

## ***Introduction***

The Town of Cohasset on behalf of, and in consultation with, the Select Board, offers to qualified persons, corporations or business entities (joint ventures, legal partnerships, etc.) whether for profit or non-profit (hereinafter “Proposer” or “Lessee”) an opportunity to obtain a long term (ten (10) years) lease (“Lease”) for recreational operations at the **Barnes Field Little league Complex, Cohasset, MA 02025 (the “Premises”)**

## ***Preferred Proposals***

When evaluating comparable proposals preference shall be given to proposals meeting the following criteria:

1. Proposals submitted by non-profit organizations within the Town of Cohasset promoting youth athletics.
2. Proposals that include significant community inclusion benefits to be provided by the Lessee (e.g., Universal Access programs, community rates, youth program, etc.).
3. Proposals that include annual maintenance, address ADA compliance and other upgrades to location.
4. In-kind contributions to the Town in lieu of rent will be highly beneficial.

The successful Lessee shall, at a minimum, provide a safe, well maintained field operation for the organization(s) it serves. Operations may commence upon Notice of Award. The successful Proposer shall be required to execute a Lease within one (6) months of the issuance of an Award Notice.

Proposals shall include:

- 1) A proposed rent; and
- 2) A plan for improvements to the fields and equipment on the Premises. Improvements may be completed in phases.
- 3) Safety plan.
- 4) The Town of Cohasset is soliciting competitive proposals. The Town has the right to accept or to reject any and all proposals, to withdraw or amend this RFP at any time, to initiate negotiations with one or more Proposers, to modify or amend with the consent of the Proposer any proposal prior to acceptance, and to waive any defect, informality, or minor irregularity and to award the Lease. The decision of the Select Board is final.
- 5) Proposed schedule for use.

## **Description of the Premises and Applicable Information**

Located at 185 North Main Street in Cohasset, MA 02025. More fully described and defined in the Assessors property record database as a parcel containing 8.62 acres of land with a building containing two (2) half baths.

## **Overview**

Questions must be submitted in writing in accordance with the instructions below. The Town of Cohasset will reply to appropriate questions. To be deemed “appropriate”, the question must address a matter that requires, in the sole opinion of TOWN OF COHASSET, interpretation or

clarification by TOWN OF COHASSET. Answers to the questions will be posted to the Town of Cohasset website for this RFP. The panel will recommend acceptance of a proposal by the Select Board based upon the results of its evaluation of competitive and qualifying proposals. The decision of the Select Board is final. The apparent winning proposer will be notified in writing and notice of the final winning proposal will be posted on the Town of Cohasset website.

TOWN OF COHASSET make no representations or warranties, express or implied, as to the status or condition of the facilities that are the subject of this RFP. This RFP (including all attachments and supplements) and any information concerning the facilities are made subject to errors, omissions, withdrawals without prior notice, and changes to, and additional or different interpretations of laws and regulations. Proposers should undertake their own review and analyses concerning physical or environmental conditions, any additional local requirements, or other matters concerning the Premises, existing equipment and facilities. No costs of responding to this RFP or any addenda or other documents or attendance at meetings in connection with this RFP shall be reimbursed by TOWN OF COHASSET. Any limitations or conditions regarding a proposal submission must be clearly stated in any proposal submitted.

Any deposits, certificates of insurance and signed acknowledgement will be due within ten (10) business days after notice to the winning proposer. Upon receipt of all required items a Notice of Award/Temporary License will be issued pending execution of the Lease. Should the winning proposer fail to meet the requirements of the RFP or any other related requirements, TOWN OF COHASSET may make an award to the next available proposer or withdraw the opportunity altogether.

### **Proposer Qualification and Mandated Items**

All proposers must meet the qualifications criteria set forth below in order to submit a proposal for evaluation. A Proposal Submission must also be submitted with each proposal for consideration. A proposal without this item and information will not be considered and will be automatically rejected.

