



Town of Chilmark

Request For Proposals RFP 2023-03

Disposal of Surplus Real Property – LAND LEASE “Preschool”

I. General Information

The Chilmark Select Board declared the area that is behind the playground and adjacent to the tennis courts on the campus of the Chilmark Elementary School located at 8 State Road surplus to the current educational needs of the town. The Select Board agreed to lease this area to a private not-for-profit group for the promotion of the public purpose of the construction and operation of an enlarged preschool.

The Up Island Regional School Committee agreed to declare the same section of land surplus to the educational needs of the district and to authorize the Chilmark Select Board to proceed with the lease R.F.P.

HISTORY:

On January 1, 2005 the Friends of the Chilmark Pre-School were awarded a lease for a surplus classroom. The Pre-School has been a positive component of education in Chilmark, and has served as a “feeder” to the Chilmark Elementary School. This program has grown and has a waiting list for students.

It is the desire of the community to enter into a lease land adequate for the construction and operation of an enlarged preschool, and to continue with a vibrant and supportive program.

The successful proposal will be one that offers a high-quality, private preschool at a reasonable cost in compliance with all licensing regulations and laws of the Commonwealth of Massachusetts and the Chilmark School Rules & Regulations, concurrent with the MVSSU school calendar.

The Chilmark Town Affairs Council operates a summer pre-school program, as part of the Summer Community Center, from July 1 – August 20 +/- each summer. This program has been in operation for over 40 years and has shared school property during that time. CTAC has contributed to the construction of playground equipment and other services. An agreement for the shared use of furnishings, equipment and or staff between the CTAC and the lessee for the summer program is strongly encouraged. The proposer’s plan for accommodating the CTAC program’s use of the classroom is one of the evaluation criteria.

II Description of Property

The site is located (see attached plans) to the east of the Chilmark School playground and south of the tennis courts. It is along the edge of the property abutting Windy Gates. This site is intended for a self-contained Preschool building of approximately 4,500 square feet and a small outside fenced play area.

The building is expected to have two classrooms, an office, and appropriate bathrooms. If possible, it will share the public water supply of the Chilmark Elementary School, and connect to the school’s Title 5 septic system (as approved by the Chilmark Board of Health). There will be parking for 3 teachers, and shared non-exclusive use of the pick-up and drop-off areas for use by parents in the campus area as negotiated with the Principal and Chilmark Community Center Winter Advisory Committee.

Shared and non-exclusive use of the school playground as arranged with the Principal of the Chilmark School. Shared and non-exclusive occasional use of the Chilmark Community Center (in cooperation with the Summer Program, the CCC Winter Advisory Committee, and the Facilities Manager). Use of the Chilmark Public Library is encouraged, but subject to negotiation between the successful proposer and the Library Board of Trustees.

This property is being offered for lease by the Chilmark Select Board. The lease period is a thirty (30) year period. The lease shall be executed no later than sixty (60) days after selection.

III. Evaluation Criteria

- Proposals will be evaluated by a committee of six members consisting of
 - A member representative of the Chilmark School staff
 - The Superintendent of Schools/or his designee,

- Chilmark Principal/Head of School/or her designee,
- the Chilmark member of the UIRSDC Robert Lionette,
- the Town Administrator
- A Select Board Member

Their recommendation shall be given to the Chilmark Select Board, who shall make the final determination of award.

The Town reserves the right to refuse any and all proposals, to cancel or amend this request for proposals, to extend any deadline called for herein, to request additional information, or take any other action in the best interest of the town.

Minimum Requirements:

1. Submission of completed “Non collusion” form.
2. Submission of completed RFP response form.
3. Proposal will only use the property for a Public Preschool facility.
4. Proposal must establish and operate a preschool beginning September 2026, and follow the Martha’s Vineyard school calendar.
5. Proposals must explain plans for building and financing of the building.

Comparative Criteria:

1. Degree to which proposal complements the educational program of the Chilmark School.
2. Degree to which proposal coordinates with the CTAC summer program.
3. Organizational structure.
4. Experience of proposed staff.
5. Demonstration of ability to successfully provide the proposed program.
6. Building design.
7. Financial plan.

