

Solicitation for:
Commercial Sector Permitting Guide with BID Blueprint
Town of Millis, Massachusetts
RELEASE DATE: 11/26/2024
QUESTIONS DUE: 12/17/2024 by Noon EST
DUE DATE AND TIME: 12/30/2024 by Noon EST

Anticipated Contract Award:	1/13/2025
Estimated Contract Commencement Date:	1/21/2025
Estimated Completion Date:	6/16/2025

Copies of the solicitation may be obtained from the Millis Town Administrator's Office, Room 220, 900 Main Street Millis, MA 02054 (TownAdministratorsOffice@millisma.gov) on and after 11/26/2024.

Proposal Format:

Submit one (1) sealed proposal package containing two (2) sealed envelopes, one envelope for the price and one envelope for the technical proposal; mark each envelope appropriately. (No ring binders, please.) See Submission Instructions below.

A complete Proposal must also include a cover letter signed by an official authorized to bind the Offeror contractually and contain a statement that the proposal is firm for ninety (90) days.

The Offeror's authorized official(s) must sign all required proposal forms.

The Price Form must be completed. Pricing must remain firm for the entire contract period.

The successful Offeror must be an Equal Opportunity Employer.

Proposal Schedule

RFP Issued: 12/2/2024

Deadline for submitting questions to RFP:	12/17/2024, Noon EST
Proposal Submission Deadline:	12/30/2024, Noon EST
Anticipated Contract Award:	1/6/2025
Est. Contract Commencement Date:	1/15/2025
Est. Contract Completion Date:	6/1/2025

Submission Instructions

Hard: Envelope 1 Technical Proposal shall include one (1) original hard and one (1) electronic copy. [Electronic copies are to be submitted on USB drives and are to be saved in Adobe Acrobat format. "Read only" files are acceptable.]

Envelope 2 Price Proposal shall include one (1) original hard and one (1) electronic copy. [Electronic copies of Price and Technical proposal can be submitted on the same USB but as separate files]

Please submit the complete sealed package to the attention of:

Town of Millis
ATTN: Commercial Sector Proposal
Town Administrator's Office, Room 220
900 Main Street
Millis, MA 02054

Responses must be submitted by Noon E.S.T. 12/30/2024. Late proposals will not be considered and will be rejected.

Note: sealed proposal package must be received at the window of the Town Administrator's office, Room 220, by the deadline mentioned.

Note: Mass. Law requires the price proposal to be separate from the technical proposal. Therefore, any reference to pricing in the technical proposal will result in disqualification. If you price out your timeline or work scope, it should be included in the Price Proposal, not the Technical Proposal.

AWARD SPECIFICATIONS & SCOPE OF SERVICES

The contract shall be awarded to the consultant ("Consultant") who submits the most comprehensive, practicable, feasible and economical proposal that satisfies the below defined parameters, as determined by the Town's Project Team. The contract will be awarded within ninety (90) days after the proposal's opening. The time for the award may be extended by up to forty-five (45) additional days by mutual agreement between the Town and the most qualified Consultant.

Scope of Work

The Town of Millis, through its Economic Development Committee (EDC), seeks a consultant to create a Business Permitting and Zoning Guide (the Guide) and a Blueprint to Create a Business Improvement District (BID) organization that would function as a local chamber of commerce. The Consultant will create these two elements as a single document.

The EDC realizes the energy required of private businesses to create a BID, and it wonders whether it is too great a burden for the small number of Millis businesspeople to undertake. The EDC looks to gauge the willingness of the Millis business community to create such an organization. And, if the business sector does create such an organization, how can that organization act upon the needs of the Town's commercial interest?

The Permitting and Zoning Guide would help businesses (both incoming and current Millis businesses that want to expand) negotiate the multiple steps of acquiring the required permits and zoning approvals. The Town's only existing guide is a flowchart (Appendix 1) that can confuse and intimidate some potential entrepreneurs. The Guide would be a supplementary narrative to explain

the flowchart. Please remember this is not an exercise in how to improve Millis's zoning and permitting procedures but a guide that narrates businesses through the existing procedures.

