



Request for Expressions of Interest
for
Provision of Consolidated Town Hall Office Space
In Vineyard Haven, MA

RESPONSES DUE:

September 29, 2023 at 2:00 PM

Late Responses Will Be Rejected

Deliver Completed Submissions to:

Town of Tisbury, MA
Town Administrator/Chief Procurement Officer
Attn: John W. Grande
115 High Point Lane
Vineyard Haven, MA 02568
Phone : 508-696-4203
Email: jgrande@tisburyma.gov

I. Overview

The purpose of this Request for Expressions of Interest (RFEI) is to identify parties interested in the unique opportunity to help the Town consolidate its Town Hall offices into one building. It is also an opportunity for Town officials, neighbors, and other stakeholders to provide commentary and input regarding the potential leasing of Town office space from a third party.

This RFEI will help the Town of Tisbury (Town):

- Stimulate interest from potential private individuals or entities;
- Identify development concerns, challenges, and questions;
- Develop a subsequent Request for Proposals (RFP) or other solicitation as part of a formal procurement process;
- Receive comments, concerns, feedback, and ideas regarding the leasing of property from a third party;
- Determine different financing options and associated cost ranges; and
- Determine potential timelines for occupancy of leased space.

If the Town receives substantial interest in response to this RFEI, the Town may choose to release a formal RFP or other procurement solicitation. At that time, the Town will request that interested parties provide a detailed proposal in response to certain space needs, criteria and use requirements.

Project Summary

The Town of Tisbury seeks to relocate and consolidate its municipal offices into one building, in an accessible location, within the Town of Tisbury within the next few years. The project can involve a new building, an existing building, or a combination of both.

The Town estimates that it needs 10,000 gross square feet of ADA accessible office space to house up to thirty employees in multiple departments of local government and sufficient meeting rooms and common spaces to conduct public meetings of Town boards and committees in accordance with the requirements of the Massachusetts Open Meeting Law.

The municipal office space shall ideally not be on more than two levels.

The site location for municipal offices shall ideally be close enough to be walkable via sidewalks or walking paths from:

- Vineyard Haven Steamship Authority Ferry Terminal,
- 51 Spring Street, Katherine Cornell Theater,
- U.S. Post Office, and
- Vineyard Haven Transit Authority Route.

Parking shall be available on-site and/or there shall be accessible on-street or off-site parking facilities within four hundred feet of the building; and there must be accommodation for bicycles.

The Town is willing to consider a variety of financing options, including but not limited to, a long-term lease up to 30 years, lease-to-own, or ownership of the property. Terms of any contract must reflect the amount of work required for rehabilitation, management, and maintenance in relation to the Fair Market

Value of the building/space.

The Town owns properties in Tisbury that might be considered as a building site or leveraged as part of a transaction to develop another privately owned site for this public purpose. In short, the Town is willing to be as creative as possible to accomplish its goals in as timely and cost-effective a manner as possible.

The Town will conduct a public information meeting for this RFEI on **Monday, September 18, 2023 at 4:30 p.m. at the Emergency Services Facility Training Room at 215 Spring Street, Tisbury, Massachusetts.**

II. Request for Expressions of Interest and Submission Requirements

The Town invites all interested parties to respond to this RFEI by submitting:

- (1) a brief narrative of the proposed concept, identifying the property to be used and how the project would meet the needs of the Town as outlined in this RFEI.
- (2) a statement of qualifications that demonstrates, in a summary format:
 - a. Documented experience in commercial leasing and/or performance on projects involving delivery of building or office space of a comparable size, including the number of leases and/or projects managed, projects requiring historic preservation, and lease and/or project dollar value.
 - b. Experience of working relationships with designers, contractors, and local officials.
 - c. Record of space and/or projects being delivered and/or completed within the time required and within budget and to the satisfaction of the lessee and/or owner.
- (3) a brief outline of the feasibility and timeline of the proposed project, identifying major milestones, especially with respect to permitting.

Response should not exceed five (5) pages.

Responses to the RFEI are public documents and may be utilized by the Town to develop a subsequent RFP or procurement solicitation. Respondents understand and agree, by submission of a response, that the information provided to the Town in response to the RFEI may be used in whole or in part by the Town. A response to this RFEI does not legally bind the respondent to the Town in any way, nor shall any response or action of the Town in connection therewith bind the Town in any way. To the extent permitted by law, submission of a response to the RFEI will be a prerequisite for submission of a bid or proposal through a future procurement process, whether under Chapter 30B or Chapter 149 of the General Laws, and/or any other applicable provision of law.

All qualified respondents to this RFEI will receive a copy of any future Request for Proposals or procurement solicitation, if released, unless the respondent requests not to be included in any future process.

Request for Expressions of Interest may be obtained on or after September 1, 2023 between the hours of 8 a.m. to 3 p.m. from:

John W. Grande
Town Administrator/Chief Procurement Officer
115 High Point Lane
Vineyard Haven, MA 02568
Phone: 508-696-4203
Email: jgrande@tisburyma.gov

Questions concerning this RFEI should be submitted, via email, to John W. Grande at jgrande@tisburyma.gov no later than **2:00 PM on Monday, September 25, 2023**. Any questions requiring consideration, as determined by the Town, shall be answered in an addendum electronically delivered to all registered responders.

Responses to this Request for Expressions of Interest will be received at or before **2:00 PM on Friday, September 29, 2023** at the Town Administrator's Office, 115 High Point Lane, Vineyard Haven, MA 02568.