IV. Rules

- Six sealed proposals shall be delivered to the office of the Select Board no later than **12:00 NOON** on Tuesday **January 2, 2024**. Proposals will be opened at this time and location. The proposers’ names and proposal prices will be posted in the Town Hall and on the Town’s web site www.chilmarkma.gov The names of proposers will be read aloud at the opening.
- Proposals shall be marked “**Preschool Land-Lease Proposal**” on the outside of the sealed envelope.
- Proposals may be corrected, modified or withdrawn by written notice to the Select Board until 11:00 AM on Tuesday January 2, 2024. Such corrections and modifications shall be in sealed envelopes clearly marked “**Change to Preschool Land-Lease Proposal**” and bear the proposer’s name.
- The Select Board will announce the proposal chosen at its 5:00 p.m. meeting on a date in January 2024 to be announced, in the Chilmark Town Hall.
- The successful proposer shall complete a Disclosure of Beneficial Interests as required by MGL c.7C, § 38, a Certificate of Non-Collusion and a Certification of Tax Compliance.
- Within 60 Days the successful proposer shall enter into a Lease with the Town of Chilmark. A sample lease is attached here, and the Town reserves the right to negotiate its terms with the winning bidder. If the Town and the winning bidder do not agree on the terms of the lease, the Town may terminate this RFP.
Any agreements that may be entered into between the winning bidder and the Up Island Regional School Committee, Library Trustees, Community Center and CTAC may be entered into at a later date.

V. General

The Town makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. The leased property will be disposed of to the winning proposer in “AS-IS”, “WHERE IS” and with “ALL DEFECTS” without any representation, warranty or covenant of any kind whatsoever, and the winning proposer shall agree to accept the leased property in such condition without recourse to the Town of any kind or for any reason whatsoever.

The Town reserves the right to extend the deadline for submission of proposals or any other deadline in this RFP, to request supplementary information, to conduct interviews with any or all of the proposers submitting proposals, to waive minor informalities, and to reject any or all proposals, in whole or in part, to terminate or amend this RFP, and/or to issue a new RFP if in its sole judgment the best interests of the Town would be served in doing so, all in the Town’s sole discretion. The Town will reject any and all proposals when required to do so by applicable law, and the Town’s obligations under this RFP are contingent on compliance with all applicable law.

All costs incurred by proposers in preparing a proposal, responding to this RFP, obtaining approvals, and negotiating and executing a Lease, shall be borne by each proposer, and the Town shall have no liability for any such costs.

All information contained in the proposals, with the exception of information protected under G. L. c. 93H and the regulations at 201 CMR 17.00 et seq., and by other applicable law, will be opened and reviewed publicly and will be available to the public. Proposers should not submit information that Proposers deem confidential or proprietary, or that Proposers do not want to be available to the public.

Proposers shall be responsible for undertaking an independent review and analysis concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals and other development and legal considerations pertaining to the leased property. The Town has performed no 21E investigation and makes no representations as to potential contamination.

It is the Town’s intent that any agreement resulting from this RFP shall be for a private development to which none of the laws and regulations applicable to public construction projects shall apply. The Town has established certain proposal minimum requirements, but otherwise the winning proposer will be responsible for the design, construction and administration of the project. The Town shall have the right to inspect the project during construction for the purpose of assuring that construction is following the winning proposer’s proposal and not to modify the design or the manner of construction except to the extent any municipality might exercise its health, safety, and zoning powers for any private construction project.

RFP 2023 - 03 Response Form

Chilmark Preschool Land-Lease

Name of organization: _____

Address: _____ Town _____ State _____

Phone: _____ Fax: _____ Cell #: _____ Email: _____

Program Website: _____

Principal Members of organization: _____

Please attach your proposal to this form and submit sealed 6 copies to the town.

(Circle and/or fill-in your responses)

Minimum Requirements

- | | | | |
|----|--|-----|------|
| 1. | Non collusion form is completed and attached. | YES | NO |
| 2. | I/We acknowledge receipt of addenda # _____ | | None |
| 3. | The leased property will only be used for a not-for-profit Preschool facility. | YES | NO |
| 4. | I/We propose to establish and operate a preschool beginning September 2025 and to minimally follow the Martha's Vineyard School calendar as published annually by the Superintendent of Schools. | NO | YES |

Comparative Criteria:

In evaluating each proposal, evaluators will assign a rating of HIGHLY ADVANTAGEOUS, ADVANTAGEOUS, or NOT ADVANTAGEOUS for each of the following criteria as follows.

All comparative criteria are weighted equally.

**1. Degree to which proposal complements the educational program of the Chilmark School.
Proposers must submit an educational model, curricula and daily schedule that will work with and enhance the existing educational program at the Chilmark School.**

HIGHLY ADVANTAGEOUS: The proposer demonstrates a clear understanding of the existing educational program, and articulates specific methods and means of integrating the preschool into that program.