The Consultant will reach out to businesses, town staff, and commercial stakeholders to catalogue and assess the town's existing permitting environment and determine the resources needed to shepherd a business through the Town's various permitting and zoning processes. The document would also propose a pathway (the Blueprint) toward establishing a Business Improvement District (BID) in Millis. The consultant will conduct a feasibility study of existing assets and those needed to foster the creation of a BID. From that inventory of resources, the consultant will determine what works, what doesn't, and what's missing. The resulting strategy will inform the Millis business community about the possibilities of creating a BID and what next steps must be taken. The publication's readers should come away with an understanding of how to work through their permitting and zoning requirements to establish or expand their business and learn how a BID could be created in Millis.

The consultant will be responsible for communicating with the EDC on progress made on the Guide and also what strategies the Millis commercial sector can use to create a BID. The consultant is charged with reaching out to a sample of businesses in the Town to examine their willingness and capacity to take part in such an effort.

The method or methods of outreach to the businesses will be left to the consultant. Virtual meetings, in-person meetings, website surveys, telephone soliciting, and other means of reaching the public are all possible and the consultant should respond by making a case for the method or methods it would use. The consultant's analysis of this outreach survey would determine the willingness and ability of the Town's business community to organize the creation of a business district. But the consultant should be able to derive significant information regarding the elements needed in the Permitting and Zoning Guide.

The Town keeps a list of Millis businesses and updates the list regularly but cannot attest to its absolute validity. The list's sources are the Town's assessor and treasurer, as well as the Economic Development and Planning staff and it consists of companies registered with the Town that pay taxes to the Town.

Tasks

Outreach

- Reach out to the members of the commercial sector businesses and other stakeholders in
- Millis's economic activity, such as municipal staff and committee and board members.
- Be able to use the correct method of outreach and tools used for data and anecdotal collection for different types of businesspersons, including those who work at home, in a shop or retail location, on the road, in an office or any other work situation.
- Focus the questions to keep conversation about the businessperson's thoughts on the usefulness and correct elements necessary for a Zoning and Permitting Guide and to create a BID in Millis.

- Identify individual leaders in the business community willing to work on creating a BID.
- Probe for any issues that prohibit business activities in Millis.

Analysis

- Municipality's current zoning and permitting processes required to develop new businesses and business development.
- The business community's abilities and strengths regarding creating a BID.
- Develop a list of issues discovered in the survey
- Identify any outstanding individual businessperson that the EDC would want to work with in the future.
- Examination of other communities' business organizations that would be a model for Millis.

Presentation

- Interim progress updates to the **Town Project Team** are due:
When substantial progress on outreach and businesspersons' surveys is made.
When substantial progress of the analysis has been completed.
When substantial progress on the Guide has been made.
- Communication with Town Project Team, Town Economic & Planning Director, EDC, and the Select Board to be in person and/or digital platforms as appropriate.
- Of a draft Permitting and Zoning Guide
- Of a draft BID Blueprint.
- Of a final Permitting and Zoning Guide final report summarizing the analysis and
- Of a final BID Blueprint
- In person presentation of the written report to be delivered to the EDC and Select Board.
- To be done in Word or another platform that will allow the Town to modify and amend the document in the future.
- Due to funding constraints, the June 15th deadline is firm.

Requirements

Proposals must include the following:

- The methodology by which the tasks identified in the Scope of Work will be completed.
- An explanation of the project management approach to executing the project scope, including a schedule for each task.
- A description of the Consultant's expertise and capabilities necessary for completing the tasks identified in the Scope of Work.
- An organization chart/staff list with a description of technical areas of expertise, availability, and project responsibilities.

- Examples of similar projects the proposer has completed are encouraged.
- Resumes of all project staff.
- Proposals should be no longer than thirty (30) pages, excluding sample graphics, references, and resumes.

Technical Proposal Format:

Results of the proposal review process will be used to establish a **preliminary ranking** for the proposers. The Town may interview the top ranked candidates as part of the evaluation process. All information in the technical proposal should be organized and presented as directed below. Responses shall be prepared on standard 8.5 x 11-inch paper.

Cover Letter:

Include the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, and contact names. Must be signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for 90 days.

Qualifications & Experience:

Include the firm's qualifications and experience in conducting business sector surveys. Identify the year the firm was established, the total number of employees currently employed, and the number of employees that will focus on this engagement. Describe work that is similar in scope and complexity that the offeror has done in the past. Discussion of the challenges faced, and solutions developed are highly recommended. The Offeror may include any additional literature and product brochures.

