

December 20, 2021

ADDENDUM NO. 1

To Prospective Bidders and Others on:

HUBBARDSTON

MAIN STREET & GARDNER ROAD (ROUTE 68) APPRAISAL AND REVIEW APPRAISAL SERVICES

Transmitting changes to the RFP as follows:

RESPONSE TO CONTRACTOR QUESTIONS:

(1 page)

REVISED RFP:

Revised proposal due date and revised appraisal reports and appraisal review report due date. (5 pages)

Please take note of the above, substitute the revised pages and document for the originals, and acknowledge Addendum No. 1 in your Proposal before submitting your bid.

Respectfully Submitted,

TEC, Inc.
Lori S. Aho, P.E.
Project Manager

HUBBARDSTON

MAIN STREET & GARDNER ROAD (ROUTE 68) APPRAISAL AND REVIEW APPRAISAL SERVICES

RESPONSE TO BIDDER QUESTIONS ADDENDUM NO. 1, DECEMBER 20, 2021

Question #1 (via email): Are the plans at 100% completion and accepted by MA DOT at this point in time. If not, what is the expectation for this to occur

Response #1: The revised PS&E plans are currently under review by MassDOT.

Question #2 (via email): When are you expecting that the project would break ground and how long is the project expected to complete.

Response #2: The project is scheduled to be advertised for construction on June 4, 2022. It is anticipated the construction will be completed in the fall 2024.

Question #3 (via email): How long are the temporary easements expected to be in place?

Response #3: The temporary easements should be in place for a period of three years.

Question #4 (via email): I noticed that the award date of the project was scheduled for January 3, 2022, with a due date of the delivery of appraisals and reviews by January 31, 2022. The timing appears to be very tight given that certified letters need to be sent to property owners giving sufficient amount of time to receive the letters and contact the appraisers to potentially set up a meeting time if necessary. Is January 31, 2022 a hard due date?

Response #4: In order for the Town to meet the June 4, 2022 advertising deadline the appraisal need to be completed and submitted to MassDOT no later than February 24, 2022.

Question #5 (via email): Also, to confirm, our proposal should be submitted in writing rather than email.

Response #5: The bids should be submitted in writing.

Question #6 (via email): 47 reports due by Jan. 31, that's a pretty rapid turnaround. Is there any flexibility with delivery date?

Response #6: Please refer to response #4 above.

APPRAISAL SERVICES AND REVIEW APPRAISAL SERVICES

I. GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS

The Town of Hubbardston is seeking resumes, sample contracts and price proposals from qualified firms to provide the Town with appraisal services and review appraisal services. Two contracts may be awarded: one for appraisal services, and one for review appraisal services. Firms may bid on each appraisal service individually or both appraisal services. Firms shall indicate on the price proposal form if they have available staffing for both appraisal and review appraisal services. Due to the technical nature of the services required under the proposed contract, the Town has determined that this procurement is best served by using the RFP process under Massachusetts General Laws, Chapter 30B, Section 6. Such a process will enable the Town to evaluate the experience of the contractor, it is important that the Town have the ability to select the most advantageous proposal on the basis of both technical expertise and cost.

Proposals are due by **January 3, 2022, at 2:00 pm** per submittal requirements to:

David G. Nixon, Acting Town Administrator
Hubbardston Town Offices
7 Main Street, Unit: 3
Hubbardston MA 01452.

Late proposals will not be accepted. The clock used to determine the submission deadline is the Town Office clock located on the wall opposite the town seal in the Selectmen's Meeting Room. Emailed or faxed proposals will not be accepted. The Town of Hubbardston is an Equal Opportunity/Affirmative Action Employer and encourages MBE/WBE firms to submit proposals. The Town reserves the right to reject any or all proposals if deemed in the public's best interest to do so.

The RFP package is available beginning December 15, 2021. Physical copies are available from 9:00 am and 4:00 pm, Tues – Thurs from:

Select Board Office
Town Offices
7 Main Street, Unit 3
Hubbardston, MA 01452
978-928-1400 x 200 phone

The RFP package is also available for download online (<https://www.hubbardstonma.us/town-administrator/pages/procurement>). If a firm plans to download the RFP package from the Web site, it's recommended they register as an official bidder by email to: admin@hubbardstonma.us This will ensure the bidder receives all addenda and updates.

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- The Uniform Act Guide;
- FTA Circular FTA C 5010.1D)
https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C_5010_1D_Finalpub.pdf

The Contractor shall provide a review check list for all of the takings appraisals being proposed in one (1) combined report. The review appraiser will prepare the federal “Just Compensation Report” and offer per the DOT guidelines. The review appraiser will provide a full review report for each property owner in accordance with updated Federal guidelines – 49 C.F.R. Part 24.

The Appraisal Report and Review Appraisal Report of the individual parcels must be prepared and delivered to the Town, as soon as possible after execution of this Agreement, but in no event later than **February 25, 2022**.