### **Questions During the Proposal Period**

All Proposer questions must be submitted in writing. Town of Cohasset staff will not answer verbal questions at the site or otherwise. Written questions must be sent by email to [mleary@cohassetma.org](mailto:mleary@cohassetma.org) according to the schedule below with the subject line "Barnes Complex RFP." No answers to substantive questions will be provided in person or by telephone. Written questions must be received by the date and time listed in the RFP schedule below to:

Town of Cohasset  
Procurement Office  
41 Highland Ave Cohasset, MA 02025  
or E-Mail: [mleary@cohassetma.org](mailto:mleary@cohassetma.org)

### **Correcting, Modifying or Withdrawing Proposals**

Proposal documents may be corrected, modified or withdrawn at any time **prior to the proposal due date** when the proposal packages will be opened. Modifications should be submitted in writing, sealed and marked in the same manner as the original proposal package.

### **Presentations and Interviews**

Following a review of the submitted mandated items and proposals that are timely and otherwise properly submitted, the Town of Cohasset review panel may conduct interviews with Proposers. Interviews may be held by phone, Zoom is preferred. The purpose of any interview will be to clarify proposals and evaluate the qualities, expertise and operational concepts of the Proposer’s proposal. No additional proposal material will be accepted at interviews.

**Mandatory Terms and Conditions; Lease Issuance**

To commence operations, the Lessee must receive and sign a duly issued Temporary License. Thereafter, the selected Proposer will execute the Lease in the form attached hereto as the Draft Lease, with specific information from the selected proposal inserted where appropriate by TOWN OF COHASSET. All Proposers should review the Draft Lease in its entirety and confer with an attorney prior to submitting a proposal in response to this RFP. The TOWN OF COHASSET reserve the right to reject any requested changes identified by Proposers not explicitly agreed upon during the proposal review and interview process.

**RFP Proposal Schedule**

|  |  |
|--|--|
| <p>This Schedule is Subject to Change<br/> Proposers are encouraged to check the COMMBUYS site for this RFP <i>frequently</i> for updates, changes, answers to questions</p> |  |
| Written questions must be received by  | January 21, 2022   |
| Answers to written questions will be posted by   | January 25, 2022   |
| Sealed Proposal Packages are due at Procurement Offices by   | 3:00 p.m. January 31, 2022   |
| Interviews, if any, will be held   | February 2-3, 2022   |
| Proposal Evaluation Period will end and Recommendation sent to Select Board  | February 7, 2022   |
| Notice to apparent winning proposers   | on or about February 9, 2022   |
| Deposits, Insurance Certificates, and any other required documents   | due within ten (10) business days of notice to apparent winning proposer     |
| Temporary License Issued   | on or about February 15, 2022  |
| Finalized Lease will be issued by  | TBD -Approximately thirty (30 - 60) days after issuance of Temporary License |
|  |  |

**Submission Requirements for Proposal**

All proposals must be submitted in writing, in a legible format, and including clear and sufficient detail to meet the requirements of all the following sections of this RFP:

**A. Qualification Information**

The following information must be presented by all Proposers.

1. Proposer must show that it has operated a similar recreational operation for five (5) or more years within the last five (5) years.

2. Proposer must show its ability to obtain equipment, necessary contracts, staffing and support sufficient to operate the Premises.

### ***B. Mandates***

1. Documentation from an insurance company or properly licensed broker. Proposer is qualified to meet and obtain at least the minimum amounts of the insurance specified herein (See Attachment G, Exhibit A).

### ***C. Description of Entity and Related Experience***

1. A description and history and related experience of the Proposer including:
  - a. General organization information;
  - b. A comprehensive list of all recreational facilities operated by the Proposer in the last four (4) years;
  - c. Other facilities management or experience;
  - d. Resumes of the Proposer's Key or organization volunteers; and
2. An "organizational chart" or other detailed listing of Proposer's "chain of command," and a list and explanation of all job descriptions for all anticipated operating volunteer members (actual individual names are not necessary during the RFP).

