's own use, in conformance with zoning. The qualified person shall possess construction knowledge and requisite skills, if his intention is to perform the work himself. The person chosen shall be responsible for the renovation, security, and continued maintenance of the house throughout the term of the Agreement. Town employees are eligible to submit proposals.

The Frost Farm House is located on a one-acre parcel of Town property off North Road, Sudbury, which is adjacent to a parcel of Town property leased, pursuant to a long term lease, utilized for the Frost Farm Senior Residential Community and public access (walking trails) to White's Pond. The two-story house, a modified colonial, has a clapboard exterior and was built about 1850. A circular stone drive provides access and parking. The large (over 3,600 s.f.) renovated interior retains many desirable and unique features. The successful proposer must perform under the terms of its proposal not inconsistent with the use of the adjoining property as determined by the Town in its sole discretion.

The purpose of this RFP is to provide for rehabilitation of a Town building with some historical value to the Town. The RFP is not for the purpose of placing the building into the real estate rental market. While the successful proposal may include the right to occupy the building, the Town is seeking a commercial proposal. This RFP suggests that the proposer will submit the items intended to be repaired/renovated and the specific schedule for doing so.

The building contains significant lead paint or leaded products and will preclude occupation by individuals the Town, in its sole discretion, deems at risk or inappropriate.

The property will be made available for inspection by appointment. Prospective proposers may make arrangements by calling the Office of Town Counsel, 978-639-3384. For description, see Property Information attached.

The accepted proposer shall enter into an Agreement with the Town which shall define the renovation, security, occupation and maintenance required together with insurance requirements and such other terms and conditions usual and appropriate. Proposer shall be responsible for fuel, electricity, telephone, and other utilities which are provided or are to be provided to the premises. Town shall provide water supply to the building.

All work is subject to approval from the Town, including but not limited to, the Building Inspector, Board of Health, Wiring Inspector, Plumbing and Gas Fitting Inspector, as appropriate, and any Town boards and committees having purview of the work contemplated by virtue of the age and location of the house. All permitting is the responsibility of the proposer. The cost of permits obtained from the Town of Sudbury shall be waived. Proposer shall procure the appropriate engineering and consulting services, as necessary, to investigate conditions for the determination of and plan for work to be performed.

The schedule of completion shall be a condition of the award and shall be submitted by the proposer.

Repairs, renovations and maintenance include the following priority items:

- Systems (heating and water) test by plumber upon activation to ensure no freeze conditions
- Verify GFI's in bathrooms and kitchen
- Verify dryer vent/washer hook-up
- Verify functioning smoke detectors
- Verify operation of whirlpool
- Add CO detectors
- Roofing: removal and disposal of existing shingles; furnish and install new 25-yr. shingle roof system with new drip edge, ice and water shield 3-ft. at bottom, felt paper over remaining sections; new pipe boots on all vent pipes; furnish and install ridge vent on entire house.
- Repair of front entrance doorway
- Replacement of rotted window or door sills, clapboards, trim, fascias, and other rotted areas throughout house
- Replacement of two second-story exterior doors with windows to match others
- Preparation for and painting of building exterior
- Installation of railing at basement access stairs and repair of door
- Replacement of bulkhead and install rail at stairway access, as applicable
- Add house number
- Maintenance and plowing of driveway, mowing of adjacent yard, and trimming. Other landscaping/yard work or property management/maintenance.

Other repairs, renovations and maintenance include, but are not limited to, the following items:

- Inventory and insure that electrical plates are on all switches, plugs, etc. throughout house
- Repair of second floor bathroom door
- Repair of access door to fourth bedroom area
- Completion of fourth bedroom, hallway and stair access including electrical and heating
- Provision of energy saving measures in conjunction with renovation
- Clean out inside of garage
- Remove shrubs around garage

- Replace garage doors
- Replacement of rotted window or door sills, clapboards, trim, fascias, and other rotted areas throughout garage
- Removal and replacement of existing garage building roofing material
- Prepare and paint garage
- Remove old furnace in basement of house (break up and dispose)
- Dispose of old water heater in basement of house
- Renovate westerly porch off living room, re-roof, and paint
- Install light bulbs where needed with new energy efficient bulbs
- Such additional items which are deemed necessary pursuant to thorough inspection of the property.

