Request for Proposals (RFP) Interest Form
RFP Form #1

***Instructions: If your firm/company is interested in responding to this RFP, then RFP Form #1 MUST be submitted* to the Procurement Dept. immediately following download. This form is crucial in providing pertinent company information for bidder's list tracking and distribution of any potential addendum.**

Awarding Authority:	*City of Brockton*
Project No.:	*#BD-11A FRANKLIN*
Project Name:	*Disposition of Real Property Sale of Franklin School*

Fax or E-mail this RFP *Form* #1 to:

City of Brockton/Procurement Dept.
Fax: **508-580-7132**
E-mail: procurement@cobma.us

By submitting this *RFP Interest Form* the below identified firm is expressing its interest in the above-referenced public bidding project and is requesting that it be added to the list of firms that will receive any addenda to the *RFP* that might occur. ***The Awarding Authority assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this RFP due to the firm's failure to submit an RFP Interest Form as directed above or for any other reason.***

Company Name:	
Company Address:	
City/Town, State & Zip:	
Company Telephone #:	
Company Fax #:	
Email Address:	
Company Contact Person/Title:	
Date Submitted:	

By: _____ ***(Signature of Authorized Representative)***

CITY OF BROCKTON

LINDA M. BALZOTTI, MAYOR

Request For Proposals
For The
Disposition of Real Property
(City-Owned Property)
PROJECT # BD- 11A FRANKLIN

2.220 Total Acreage Parcel of Land LOCATED AT
59 SAWTELL AVENUE, (Franklin School)
Being a portion of
Map 172, Route 209
Brockton, MA 02302

MICHAEL MORRIS
Chief Procurement Officer
Brockton City Hall
45 School Street, 3rd Floor
Brockton, Massachusetts 02301

TABLE OF CONTENTS

1. Table of Contents..... Page 2
2. Introduction..... Page 3
3. Submission Requirements..... Page 4
4. Contract Terms & Conditions..... Page 5
5. Municipal Property Overview..... Page 6
6. Minimum Evaluation Criteria..... Page 7
7. Comparative Evaluation Criteria..... Page 8
8. Comparative Evaluation Criteria/Price Proposal..... Page 9
9. Price Proposal Form..... Page 10
10. Miscellaneous..... Page 11
11. Evaluation & Decision-Making Procedures..... Page 12
12. Disclosure Statement..... Page 13
13. Chapter 60 Statement..... Page 14
14. Exhibit "A" ..... Page 15

Attachment. – File Card

INTRODUCTION

The City of Brockton will receive sealed proposals (**one original** and **two copies**) for the sale of a said parcel of land as described herein. The Request for Proposals (RFP) packets shall be available as of **Wednesday, October 12, 2011** between the hours of 8:30 a.m.- 4:30 p.m..

Procurement Department
Third Floor
Brockton City Hall
45 School Street
Brockton, MA 02301
Ph: 508 580-7191

All proposals require a **deposit in the form of a certified check or money** order made payable to the City of Brockton in the amount equal to **ten percent (10%)** of the proposed sale price. All proposals must be in a sealed envelope or package and be submitted to the address above no later than **4:00 P.M. on Monday, November 14, 2011**, to the address listed above. All proposals must be complete and in compliance with the submission requirements outlined in the Request for Proposals (RFP).

A Site Visit will be held on **Friday, October 28, 2011 at 11:15 a.m.** at the Franklin School, 59 Sawtell Ave, Brockton MA 02301(Attendance is strongly encouraged).

The City of Brockton reserves the right to reject any and all proposals that do not meet the requirements set forth in the RFP or that are not in the best interests of the City.