ADVANTAGEOUS: The proposer demonstrates a general understanding of the existing educational program, and articulates specific methods and means to integrate the preschool into that program.

NOT ADVANTAGEOUS: The Proposer does not demonstrate a general understanding of the existing program, and does not make clear the methods and means of integrating the preschool into that program.

2. Degree to which proposal coordinates with the CTAC summer program.

HIGHLY ADVANTAGEOUS: The proposer demonstrates a clear understanding of the existing CTAC summer program, and articulates specific methods and means of integrating the preschool into that program.

ADVANTAGEOUS: The proposer demonstrates a general understanding of the existing CTAC summer program, and articulates specific methods and means to integrate the preschool into that program.

NOT ADVANTAGEOUS: The Proposer does not demonstrate a general understanding of the CTAC summer program, and does not make clear the methods and means of integrating the preschool into that program.

Degree to which proposal coordinates with CTAC summer program

HIGHLY ADVANTAGEOUS: The proposer articulates clear and specific methods and means of agreeing to shared use of furnishings, equipment, and/or staff with CTAC.

Attaches a draft written agreement.

ADVANTAGEOUS: The proposer articulates some methods and means of agreeing to shared use of furnishings, equipment, and/or staff with CTAC.

NOT ADVANTAGEOUS: The Proposer does not articulate methods and means of agreeing to shared use of furnishings, equipment, and/or staff with CTAC.

3. Organizational structure.

Proposers must have a structure designed to solicit and maintain participation by parents, professional educators and the community.

HIGHLY ADVANTAGEOUS: The proposer has a structure that shares operational control and policy making with a Board of Directors made up of, at a minimum, their lead teacher, parents, a Chilmark teacher, the Chilmark Head of School, members of the community served.

ADVANTAGEOUS: The proposer has a structure that shares operational control and policy making with a board of directors made up of, at a minimum, staff representation, parent, professional educator, member of the community served.

NOT ADVANTAGEOUS: The proposer does not have a structure that shares operational control and policy making with a board of directors made up of staff representation, parent, professional educator, member of the community served.

4. Experience of staff.

Proposers must list the names, addresses, years of experience in education, years of experience in preschool education, last two preschool teaching jobs, any formal complaints against them, and any relevant education or training.

HIGHLY ADVANTAGEOUS: The proposer has more than one instructor with more than five years experience in education and more than five years experience in preschool teaching and no formal complaints.

ADVANTAGEOUS: The proposer has a lead instructor with more than three years experience in preschool teaching.

NOT ADVANTAGEOUS: The proposer does not have a lead instructor with more than three years experience in preschool teaching.

5. Demonstration of ability to successfully provide the proposed program.

Proposer must show they have the capability, integrity and reliability to provide the proposed program.

HIGHLY ADVANTAGEOUS: The proposer has more than five years experience operating a similar preschool program and has provided a detailed business plan.

ADVANTAGEOUS: The proposer has less than five years experience operating a similar preschool program, and has provided a detailed business plan.

NOT ADVANTAGEOUS: The proposer has less than five years experience operating a similar preschool program, and has not provided a detailed business plan.

6. Design of new building and facility

HIGHLY ADVANTAGEOUS: The proposer presents a design in harmony with the existing site, in compliance with the town's stretch code, and utilizing energy efficient design.

ADVANTAGEOUS: The proposer presents a design in harmony with the existing site and using current best construction practices.

NOT ADVANTAGEOUS: The proposer presents a design not in harmony with the existing site OR not

using best practices OR not energy efficient design.

presents a for a design not in harmony with the site that is not energy efficient

7. Financial plan.

Proposer must demonstrate how they will determine tuition for students, and cover construction, operations, maintenance, insurance and other expenses.

HIGHLY ADVANTAGEOUS: The proposer plans to provide preschool education as a not-for-profit, shows a financial plan that covers all expected expenses at a tuition rates similar to, or lower than, other island preschools. The proposer includes a comprehensive financing plan, and proof of contracts and estimates from their designer and contractors.

ADVANTAGEOUS: The proposer plans to provide preschool education as a not-for-profit, shows a financial plan that covers all expected expenses at a tuition similar to other island preschools. The proposer includes a comprehensive financing plan.

NOT ADVANTAGEOUS: The proposer plans to provide preschool education as a for-profit, shows a financial plan that covers all expected expenses at a tuition similar to, or lower than, other island preschools, or a not-for-profit at a tuition higher than other island preschools.

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