Selection will be based on the Town Manager's evaluation of the following items which are required to be addressed in the Proposal submission:

- Responsiveness and completeness of Proposal;
- Schedule of completion and readiness to proceed;
- Knowledge of construction methods;
- Competency of proposer to perform renovations;
- References regarding ability to perform, including financial.

The evaluation criteria to be employed are as follows:

1. Responsiveness and completeness of Proposal.

Highly Advantageous: Proposer has submitted all documentation required and has demonstrated his understanding of the project concept.

Moderately Advantageous: Proposer has submitted all documentation required but has failed to demonstrate his understanding of the project concept.

Not Advantageous: Proposer has submitted some or none of the documentation required and has failed to demonstrate his understanding of the project concept.

2. Schedule of completion and readiness to proceed.

Highly Advantageous: Proposer has demonstrated that he can proceed upon execution of the Agreement and complete the project within the agreed time period.

Moderately Advantageous: Proposer has demonstrated that he can proceed upon execution of the Agreement but may not be able to complete the project within the agreed time period.

Not Advantageous: Proposer can not demonstrate that he can proceed upon execution of the Agreement and complete the project within the agreed time period.

3. Knowledge of construction methods

Highly Advantageous: Proposer has demonstrated through experience that he has a high and broad degree of construction knowledge.

Moderately Advantageous: Proposer has demonstrated through experience that he has a moderate and broad degree of construction knowledge.

Not Advantageous: Proposer has demonstrated through experience that he has neither a moderate nor broad degree of construction knowledge.

4. Competency of proposer to perform renovations.

Highly Advantageous: Proposer is highly qualified by trade and/or ability to perform the renovations and repairs required.

Moderately Advantageous: Proposer is moderately qualified by trade and/or ability to perform the renovations and repairs required.

Not Advantageous: Proposer is not qualified by trade and/or ability to perform the renovations and does not intend to hire other qualified persons to perform the work.

5. References demonstrating reliability and ability

Highly Advantageous: References indicate proposer's reliability and a high degree of ability.

Moderately Advantageous: References indicate proposer's reliability and a moderate degree of ability.

Not Advantageous: References indicate that proposer is not reliable and does not appear to have the ability.

Interviews of some or all proposers may be conducted at the discretion of the Town Manager.

Sealed Proposals, consisting of five copies of a written Proposal including all required information and addressing all items noted above, References, and any optional information proposer may wish to supply, together with one Tax Attestation and Non-Collusion form, will be accepted until 3:00 p.m., Wednesday, September 26, 2007, at the Office of Town Counsel, 278 Old Sudbury Road, Sudbury, MA 01776, at which time proposals will be opened. No Proposal received after such time and date established for opening shall be accepted for consideration. Proposals shall be submitted in sealed envelopes clearly marked "Frost Farm House Proposal" and the date, and addressed to the Office of Town Counsel at the address noted.

Proposals may be corrected or modified prior to the time of opening by submitting a superseding proposal in a sealed envelope marked "Modified Frost Farm House Proposal" and the date, addressed as above. Proposals may be withdrawn prior to the time of opening by written request to the Office of Town Counsel. Such corrections, modifications, or withdrawal must be received prior to the deadline for submitting Proposals.

Proposal shall identify insurance coverage to be maintained, regarding liability and extended coverage, including medical payments, workers compensation and property insurance including coverage for personal property in the event of fire or other casualty. Proposer will name the Town as an additional insured.

Proposer shall indemnify and hold Sudbury harmless from and against all claims, damages, or loss arising out of any damage to the building or related real property, or to any person including Proposer's, relatives, servants, employees, independent contractors or any others using or occupying the building or premises.

Amendments to the Request for Proposals shall be made by dated Addendum, receipt of which shall be acknowledged in the Proposal.

All information submitted will become public records with the exception of Social Security numbers, which shall be deleted prior to public inspection. The selected Proposer will be required to submit a disclosure of beneficial interests as required by M.G.L. c.7, s.40J upon execution of the Agreement.

