

## Proposer / Bidder Registration Form

It is the Bidder's responsibility to make certain they have received any/all addenda relating to their bid / proposal prior to the bid opening date. If you are downloading a bid we strongly encourage you to notify the City of Beverly Purchasing Department at [dgelineau@beverlyma.gov](mailto:dgelineau@beverlyma.gov) and provide us with the following information. In the event any addenda is issued it will be sent to all bidders who have provided the City with this information.

Request for Proposal or Invitation for Bid Number: 12-061

Contact Name:

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Company Name:

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Address:

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City/Town:

State:

Zip Code:

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Phone:

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Fax:

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Cell:

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Email:

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**CITY OF BEVERLY, MASSACHUSETTS**

**# 12-061**

**REQUEST FOR PROPOSALS  
SALE OF CITY-OWNED VACANT PARCEL  
25 TRASK STREET**



**PROPOSALS DUE:**

**TUESDAY FEBRUARY 26, 2013 @ 11:00 A.M.**

at the Office of the Purchasing Agent, City Hall  
191 Cabot Street, Beverly, Massachusetts 01915

**CITY OF BEVERLY, MASSACHUSETTS**  
**REQUEST FOR PROPOSALS**  
**SALE OF CITY-OWNED VACANT PARCEL**  
**25 TRASK STREET**

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PROPOSAL DUE DATE: 11:00 a.m. (local time), Tuesday February 26, 2013

Return proposals to: City of Beverly  
Purchasing Department  
City Hall, 191 Cabot Street  
Beverly, Massachusetts 01915

Competitive sealed proposals will be received by the Purchasing Department, at the above-specified location, until the time and date cited.

Proposals must be in the actual possession of the Purchasing Department on or prior to the exact time and date indicated above. ***NO INCOMPLETE, FAXED, ELECTRONICALLY MAILED, OR LATE PROPOSALS WILL BE CONSIDERED.***

All procurement activities conducted by the City of Beverly are in conformance with the rules and regulations of Massachusetts General Laws, Chapter 30B. The law is available for review in the Purchasing Department at the above address. Copies of the law are also available for sale to the public at a fee of 20 cents per page at the Purchasing Department or available on line at <http://www.state.ma.us/legis/laws/mgl/index.htm>.

Questions regarding this Request for Proposals (RFP) should be addressed to: David Gelineau, Purchasing Agent, City Hall, 191 Cabot Street, Beverly, MA 01915; phone (978) 921-6000, ext. 2350 ([dgelineau@beverlyma.gov](mailto:dgelineau@beverlyma.gov)).

The City of Beverly reserves the right to reject any and all proposals.

# REQUEST FOR PROPOSALS (RFP)

## Sale

Approximately 0.721-acre vacant parcel located in an R-45 (residential) zone.

### 1.0 INTRODUCTION

The City of Beverly is seeking sealed proposals from qualified parties to purchase a 0.721 acre, (more or less) parcel located on Trask Street and shown on the City of Beverly Assessors Maps as Lot 12 on Map 78. The parcel is currently assessed by the City of Beverly at \$139,500.

See Appendix A for a locus map of the area.

### 2.0 PROPERTY INFORMATION

#### 2.1 General Description

The parcel of City-owned land is approximately 0.721 acres (more or less) in size. The parcel is located on Trask Street and shown on the City of Beverly Assessors Maps as Lot 12 on Map 78.

The parcel is shown on the map in Appendix A that depicts topographical, infrastructure and dimensional information specific to the lot. All dimensions are approximate.

#### 2.2 Zoning Requirements

The parcel is located in an R-45 District which is a zoning district that principally allows for single-family residential housing development. A copy of the R-45 zoning regulations (Section 29-8 of the City of Beverly Zoning Ordinance) is attached hereto as Appendix B.

This parcel is a legal non-conforming building lot that may be redeveloped for use as a single-family house lot. A residence may be constructed on this lot “by right” (e.g. via a building permit) if it conforms to the current setback requirements for the R-45 zoning district. If the new residence would not conform to the current setback requirements for the R-45 zoning district, a special permit from the Zoning Board of Appeals would be needed before a building permit could be issued.