References:

Include at least three (3) relevant references that the Town can contact. Include in that list the following information:

- Name, address telephone number, email address of each client listed.
- Description of the work performed under each contract.
- The amount of the contract.
- A description of the nature of the relationship between the Offeror and the customer.
- The dates of the performance.

Price Proposal Format

All price proposals must remain firm for ninety (90) days following the proposal opening. All prices are to include delivery, the cost of fuel, cost of labor, and all other charges related to the services listed. Prices are to remain fixed for the contract period of performance.

Changes & Addenda

If any changes are made to this solicitation, an addendum will be issued. All proposers on record as having picked up the solicitation will be alerted via email as to the posting of all addenda.

Comparative Evaluation Criteria

The Town Project Team will assign a rating of 1 – 4 points to each proposal based on the proposer's response.

Factor 1: The Consultant Team clearly demonstrates successful experience working with local governments on economic development issues within the past five years.

Highly Advantageous	3 points
Advantageous	2 points
Not Advantageous	1 points
Unacceptable	0 points

Factor 2: The Consultant Team clearly demonstrates expertise in all technical areas described above in the scope of work.

Highly Advantageous	3 points
Advantageous	2 points
Not Advantageous	1 points
Unacceptable	0 points

Factor 3: The Consultant Team clearly demonstrates expertise in engaging the public and diverse stakeholders on the topic of business and economic development.

Highly Advantageous	3 points
Advantageous	2 points
Not Advantageous	1 points
Unacceptable	0 points

Factor 4: The Consultant Team clearly demonstrates expertise in effectively reporting and presenting comparable information.

Highly Advantageous	3 points
Advantageous	2 points
Not Advantageous	1 points
Unacceptable	0 points

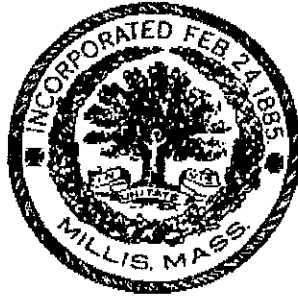
Other Requirements

1. The Consultant Team has successfully completed projects for municipal or government clients related to economic development and/or business improvement districts.
Yes or No
2. The Consultant Team has at least 5 years of experience providing municipalities with business outreach and/or community planning. Yes or No
3. The Consultant Team has the ability to meet in person with the EDC, the Town Project Team, in Millis, as outlined in the Scope of Work. Yes or No
4. Optional: Are you a Mass. Supplier Diversity Office MBE/WBE certified minority or woman owned business? Yes or No

Proposers Checklist

Required with Sealed Proposals

- _____ Cover Letter
- _____ Quality Requirements
- _____ Certificate of Non-Collusion and Tax Compliance
- _____ Certificate of Signature Authority
- _____ Reference Form
- _____ Price Proposal Form



Town of Millis, Massachusetts 02054

CERTIFICATE OF NON-COLLUSION

REVENUE ENFORCEMENT AND PROTECTION ACT

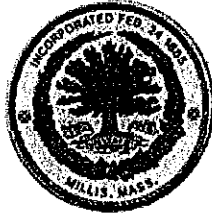
Massachusetts General Laws, Chapter 701 of the Acts of 1983, requires that each bidder must certify as follows:

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under 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 other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of Business (please type or print)



**Certificate of Authority
(Limited Liability Companies Only)**

Instructions: Complete this form and sign and date where indicated below.

1. I, the undersigned, being a member or manager of

(Complete Name of Limited Liability Company)

a limited liability company (LLC) hereby certify as to the contents of this form for the purpose of contracting with the Town of Millis.

2. The LLC is organized under the laws of the state of:_____.

3. The LLC is managed by **(check one)** a ☐ Manager or by its ☐ Members.

4. I hereby certify that each of the following individual(s) is:

- a member/manager of the LLC;
- duly authorized to execute and deliver this contract, agreement, and/or other legally binding documents relating to any contract and/or agreement on behalf of the LLC;
- duly authorized to do and perform all acts and things necessary or appropriate to carry out the terms of this contract or agreement on behalf of the LLC; and
- that no resolution, vote, or other document or action is necessary to establish such authority.