The Town Manager shall take such action with regard to acceptance or rejection of Proposals as she may determine to be in the best interest of the Town of Sudbury.

Maureen G. Valente, Town Manager

Date:

Property Information

The Frost Farm House, off North Road, Sudbury, is located on a one-acre parcel of Town property, which is adjacent to a parcel of Town property leased, pursuant to a long term lease, utilized for the Frost Farm Senior Residential Community and public access (walking trails) to White's Pond. The two-story house, a modified colonial, has a clapboard exterior and was built about 1850. A circular stone drive provides access and parking. The large (over 3,600 s.f.) renovated interior retains many desirable and unique features. The successful proposer must perform under the terms of its proposal not inconsistent with the use of the adjoining property as determined by the Town in its sole discretion.

First Floor:

Living Room 16' X 24' with fireplace, hardwood floors, built-in bookcase

Family Room 13' X 19' carpeted, built-in book shelves, and window seat

Dining Room 18' X 15' with fireplace, hardwood floors, double doors

Large open entrance foyer with hardwood floor leading to windowed stairwell

Kitchen 15' X 16' with recently installed appliances (large double self-cleaning

Whirlpool ovens and countertop stove, microwave), double sink with disposal section, stained wood cabinets and pantry closets, recessed lighting, center cooking island with bar, tile floors, bay window (refrigerator to be supplied by proposer)

Bathroom: powder room

Second Floor:

Bathrooms: full bath with tub accessible from hall or bedroom; 16' X 8' master bath with whirlpool tub, separate shower, double vanity sinks

Laundry area: equipped with washer and electric dryer

Master Bedroom: 22' X 13' with fireplace, carpet

Second Bedroom: 15' X 11' with carpet and direct access to bathroom

Third Bedroom: 13' X 14' with carpet (electric heat)

Storage Room

Fourth Bedroom and access: Unfinished

Basement: Heating plant and oil tank

Note:

Heat: Radiators, hot water baseboard, electric

Town water

Some window coverings are supplied

Lead paint

No use of garage, public parking area

PROPOSAL

Name(s) _____

Address _____

Telephone: _____

I, we, acknowledge receipt of the following addenda dated _____.

Town Employee Status _____ (Yes/No)

Intent to Occupy _____ (Yes/No)

Number of Occupants: _____

Purpose of occupation

Description of occupants: _____

Attached Proposal

Attached Qualifications & References

Proposed commencement date, if selected: _____

Proposed conclusion date, if selected: _____

I, we, hereby acknowledge that we have visited the property and have reviewed all sections of the Request for Proposals and Addenda issued thereto, are cognizant of all terms and conditions of the proposed agreement based on submitted proposal and requirements of the Town, and upon notification, are willing to execute said proposed agreement.

Proposer

Proposer

Date: _____

Accepted by:

Maureen G. Valente, Town Manager

Date: _____

QUALIFICATIONS AND REFERENCES
(Complete for All Proposers)

1) Name _____
Address _____
Telephone _____ Social Security No. _____

How long have you resided at this address? ____ years, from _____ to _____
Monthly rent: _____
Present Landlord, address, and telephone number

Previous address: _____
How long have you resided at this address? ____ years, from _____ to _____
Monthly rent: _____
Present Landlord, address, and telephone number

If length of residence at above addresses is less than five years, complete the following:

Previous address: _____
How long have you resided at this address? ____ years, from _____ to _____
Monthly rent: _____
Present Landlord, address, and telephone number

2) Employment History:
Occupation/Job Title _____
Present Employer: Name of firm _____
Address: _____
Contact person and telephone number _____
How long employed: _____

Past Employer: Name of firm _____
Address: _____
Contact person and telephone number _____
How long employed: _____

3) Qualifications:
Describe in detail, on a separate sheet of paper, all qualifications appropriate for the rehabilitation activities proposed, including references.

TAX ATTESTATION

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

Social Security Number/FID Number

Signature of Appropriate Entity

Social Security Number/FID Number

Signature of Appropriate Entity

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.

Signature of Appropriate Entity

Signature of Appropriate Entity