#### 2.3 Environmental Considerations

##### 2.3.1 Contamination

The City is not aware of any environmental contamination issues on the parcel that is offered for sale.

##### 2.3.2 Wetlands Resources

A portion of this lot contains wetlands and associated wetlands buffer zones. As a result, it will be necessary for the successful respondent to file a Notice of Intent with the Beverly Conservation Commission and to obtain an Order of Conditions for proposed construction.

The Beverly Conservation Commission administers the requirements of the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131) as well as the City’s non-zoning wetlands ordinance and regulations. The State’s Wetlands Protection Act can be viewed on line at

<http://www.mass.gov/legis/laws/mgl/131-40.htm> and the attendant regulations can be viewed at <http://www.mass.gov/dep/service/regulations/310cmr10a.pdf>.

The City of Beverly's wetlands ordinance and regulations are available for review on the City's web site ([www.beverlyma.gov](http://www.beverlyma.gov)).

Paper copies of the above laws and regulations can be obtained from the City of Beverly Purchasing Department at a cost of twenty cents per page.

### **3.0 PROPOSAL REQUIREMENTS**

#### **3.1 *General***

Hard copies of this RFP may be obtained for \$50.00 by contacting the City's Purchasing Department at (978) 921-6000, extension 2350 or by visiting City Hall at 191 Cabot Street during normal City Hall business hours (Monday through Wednesday, 8:30 a.m. to 4:30 p.m.; Thursday, 8:30 a.m. to 7:30 p.m.; Friday, 8:30 a.m. to 1:00 p.m.).

This RFP may be downloaded at no charge from the City's web site (<http://www.beverlyma.gov/departments/procurement/forms>). However, only those proposers who submit the Proposer Registration Form (available on line) to the City's Purchasing Agent will be considered official RFP holders and only official RFP holders will be notified of any addenda to the RFP.

A deposit of Five Thousand Dollars (\$5,000.00) (cash, treasurers' check or money order) must be submitted as part of the proposal package. Deposits shall be returned to unsuccessful proposers within seven (7) business days after the City executes a Purchase and Sales Agreement with the successful proposer. If the successful proposer fails to execute a purchase and sales agreement with the City after award, the City shall retain the entire deposit.

#### **3.2 *Proposal Format and Deadline***

Respondents must submit three (3) copies of their proposal containing complete information as requested and required by the terms of this RFP. Proposals must be submitted in a sealed envelope marked "25 Trask Street" on the outside of the envelope. Proposals must be completed in ink or typewritten and delivered to:

City of Beverly Purchasing Department  
City Hall, 191 Cabot Street  
Beverly, MA 01915

on or before 11:00 a.m. on Tuesday February 26, 2013, at which time proposals will be publicly opened. No late, incomplete, faxed, or electronically mailed proposals will be accepted. Proposals must be in the possession of the Purchasing Department on or prior to the exact time and date indicated above in order to be considered.

### **3.3 Required Submissions**

#### **3.3.1 Letter of Transmittal**

The proposal shall include a one-page letter of transmittal signed by the principal(s) of the proposer and addressed to the City's Purchasing Department.

#### **3.3.2. Price Proposal Form**

The form included in Appendix C must be included with each submitted response. There is no separate price proposal.

#### **3.3.3 Disclosure of Beneficial Interest in Real Estate Property Transaction Statement and Non-Collusion Tax Certification**

The proposal must include an executed Disclosure of Beneficial Interest in Real Estate Property Transaction Statement as well as an executed Non-Collusion/Tax Certification in the forms included in Appendices D and E.

### **4.0 SELECTION PROCESS**

#### **4.1 Rule for Award**

The highest-priced proposal from a responsive and responsible proposer will be selected. In the event of a tie bid a coin toss will determine the winner.

#### **4.2 Evaluation Process**

The Mayor as Chief Procurement Officer will decide which proposal is the most advantageous to the City.

#### **4.3 Additional Deposit, Purchase and Sales Agreement and Closing**

Within ten (10) days after being selected, the winning proposer shall submit an additional deposit that, when added to the \$5,000 bid deposit the total deposit will be \$10,000. Within thirty (30) days thereafter (forty [40] days after the award) the City of Beverly and the winning proposer shall enter into a binding purchase and sales agreement.