<u>Name</u>	<u>Title</u>

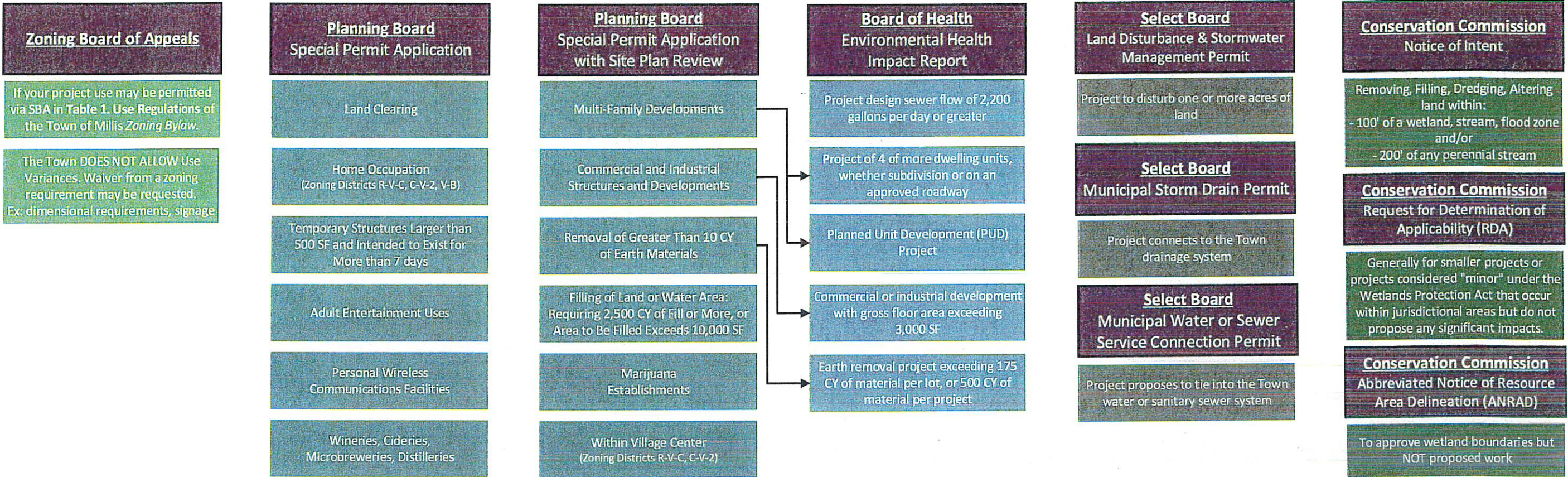
5. **Signature:**_____

Printed Name: _____

Printed Title:_____

Date: _____

WHICH PERMIT(S) DOES YOUR PROJECT NEED IN THE TOWN OF MILLIS?



NOTES
NO CUTTING / WORK IS ALLOWED PRIOR TO THE ISSUANCE OF ALL REQUIRED APPROVALS, PERMITS, VARIANCES, LICENSES, AND AUTHORIZATION.

If your project is within Special Flood Hazard District or Watershed Protection District it requires a Special Permit. Refer to Table 1. Use Regulations of the Town of Millis Zoning Bylaw governing authority for permit application. No building permit is issued until the Board of Health issues a permit under the district requirements.

CONTACT INFORMATION

ZONING BOARD	508-376-7046	asutherland@millisma.gov
PLANNING BOARD	508-376-7045	cstandley@millisma.gov
BOARD OF HEALTH	508-376-7042	jmcveigh@millisma.gov
SELECT BOARD	508-376-7041	karen.bouret.demarzo@millisma.gov
CONSERVATION COMMISSION	508-376-7045	cstandley@millisma.gov
BUILDING COMMISSIONER	508-376-7044	mgiampietro@millisma.gov
ECONOMIC DEV. & PLANNING	508-376-7041	rweiss@millisma.gov
DEPT OF PUBLIC WORKS	508-376-7040	jmckay@millis.ma.gov

REVIEW ZONING BYLAWS AT: <http://www.millisma.gov/planning-board>
SEE ZONING OFFICER TO CONFIRM WHICH PERMITS NEED TO BE FILED.
PERMITTING TIMELINES VARY BETWEEN BOARDS.
BUILDING PERMIT ISSUANCE AFTER ALL OTHER REQUIREMENTS ARE MET.
IT IS HIGHLY RECOMMENDED THAT APPLICATIONS BE SUBMITTED SIMULTANEOUSLY TO EXPEDITE THE PERMITTING PROCESS.

PLANNING BOARD TIMELINE



CONSERVATION COMMISSION TIMELINE

