

## LEGAL NOTICE

### REQUEST FOR PROPOSALS

The Town of Arlington is seeking proposals for the following:

#### **Lease of 1207 Massachusetts Avenue Building to Serve as an Arlington Innovation Incubator**

**RFP #15-\_\_\_\_**

The Town of Arlington requests proposals from qualified individuals and firms for the lease of 2,700 square feet, more or less, of space within a building, located at 1207 Massachusetts Avenue for a period of up to **12 months** for the purpose of operating an Arlington Innovation Incubator where the premises may be used by individuals, non-profits, and small businesses in the interest of promoting economic development within the community.

Proposals are invited and will be received by the Purchasing Director, Town of Arlington, Massachusetts on or before **\_\_\_\_ P. M., \_\_\_\_\_, December \_\_\_\_\_, 2015** at the Town Manager's/Purchasing Office, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Six (6) copies of the Technical Proposal shall be submitted in six (6) sealed envelopes marked RFP #15-\_\_\_\_, TECHNICAL PROPOSAL TO LEASE 1207 MASSACHUSETTS AVENUE, ARLINGTON, MA. One (1) copy of the Price Proposal shall be submitted in a sealed envelope marked RFP #15-\_\_\_\_, PRICE PROPOSAL TO LEASE 1207 MASSACHUSETTS AVENUE, ARLINGTON, MA.

**Pre-bid site visit will be held on \_\_\_\_\_ December \_\_\_\_\_, 2015 at \_\_\_\_\_ AM, 1207 Massachusetts Avenue, Arlington, MA Main Entrance.**

Proposals delivered after the appointed time and date will not be considered.

A copy of the RFP packet outlining the requirements for submission is now available at the Town Manager's/Purchasing Office, Second Floor, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA 02476, from 8 a.m. to 4 p.m. Mondays through Wednesdays, 8 a.m. to 7 p.m. Thursdays, and 8 a.m. to noon Fridays and the Town Website: [www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing). The RFP packet will provide further details on the terms of lease, goals and objectives, proposal submission requirements and evaluation criteria.

For information please contact Domenic Lanzillotti at 781-316-3003 or [dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us).

The Town of Arlington reserves the right to cancel any request for proposals, to reject in whole or in part, any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

TOWN OF ARLINGTON

Domenic Lanzillotti  
Purchasing Officer  
**December \_\_\_\_\_, 2015**

# **REQUEST FOR PROPOSALS PACKET**

**FOR THE LEASE OF**

**1207 MASSACHUSETTS AVENUE**

**AS AN ARLINGTON INNOVATION INCUBATOR**

**TOWN OF ARLINGTON, MASSACHUSETTS**

**December \_\_\_\_, 2015**

# REQUEST FOR PROPOSALS

FOR LEASE OF 1207 MASSACHUSETTS AVENUE AS  
AN ARLINGTON INNOVATION INCUBATOR  
TOWN OF ARLINGTON, MASSACHUSETTS

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### Forms

Disclosure of Beneficial Interests Statement  
Certificate of Non-collusion  
Certificate of Tax Compliance  
References  
Rent Proposal  
Zoning Compliance Statement  
Proposed Changes to Model Lease

### Attachments:

Model Lease  
Floor and Site Plans  
Proposal Cover Sheet

# REQUEST FOR PROPOSALS

## FOR LEASE OF 1207 MASSACHUSETTS AVENUE AS AN ARLINGTON INNOVATION INCUBATOR TOWN OF ARLINGTON, MASSACHUSETTS

### I. Introduction

The Town of Arlington is making this public offering for a single lessee to rent the premises located at 1207 Massachusetts Avenue in Arlington, comprised of 2700 **square feet more or less** of space for the purpose of serving as, and managing an Arlington Innovation Incubator. The space will be offered for a **12 month** period, more or less, commencing February 1, 2016.

Transportation access is by Dow Avenue from State Route 2 (1.5 miles from site); by Massachusetts Avenue, MBTA Alewife station (3 miles from site), and MBTA bus routes 77 and 79 (stops within 200 ft. of site). The neighborhood includes office, retail, residential, and restaurant uses within walking distance.

The streets bounding the property are developed primarily as residential, single-family and two-family homes and small retail storefronts and restaurants with larger commercial properties within walking distance. The neighborhood is adequately illuminated at night, with civic, social, shopping and dining activity during both the daytime and evening.

The building was constructed in 1920 with periodic modest renovations by previous tenants.