### ***D. Description of Services to be Provided to the Public***

1. A written description of the services to be offered, including:
  - a. planned events (instruction programs, related activity offerings, if any);
  - b. community inclusion benefits to be provided, policies and/or activities to encourage the use of the facilities by persons of all ages, and any proposed recreation activities and events including accessible activities for persons with disabilities, different abilities, and children.
2. A written description of the overall vision of the area and how it will enhance the athletic experience. A description of the flow, uses, and maintenance, cleaning of the surrounding approaches, grounds, walkways and lots, including all proposed uses of parking lot areas, including accessibility for persons using wheelchairs or other assistive devices. Any proposed layout changes including any proposed signage.
3. General description of any related services, food, merchandise, sales, events, programming or other revenue-generating operations now in place, if any, and those planned in the future for the Premises; and
4. An overall maintenance plan including a description of current and future equipment to be used and operated on the Premises, including repair or service contracts for all fields and equipment.
5. An operating schedule, including the hours, days, weeks and months of operation.
6. Safety plan.

***E. Fee, Rent and Capital Repairs/Improvements***

- Proposals must propose the best value for the Town of Cohasset: compensation may be an annual flat rent, a rent consisting of in-kind repairs and enhancements.

***F. Rule for Award and Evaluation Criteria***

The Evaluation Team will select the Proposal with the most advantageous bid, taking into consideration all the requirements and criteria as set forth in this RFP as well as the compensation and development plan offered. The numerical point system described below will assist the evaluators in reviewing proposals.

|                                       |                         |                            |
|---------------------------------------|-------------------------|----------------------------|
| Qualifications                        | Per Section III A       | All Items Must Be Provided |
| Mandates                              | Per Section III B       | All Items Must Be Provided |
| <i>Other Criteria</i>                 |                         | <i>Range of Points</i>     |
| Description of Entity and Experience  | Per Section III C above | <i>0-40</i>                |
| Description of Services to the Public | Per Section III D above | <i>0-30</i>                |
| Fee, Rent and Development Plan        | Per Section III E above | <i>0-30</i>                |
| <i>Total Possible Points</i>          | 100 points              |                            |
|                                       |                         |                            |

### ***G. Submission Checklist***

Proposal packages must be delivered to the following EXACT Address:

**Town of Cohasset  
41 Highland Ave  
Cohasset, MA 02025  
ATTN: Procurement Office  
Barnes Complex-RFP**

**PROPOSALS MUST BE RECEIVED NO LATER THAN:  
3:00PM, January 31, 2022**

#### TIPS AND REMINDERS:

- Proposers must submit one (1) signed original unbound copy and one (1) clean zip drive containing a copy of their proposal, delivered to the above address. Please conserve paper but provide clear readable information. Be sure that all copies are the same as the original, and include all required items.
- All envelopes shall be clearly labeled with “**RFP Barnes Complex**” and include a return name, address, and e-mail or phone number on the *outside* of the envelope. Please include a signed cover letter *inside* the envelope detailing: contact name, organization mailing address, telephone number (s), cellular telephone contact number(s), e-mail address(es), and a list of contents should also be included.
- No special preference will be given to proposals received early. No late entries will be considered.

ATTACHMENT A– Proposal Form

**REQUEST FOR PROPOSALS FOR BARNES COMPLEX**

I/We, \_\_\_\_\_ (Proposer) certify that I/We have reviewed the entire RFP including the temporary license and draft Lease. I agree to abide by the requirements of the RFP process; and hereby submit this Proposal Form and attached information attached for review and evaluation.

**A. Proposal Attachments Check List**

| Per RFP §                                   | Response or Item Attached |
|---|---------------------------|
| III A Qualifications                        |                           |
| III B Mandates                              |                           |
| III C Description of Entity and Experience  |                           |
| III D Description of Services to the Public |                           |

**B. RENT AND DEVELOPMENT PLAN**

1. Attach the Pro Forma budget required in Section
2. Development Plan format:

| Year/Season | Capital Improvement Schedule |
|-------------|------------------------------|
| 2022-2024   |                              |
| 2025-2027   |                              |
| 2028-2030   |                              |
| 2031-2033   |                              |

**C. REFERENCES**

Along with any actual reference letters, please attach a separate sheet with the information as shown in the chart below.

| Name/<br>Company | Contact<br>Person and<br>Title | Contact Info<br>(telephone, e-<br>mail) | Relationship/type of<br>contract | Years | Estimated<br>Contract<br>Value |
|------------------|--------------------------------|---|----------------------------------|-------|--------------------------------|
|                  |                                |   |                                  |       |                                |

