

## MEMO

TO: Paul Joseph, Chair, and members of the Select Board

FROM: Jamie Errickson, Town Administrator

RE: 5 Auburn Street RFP Next Steps

DATE: November 16, 2022

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On October 13, 2022, the Town of Natick received 4 responses to the Request for Proposals (RFP) for the proposed sale of 5 Auburn Street in Natick. These responses ranged in uses, values, and quality of response. As the authorized entity in charge of disposing of the property on behalf of the Town of Natick, the Select Board is charged with reviewing these proposals and rendering a determination of which, if any, of the respondents the Board seeks to consider a potential sale.

### **Compliance with RFP**

Town Staff reviewed each of the 4 responses for completeness and compliance with the requirements for submission as outlined in Section 6 “Proposal Submission Requirements” of the RFP. Per this review, and as noted in the “RFP Opening Form” each respondent provided the materials required by Section 6. The submission of these materials are the baseline requirements that allow respondents to continue on to the evaluation phase of the process.

### **Evaluation Phase**

Following the completeness review, per the RFP the Select Board “shall review and rate” the proposals per the “Selection Criteria” noted in Section 7. This criteria includes reviewing each response based on the quality and number of references provided, proposed re-use plan, and the respondent’s ability to execute the proposed project, among other details. In addition to reviewing the written responses provided, the Select Board reserved the right to interview one or more of the respondents prior to making an award pursuant to the RFP. The Select Board may also consider seeking input from the RFP Committee and/or Town Staff. With this in mind, Town Administration is reviewing the responses as they relate to the Selection Criteria, and will provide an executive summary of the responses to assist the Select Board with their review of the materials provided. Town Administration is also prepared to discuss next steps at the Select Board meeting of 11/16/22 in order to inform the structure of the Evaluation Phase based on the preferences of Board members.

### **Final Selection**

Following the evaluation phase, the Select Board may choose to award a purchase and sale agreement to one of the respondents. The Select Board is not required to do so, however. The Board may cancel the RFP and/or reject any/all responses if the Board feels that it is in the best interest of the Town to do so. If the Board chooses to move forward with an award, such award must be made within 180 days of the opening of the RFP responses, which is on or about April 11, 2023.