SUBMISSION REQUIREMENTS

All proposals (**one original** and **two copies**) must be submitted in a sealed envelope and/or package clearly labeled with the following:

1. TITLE: PROPOSAL FOR DISPOSITION OF REAL PROPERTY
   BROCKTON, MASSACHUSETTS
   (50 Sawtell Ave./Franklin School)

2. FROM: NAME AND ADDRESS OF PROPOSER

3. TO: CITY OF BROCKTON
   PROCUREMENT DEPARTMENT, THIRD FLOOR
   CITY HALL
   45 SCHOOL STREET
   BROCKTON, MA 02301
   ATTN: MICHAEL MORRIS, CHIEF PROCUREMENT OFFICER

4. SUBMISSION DEADLINE:
   4:00 P.M. (LOCAL TIME)
   DATE: **Monday, November 14, 2011**
   AT: PROCUREMENT DEPARTMENT, THIRD FLOOR
   CITY HALL
   45 SCHOOL STREET
   BROCKTON, MA 02301

1. ALL PROPROSALS MUST CONTAIN THE FOLLOWING:

A. Description of Proposer
B. Address of Proposer
C. Authorization to Submit Proposal (if applicable)
D. Certified Check for Ten Percent (10%) of Proposal Price
E. Written and Numerical Statement of Proposal Price
   (Reference pg. 9)
F. Signed Statement Required under Chapter 60, M.G.L.
   (Reference pg. 15)
G. Must Meet the Evaluation Criteria
   (Reference pg. 7)
H. Submission of Highest and Best Use of Narrative & Price Proposal
   (Reference pg. 8/9)

Contract Terms And Conditions

The following terms and conditions will apply to the sale of the property described within this Request for Proposals:

1. The sale of the property is subject to review and recommendation by the Mayor and Chief Procurement Officer and by an evaluation committee consisting of several city officials. The sale of the property is subject to the provisions of Chapter 30B and any/all other applicable state/local provisions.

2. The selected Buyer must execute a Purchase and Sales Agreement with the City of Brockton within thirty (30) days of notice by the City of the approval to sell the property. The City reserves the right to waive or extend this deadline as it sees fit.

3. The selected Buyer must purchase the property within ninety (90) days of the execution of the Purchase and Sales Agreement. The City reserves the right to extend this deadline.

4. The selected Buyer agrees to buy the property "AS IS" and agrees to be solely responsible for obtaining any and all permits, approvals, waivers, releases, or any other requirements necessary to use or develop the property.

MUNICIPAL PROPERTY OVERVIEW

1. PROPERTY DESCRIPTION
   The site is comprised of a **2.220 Total Acreage** parcel being identified as Map 172-Route 209, and said portion containing 2.220 Total Acreage, more or less. Said land is located in an **R-2 zone**. For further Zoning information, please click or copy the following link: http://www.brockton.ma.us/Libraries/Ordinances/Appendix_C_-_Zoning.sflb.ashx

2. CONDITION OF PROPERTY
   The property for disposition is available "AS IS," and the City of Brockton will not make any improvements or changes to the property as a condition of sale. Conveyance to the successful Proposer shall be subject to all restrictions and conditions of record, insofar as they may be in force and applicable to said parcel and are subject to Exhibit "A".

3. CHAPTER 21E/M.G.L.
   The City of Brockton does not warrant that any land parcel available for disposition is free and clear of any contamination as defined by Chapter 21E. Proposer will assume all costs and responsibilities for any testing and/or removal of any contamination that may be present on any of the property. The buyer will assume all responsibilities for any contamination and will hold the City harmless for any costs to clean the property of any contamination.

4. SUBDIVISION/PERMITS/APPROVALS
   All costs and responsibilities for obtaining subdivision approval, site plan approval and releases for any easements, covenants, or any other restrictions that may be present on the property will be the responsibility of the Buyer including but not limited to any municipal, state or federal provisions.

5. ZONING
   Allowed uses will be according to the Zoning Ordinance. Any proposed use of the property shall be in compliance with said Zoning District or subject to approval by the City's Zoning Board of Appeals.

   The City of Brockton understands that present zoning may not be conducive to site redevelopment. With that in mind the City of Brockton will allow the successful proposer to go through the ZBA (Zoning Board of Appeals) process, and if unsuccessful before the ZBA, their deposit will be refunded in full.

MINIMUM EVALUATION CRITERIA

All Proposers must include the following components in their respective Proposals in order to be considered for review to meet the minimum criteria to be considered acceptable for this property sale:

Brockton is over ninety-percent developed (90%). As a traditional manufacturing community, Brockton seeks every opportunity to establish appropriate sites for development, especially those with good highway access, located some distance from neighborhoods, where the character of the area will be enhanced rather than detracted by an industrial facility.