In addition to individual appraisal reports and review calendar reports, prepared in accordance with the guidelines with the previous paragraph applicable to LPA required standards, a figure representative of the total appraised fair market value applicable to each property owner will be provided in an acceptable table/spreadsheet format to include: legal owner(s), property address, identity of the taking(s), Book and Page of recordation, and value of the proposed takings. The Appraiser shall prepare and deliver individual appraisal and review reports as an electronic version in PDF format.

All review reports shall be reviewed and signed by a MAI (Member Appraisal Institute) or Massachusetts Certified General appraiser.

MEASUREMENT: The measurement for these item(s) will be measured by “Each”, for each property appraised or review appraised. The bidder must have availability to complete the Scope of Work within time frame required. A bidder must confirm with their bid that they can complete Appraisal and the Review Appraisal Service by **February 25,2022**.

BASIS OF PAYMENT: The Contractor will be paid the contract unit price per “Each” for Appraisal Services and Review Appraisal Services, including all work necessary for final and satisfactory completion of this item as specified, including the completion of the individual Appraisal Review Reports. The bidder shall provide a single unit price, an average price per parcel property for Appraisal Services and Review Appraisal Services, which will be billed for each property to be appraised. Conditional Pricing will be rejected. The attached addresses are to be included, however there may be some variation in properties to be appraised, but the unit pricing submitted by the bidder will still be applicable to this bid and contract that originates out of this bid.

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the town with insurance certificates naming the Town of Hubbardston as a co-insured for all insurance except Workers Compensation.).

The proposer shall provide resumes for the proposed appraisers.

The proposer should provide as a part of his or her technical proposal three (3) references from communities for which he/she has recently served as an appraiser.

In a separately sealed envelope, the cost proposal should include the total dollar amount to perform this work with costs broken down by major task or activity using the Scope of Services section of this RFP.

Submission Proposal Due Date

Proposals are due no later than **January 3, 2022** at 2:00 pm by mail or hand delivery to:

David G. Nixon, Acting Town Administrator
Town Offices
7 Main St, Unit 3
Hubbardston MA 01452

Proposals must be submitted in a sealed outer envelope or box clearly marked on the outside:

“Hubbardston Appraisal Services and Review Appraisal Services”

Inner envelopes must be clearly marked “Non-Price Technical Proposal” and “Price Proposal”. Price proposals will be securely kept by the Acting Town Administrator and not disclosed to the selection panel.

Miscellaneous

Clarification - Questions/requests for clarification will be accepted until December 27, 2021 at 4:00pm. They shall be directed to Lori Aho, P.E., ENV SP, Senior Project Manager, by email at laho@theengineeringcorp.com . Answers to all substantive questions will be put in writing and supplied to all parties who have received a copy of the RFP in person or registered by email. All parties downloading the RFP from the Web site must email admin@hubbardstonma.us to be considered a registered bidder.

Revisions – If the Town determines that it is necessary to change any part of this RFP or provide additional information or clarifications, an addendum will be issued and furnished to each prospective respondent who has received a copy of this RFP or registered via email.

Withdrawal of Proposals – Proposals may be withdrawn by written request up until the deadline for submission of proposals.

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Late Proposals – Late proposals will not be accepted.

Amendments to Proposals – Proposals may be amended up until the deadline for submission of the proposals. Amendments must be submitted sealed and in writing, clearly stating the changes to the proposal.

Proposals are Firm Offers – Proposals responding to this RFP are considered firm and may not be withdrawn after 2:00 pm on **January 3, 2022**. Proposed prices must be firm for 60 days from the date the proposal is due.

Expenses – All expenses associated with preparing and submitting proposals, including any interviews shall be the responsibility of the proposer.

Laws/Regulations – The successful proposer shall comply with all federal, state and local laws and regulations pertaining to the performance of the contract.

Contract Award – The responsive proposals will be reviewed, with the intent being to award the Contract on or about **January 10, 2022**.

Legal Advertisement

TOWN OF HUBBARDSTON

REQUEST FOR PROPOSALS

APPRAISAL SERVICES AND REVIEW APPRAISAL SERVICES

The Town of Hubbardston seeks proposals from qualified firms to provide the Town with appraisal services and review appraisal services for the period January 3, 2022 through June 30, 2022 associated with the acquisition of property for a federally-aided roadway construction project in accordance with the Uniform Relocation Act.

Proposals are due by **January 3, 2022 at 2:00 pm**. Specifications may be obtained from the Select Board's Office at the Town of Hubbardston, 7 Main Street, Hubbardston, MA 01452 Monday through Thursday 9:00 am to 4:00 pm. The RFP package is also available for download online (<https://www.hubbardstonma.us/town-administrator/pages/procurement>). If a firm plans to download the RFP package from the Web site, it's recommended they register as an official bidder by email to: admin@hubbardstonma.us This will ensure the bidder receives all addenda and updates.

Post: December 15, 2021, Town Offices

Website: December 15, 2021

Publish: December 15, 2021, Goods and Services Bulletin
December 15, 2021, COMMBUYS
December 15, 2021, Worcester Telegram