**D. ACKNOWLEDGMENTS AND CONDITIONS**

- a. By submission of its response to this RFP, the Proposer hereby authorizes Town of Cohasset to contact any and all parties having knowledge of the Proposer’s operations and hereby authorizes all parties to communicate such knowledge or information to the Town of Cohasset.
- b. The Proposer acknowledges that it has received and read the RFP, all addenda and amendments to the RFP, and other attachments to the RFP, and the terms thereof are incorporated by reference in its Proposal. The Proposer agrees that if its Proposal is

accepted, the Proposer will enter into a Permit/Temporary License with the Town of Cohasset and abide by the terms of the RFP, Award, and Permit/Temporary License.

- c. This Proposal constitutes a firm offer. This offer shall be held firm and open for a period of one (1) year, effective beginning the date proposals are opened.
- d. Proposers are advised to base their proposal response only upon the matters contained in this RFP and in any written clarifications (via addenda or answers to proposers' questions) issued by Town of Cohasset and disseminated to all Proposers. Any questions about the proposal must be submitted in writing prior to the scheduled deadline in the RFP. Only questions, which in Town of Cohasset's sole judgment materially affect the RFP, will be clarified in writing. Only such written clarifications to the RFP or the RFP document itself can be relied upon in the preparation and submittal of proposals.
- e. The information provided in this RFP and any subsequent addenda or related document is provided as general information only. TOWN OF COHASSET make no representations or warranties that the information contained herein is accurate, complete or timely. The furnishing of such information by TOWN OF COHASSET shall not create any obligation or liability whatsoever, and each Proposer expressly agrees that it has not relied upon the foregoing information and that it shall not hold TOWN OF COHASSET liable.
- f. Any costs or expenses incurred in the development of a proposal in response to this RFP shall be borne entirely by the Proposer.
- g. By submission of its proposal, the Proposer acknowledges that from and after the Permit/Temporary License commencement date, the sole basis for the right to operate the Premises as specified in this RFP is by award of the Permit/Temporary License which is a license (it is not a lease or other real estate interest).
- h. The Town of Cohasset is soliciting competitive proposals pursuant to a determination that such a process best serves the interests of the Town of Cohasset and the general public, and not because of any legal requirement to do so. The Proposer acknowledges the Town of Cohasset's right to accept or to reject any or all proposals, to withdraw or amend this RFP at any time for any reason, to initiate negotiations with one or more Proposers, to modify or amend with the consent of the Proposer any proposal prior to acceptance, to waive any informality to affect any agreement otherwise, all as Town of Cohasset in its sole judgment may deem to be in its best interest.
- i. **Non-Collusion Provision.** The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other unrevealed person(s), partner(s) or investor(s). 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.
- j. The Proposer acknowledges that it has read, understood, and agrees to be bound by, all of the foregoing terms and conditions set forth in this RFP and any amendments, in its entirety.

\_\_\_\_\_  
Name of Entity

\_\_\_\_\_ Date \_\_\_\_\_



Signature of individual submitting proposal

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Printed Name and Title

Duly authorized by said Entity

ATTACHMENT B –Award Letter

*THIS AWARD WILL BE ISSUED TO THE PROPOSER SO THAT THEY MAY BEGIN OPERAITONS, PERMIT APPLICATIONS ETC. UNTIL THE LEASE IS EXECUTED  
THESE DRAFTS CONTAIN THE BASIC MANDATORY TERMS AND CONDITIONS REQUIRED BUT MAY NOT CONTAIN ALL OR THE EXACT THE TERMS OF THE ULTIMATE AGREEMENTS EXECUTED BY THE PARTIES*

**NOTICE OF AWARD**

Project Description: “Barnes Complex”

The OWNER has considered the PROPOSAL submitted by you for the above-described LEASE in response to its Advertisement for Proposals with the due date of January 31, 2022 and its Information for Bidders.

You are hereby notified that your PROPOSAL has been accepted as outlined in the ‘Barnes Complex’, RFP.

You are required by the Information for Bidders to execute the Agreement and furnish the required Certificate of Insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER’S acceptance of your BID as abandoned.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dates this 7th day of February 2022.

\_\_\_\_\_  
Owner

By \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Town, State, Zip