1. The applicant must demonstrate through written text any/all experience over the past (10) ten years in the ability to comply with Exhibit "A". (Development and/or Operation, Financing, and Construction of **single family homes**).

2. The applicant must supply a minimum of (3) three references from any residential/business development projects previously completed.

3. If the applicant is an out-of-state corporation they must be licensed to do business in Massachusetts and have a resident agent documented in this proposal.

COMPARATIVE EVALUATION CRITERIA

THE HIGHEST AND BEST USE NARRATIVE: The City of Brockton is looking for a detailed narrative of "highest and best use" of this site, in particular utilizing municipal information, compliance with the definition of highest and best use, and the applicant's **vision of utilization.** This narrative should not be more than fifteen (15) pages with appropriate attachments documenting in detail the applicant's position for implementation and development of this site.

The highest and best use is defined by The Dictionary of Real Estate Appraisal Third Edition, published by the Appraisal Institute as:

> "The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum profitability."
>
> Impacts that should be described in writing, in detail by the proposer that will be evaluated include but are not limited to: volume and type of traffic generated, noise levels, hours of operation, clear explanation and measurement of any environmental impacts on air, land and/or water, quality of life, and visual impacts.
>
> The City of Brockton states that the highest and best use of this property is contained in **Exhibit "A".**

The City will include the following criteria in evaluating proposals:

1. Description of the added economic enhancement and benefits to the immediate area as well as to the City of Brockton.
2. The applicant must demonstrate and verify that they are in good financial standing by a previous audit and/or other related verification (city, state and federal). The applicant must also verify that they are able to obtain financing for the purchase and proposed redevelopment.
3. List any in-kind support services planned for the development of the parcel.
4. Proof of successful present or past performance working in the area of real estate development.

*Note: The narrative will constitute 75% of the City's decision in order to determine the most highly advantageous Proposer.

RANKING

A. Highly Advantageous: Meets or exceeds any/all City criteria with extensive supportive documentation regarding best use analysis. 65% - 75%

B. Advantageous: Meets most of the City's criteria with appropriate supportive documentation regarding best use analysis. 55%-64%

C. Acceptable: Meets only half of the City's criteria with only limited supportive documentation regarding best use analysis. 45%-54%

D. Disadvantageous: Meets few, if any of the City's criteria with minimal supportive documentation regarding best use analysis. 0%-44%

COMPARATIVE EVALUATION CRITERIA: PRICE PROPOSAL

The applicant must submit a price proposal based on all the information included in this application. The City will weigh the price proposal on the following scale:

a.	Highly advantageous	$600,000 and above	25%
b.	Advantageous	$570,000 to $599,999	20% to 24%
c.	Acceptable	$540,000 to $569,999	15% to 19%
d.	Disadvantageous	$539,999 and below	0% to 14%

PRICE PROPOSAL FORM

In accordance with the information, terms and conditions attached hereto, I (We) hereby offer to purchase from the City of Brockton the land identified as:

2.220 Total Acreage Parcel of Land
Being a portion of:
Map 172, Route 209

For the sum of:

$ _____

Offer Written: _____ Dollars

Attached hereto is a certified check or money order drawn on a banking institution licensed in the Commonwealth of Massachusetts in an amount equal to ten percent (10%) of the above offer which shall serve as surety for the faithful performance of this disposition of land from the City of Brockton. This sum shall be forfeited to the City of Brockton if the remaining ninety percent is not tendered to the City of Brockton within forty-five (45) days of the execution of the Purchase and Sales Agreement. The City reserves the right to extend this deadline.

Signature of Proposer _____

Print Name _____

Address _____

City _____ State _____ Zip _____

Telephone # _____

Note: If a partnership or corporation, list all partners or all officers of the corporation and include a sealed corporate vote to allow an officer to act on this matter.

Partnership or Corporation Officers Names & Addresses

_____ _____

_____ _____

The City of Brockton reserves the right to reject any and all proposals if in its best interest to do so.