### **5.0 OTHER GENERAL RFP PROVISIONS**

Should the proposer find a discrepancy in, or omission from, the general terms and conditions or instructions to proposers, or should there be any doubt as to their meaning, proposers shall notify the Purchasing Department in writing at least seven (7) days prior to the deadline for submission of responses for clarification. No oral interpretations or clarifications shall be considered valid.

Any person, firm, or corporation desiring to submit a proposal for the land shall be responsible for examining the terms and conditions of this RFP and the inspection of the

parcel which is to be sold, and shall judge for themselves all of the circumstances and conditions affecting their proposal. Failure on the part of any proposer to make such examination or to thoroughly investigate and research existing conditions shall not be grounds for any declaration that the proposer did not understand the conditions of the RFP or of their proposal.

No proposal will be considered from any person, firm, or corporation that is in arrears or is in default to the City of Beverly on any City of Beverly taxes, fees, debts or contracts, or that has defaulted as surety or otherwise upon any obligations to the City of Beverly or has failed to faithfully perform any previous contract with the City of Beverly.

Written addenda are the sole source of correction, clarification, or change to the RFP, and if any are required they shall be sent in writing to all individuals and/or firms registered with the Purchasing Department.

The City of Beverly reserves the right to extend the deadline for submission of proposals, to request supplementary information and to negotiate the most favorable sale terms on behalf of the City. The City further reserves the right to reject any and all proposals, waive any defects, informalities, and minor irregularities, and make such award or act otherwise as it may deem in its best interest.

**APPENDIX A**

**LOCUS AND PARCEL DETAIL MAP**



# 25 Trask St RFP



**Storm Sewer**

- Head Wall
- Lateral End
- Catch Basin
- Dead End Manhole
- Drop Manhole
- Leach Basin
- Manhole
- Summit Manhole
- Wet Well
- End Wall
- Outfall
- Gravity Main
- Lateral Line

**Sanitary Sewer**

**Manhole/Catchbasin**

- <all other values>
- Dead End Manhole
- Drop Manhole
- Manhole
- Summit Manhole
- <all other values>
- Cleanout
- Flushing Structure
- Lateral Line
- Force Main
- Gravity Main

**Landbase**

- Easment
- Road Pavement
- 25 Trask St

**Water**

- Hydrants

**Valves**

- <all other values>

**TYPE**

- Main Gate
- Hydrant Gate
- Gate
- Water Main



1 inch = 100 feet

**APPENDIX B**

**R-45 ZONING REGULATIONS (SECTION 29-8 OF THE CITY OF BEVERLY ZONING ORDINANCE)**

## APPENDIX B

### **29-8 R-45 ONE-FAMILY DISTRICT**

#### A General Description

This district is established to principally provide for single-family detached residences at suburban density on moderately large lots (approximately 1 acre minimum). Related recreational, agricultural, and educational facilities are allowed under special conditions.

#### B Uses by Right

Property and buildings shall be used only for the following purposes:

1. Detached one-family dwelling.
2. Historic site including historic dwellings, or museum not operated for profit.
3. Sanitary landfill facilities; provided that the same are operated by the municipality or pursuant to a municipal lease or license.
4. Home occupation as defined herein.
5. Agricultural, horticultural, and floricultural (as defined in M.G.L. Chapter 61A) uses and expansion or reconstruction of existing structures relating thereto, permitted with a minimum lot size of five (5) acres. (Ord. No. 57, 1-2-96)
6. Those uses, including accessory buildings, allowed by right under Section 29-6.

#### C Uses By Special Permit

The following uses are only allowed by a Special Permit, granted by the Board of Appeals:

1. Planned residential development, on a minimum lot size of ten (10) acres, subject to the provisions of Section 29-24.A. below.
2. Subsidized elderly housing.
3. Golf club, beach club, or tennis club.
4. Commercial marina for the sale, mooring, and rental of boats.
5. Private, non-commercial stable.
6. Commercial riding stable.
7. Essential public services such as transformer stations, substations, pumping stations, automatic telephone exchanges not including outdoor vehicle or equipment storage.
8. Bed & breakfast establishments. (Rev. 3-19-91)
9. Those uses, including accessory uses, allowed by Special Permit under Section 29-6.
10. Pork-chop lots on streets in existence prior to December, 1984, subject to the provisions of Section 29-5.I. above.
11. Horticultural and floricultural (as defined by M.G.L. Chapter 61A) uses on lots with at least one (1) acre but less than five (5) acres. (Ord. No. 57, 1-2-96)
12. Commercial Mobile Radio Service transmission facilities, structures, and/or towers (Ord. No. 115, 6-11-96)