MISCELLANEOUS

1. AMENDMENTS/MODIFICATIONS TO PROPOSALS
The Proposer may, at any time prior to the deadline for submission of the Proposals, amend or modify their Proposal by submitting their amendment/modification to the address specified in part IV of the RFP, in a sealed envelope/package containing the amendment/modification and clearly marked with the following:

   1. TITLE: DISPOSITION OF REAL PROPERTY,
      2.220 Total Acreage Parcel of Land
      Being a portion of
      Map 172, Route 209

   2. FROM: NAME AND ADDRESS OF PROPOSER

   3. TO: CITY OF BROCKTON
      PROCUREMENT DEPARTMENT
      THIRD FLOOR
      BROCKTON CITY HALL
      45 SCHOOL STREET
      BROCKTON, MASSACHUSETTS 02301

   4. SUBMISSION DEADLINE:
      Monday, November 14, 2011 @ 4:00 P.M. EST

2. WITHDRAWAL OF PROPOSALS
Any Proposer may withdraw its Proposal at any time prior to deadline established in this RFP.

   Any Proposer wishing to withdraw a Proposal must provide a written authorization and/or acknowledgment that they are withdrawing their Proposal and that the City of Brockton is held harmless from any responsibility as a result of the Proposal withdrawal.

3. REJECTION OF PROPOSAL
The city reserves the right to reject any/or all Proposals that do not meet the submission requirements or evaluation criteria contained in the RFP.

4. ADDENDUM
Any Addendum's to the RFP will be sent to those who received a copy by registered or fax mail. The City will not be notifying anyone who received a copy of the Request for Proposals from anyone other than the originator. If it is impossible to notify all parties who received an RFP from the Procurement Office of an Addendum prior to the deadline for submission, the City reserves the right to extend the deadline for submission through proper notice.

EVALUATION AND DECISION MAKING PROCEDURES

The proposals will be opened publicly on, **Monday, November 14, 2011 at 4:10 p.m.** in the GAR Room, 2nd Floor, City Hall, 45 School Street, Brockton, MA 02301. The City will set up a review committee consisting of, at a minimum, several city officials. Following the committee review, the most advantageous proposal will be recommended to the Chief Procurement Officer for disposition. After the review of the proposal recommendation and a compliance check in conjunction with other City Departments, the Chief Procurement Officer shall issue a Letter of Intent to Award to the successful proposer.

CERTIFICATION REGARDING DISCLOSURE STATEMENT UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 7, SECTION 40J.

PROPERTY:

SELLER:

BUYER & ADDRESS:

DATE OF SALE:

The undersigned BUYER, or on behalf of BUYER, hereby acknowledges receipt of a copy of Massachusetts General Laws Chapter 7, Section 40J and has complied with the previous thereof.

Signed under the penalties of perjury this _____ day of _____, 2011 .

By: _____ _____

WITNESS BUYER, or on behalf of BUYER

STATEMENT REQUIRED UNDER CHAPTER 60, M.G.L.

I/we certify that I/we have never been convicted of a crime involving the willful and malicious setting of a fire or of a crime involving the aiding, counseling or procuring of a willful and malicious setting of a fire, or of a crime involving the fraudulent filing of a claim for fire insurance; and I am not delinquent in the payment of real estate taxes to the City of Brockton.

Signed under the penalties of perjury on this _____ day of _____, 2011.

BY: _____ _____

WITNESS BUYER, or on behalf of BUYER

EXHIBIT "A"

The City of Brockton has determined that the best use of the subject property shall be any reuse that is legal and conforms to local zoning requirements. For this property, highest consideration will be given to proposers that present proposals for **Single Family Residential Homes**.

Welcome to the
City of Brockton

Brockton, MA : Commercial Property Record Card

[Back to Search Results] [Start a New Search][Help with Printing]

Search For Properties

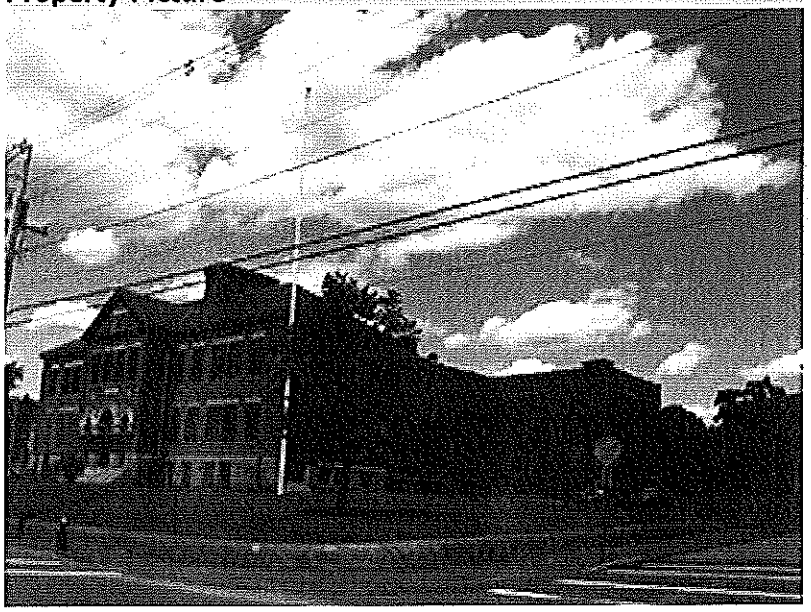
Parcel ID#	Name	Street #	Street Name	
		0000	SAWTELL AV	Search / Reset Search

Parcel ID#	Card	Plot	Location	Zoning	State Class	Acres
172-209	1	54	SAWTELL AV	R2	934 - n/a	2.22

Living Units
0

Owner Information
City Of Brockton
45 School St
Brockton MA 02301

Property Picture



Deed Information
Deed Book:

Deed Page:

Deed Date: 0//0

Building Information
Building No: 1

Year Built: 1910

No of Units: 0

Structure Type: School

Grade: C+

Identical Units: 1

Net Leasable Area: 0

Valuation
Total: 2,508,080

Sales History

Book/Page	Date	Price	Type	Validity

Permit History

Date	Purpose	Price

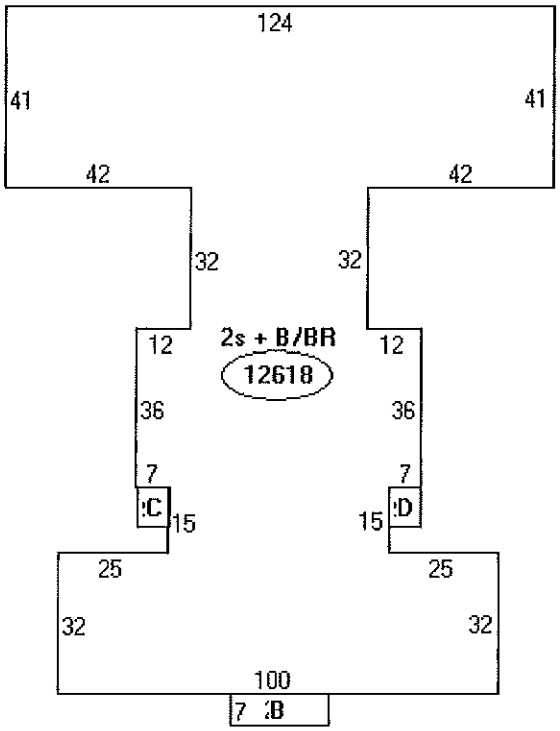
Out Building Information

Structure Code	Width	Lgth/SqFt	Year
Asphalt Parking	1	2000	1960
Light - Incandescent Wall	0	0	1970

Exterior/Interior Information

Levels	Size	Use Type	Ext. Walls	Const. Type	Heating	A/C	Plumbing	Condition
B1-B1	1x12618	School		Wood Joist	Hw/Steam	None	Normal	Good
01-01	1x12618	School	Brick/Stone	Wood Joist	Hw/Steam	None	Normal	Good
02-02	1x12618	School	Brick/Stone	Wood Joist	Hw/Steam	None	Normal	Good

Building Sketch



Descriptor/Area

A: 2s + B/BR
12618 sqft

B: unk
154 sqft

C: ent
63 sqft

D: ent
63 sqft