D Building and Area Requirements

1. Minimum lot area: 45,000 square feet
2. Minimum lot frontage: 175 feet (Rev. 7-1-92)
3. Minimum front yard setback: 30 feet
4. Minimum side yard setback: 20 feet
5. Minimum rear yard setback: 25 feet
6. Maximum building height: 35 feet
7. For "Cluster" development, see Section 29-24.B.

E Parking Requirements

1. Off-street parking shall be in accordance with the requirements set forth in Section 29-25 below.

F Sign Requirements

1. All signs in the R-45 District shall conform to the regulations set forth in Section 29-26 below.

G Special Requirements

1. No major recreational equipment as defined herein shall be parked or stored in the District, except in a carport, or enclosed buildings, or in the side yard or rear yard area. No such equipment shall be used for living, sleeping, or housekeeping purposes on the lot on which it is stored.

**APPENDIX C**

**PRICE PROPOSAL FORM**

APPENDIX C

PRICE PROPOSAL FORM  
# 12-061  
REQUEST FOR PROPOSALS  
SALE OF CITY-OWNED VACANT PARCEL  
"25 TRASK STREET"

Proposers must complete all the lines below and must include this with their proposal.

There is no separate price proposal.

\$ \_\_\_\_\_  
PRICE WRITTEN IN NUMERALS

\_\_\_\_\_  
PRICE WRITTEN IN WORDS

In the event of a discrepancy between the written in words price and the written in numerals price, the higher price shall prevail.

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned also certifies that they are authorized to sign this bid form.

"Pursuant to M.G.L. Chapter 62§49A, I certify under penalties of perjury that I have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support."

This price proposal is submitted by:

\_\_\_\_\_  
(Complete name of firm or individual to be given here)

Authorized signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**APPENDIX D**

**DISCLOSURE OF BENEFICIAL INTEREST IN REAL ESTATE PROPERTY  
TRANSACTION STATEMENT**

**APPENDIX D**

**DISCLOSURE STATEMENT  
ACQUISITION OR DISPOSITION OF REAL PROPERTY**

For Acquisition or disposition of Real Property by \_\_\_\_\_ the undersigned does hereby state, for the purpose of disclosure pursuant to Massachusetts General Laws, Chapter 7, section 40J, of a transaction relating to real property as follows:

- (1) REAL PROPERTY DESCRIPTION:
  
- (2) TYPE OF TRANSACTION:
- (3) SELLER or LESSOR:
- (4) BUYER or LESSEE:
  
- (5) Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above:

NAME:

RESIDENCE:

- (6) None of the above mentioned persons is an employee of the Division of Capital Asset Management or an official elected to public office in the Commonwealth except as listed below.
  
- (7) This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named above. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized officer of that corporation or legal entity. The undersigned acknowledges that any changes or additions to items 3 and or 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset Management and Maintenance within (30) days following the change of addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX E**

**NON-COLLUSION/TAX CERTIFICATION FORM**

**APPENDIX E**

**NON-COLLUSION /TAX CERTIFICATION FORM**

Complete this page by signing in the space below and return with non-price portion of proposal.

As required under Chapters 233 and 701 of the Massachusetts Acts and Resolves of 1983 and Chapter 30B of Massachusetts General Laws, when returning the City's solicitation documents, certification must be made to the following by signing in the space indicated below. Failure to offer such signature will result in rejection of the bid.

- I. "The undersigned certifies under the 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 their organization, entity, or group or individuals" and,**
  
- II. "Pursuant to M.G.L. Chapter 62§49A, I certify under penalties of perjury that I have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support."**

This proposal is submitted by:

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(Complete name of firm or individual to be given here)

Authorized signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Federal ID/SS #: \_\_\_\_\_