### II. Background

Following public meetings to discuss the best potential uses of the premises, the Arlington Board of Selectmen and Town personnel received strong signals of community interest in promoting local economic, social, and cultural growth for local entrepreneurs, small business owners, and appropriate non-profits through development of communal workspace, particularly through the use of web-based technologies and within technology-oriented sectors. Such workspace should encourage innovation and organic collaboration while supporting local business culture and other social goals.

Accordingly the Town seeks to more fully explore the long-term potential of innovation incubators in Arlington through the lease of the demised premises to private individuals or firms who can manage such a workspace for their own benefit and the benefit of local innovators and community-oriented businesses and service providers.

By vote of the 2015 Town Meeting, the Board of Selectmen has been authorized to sell the premises, and as such, future purchase of the site is possible.

## Goals

The Town has established the following goals for the leasing and management of the premises:

1. Lease the space for a flexible period of time through the exercise of mutual options, but for a minimum of 6 months, and a maximum of 1 year;
2. Execute the lease as soon as possible;
3. Execute a lease that includes the fewest changes to the Model Lease;
4. Ensure that the use of the property is consistent with the purpose of the building as a communal workspace and innovation incubator;
5. Ensure that the lessee has a detailed and sustainable business plan for assessing costs to incubator users and/or licensees, which does not sublease portions of the property but rather utilizes a business model which does not vest tenant rights in users;
5. Ensure that the use of the space preserves the integrity of the property, with minimal disruption to the residential and commercial properties in the neighborhood;
5. Lease the space “as is”; the Town is not a private commercial real estate entity and successful lessees are expected to do their due diligence in inspecting and accepting the conditions of the property. Any renovations or changes to the space or building must be approved by the Town of Arlington, and the tenant must pay the cost of such renovations or changes; and,
6. All uses of the space must comply with relevant laws, regulations, and permits granted by appropriate boards and commissions, and must be permitted by the Town as required.
7. The Fixed Rent, as defined in the Model Lease, must be no less than \$6 per square foot of building space to be leased;

### III. Required Submittals

To be responsive, each prospective proposer must submit four (4) copies of the proposal, and include all of the information listed below. Each of the four (4) copies of the proposal must be inserted into a single sealed envelope marked **RFP #15-**, PROPOSAL TO LEASE 1207 MASSACHUSETTS AVENUE AS AN ARLINGTON INNOVATION INCUBATOR, ARLINGTON, MA; number each envelope #1, #2, #3, and #4.

All of the following information must be included in each copy of the proposal in the following order (if any item is not applicable, include a statement that the item is not applicable):

1. The completed proposal cover page (see attachment).
2. A table of contents with page numbers.
3. The name and address of the proposed lessee, and brief description of the organization, including a copy of its articles of organization, corporate bylaws, and tax status; together with letters of interest, or other financial commitments, from financial organizations, if applicable.
4. If applicable, a certification executed by the secretary of the corporation indicating that the person signing the proposal has been authorized to do so by a vote of the board of directors. The proposal documents must be signed as follows: 1) if the proposer is an individual, by him or her personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and, 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested by the clerk/secretary of the corporation, and the corporate seal affixed.
5. A fully executed copy of the Disclosure of Beneficial Interests Statement, a blank of which is attached (see MGL c. 7, s. 40J).
6. A fully executed copy of the Certificate of Non-collusion form, a blank of which is attached (see MGL c. 268A).
7. A fully executed copy of a Certificate of Tax Compliance form, a blank of which is attached (see MGL c. 62C, s. 49A).
8. The completed References form, a blank of which is attached.
9. The fully executed Rent Proposal form, a blank of which is attached.

10. A fully executed Zoning Compliance Statement, a blank of which is attached; together with a statement indicating that the use proposed by the prospective tenant will comply with all applicable laws, regulations, and permits.
11. A completed Proposed Changes to Model Lease form, a blank of which is attached.
12. An explanation of how the proposal complies with each of the Minimum Quality Criteria listed in **Section VI**, Minimum Quality Criteria, below.
13. An explanation of the level (highly advantageous, advantageous, etc.) at which the proposal complies with each of the Comparative Quality Evaluation Criteria listed in **Section VII**, Comparative Quality Evaluation Criteria, below, including a clear explanation of the tenant's objectives for the use of the property, including specific actions showing how the tenant proposes to integrate its use into the existing uses in the building, and into the character of the surrounding neighborhood, with minimal disruption.
14. A written description of how the tenant proposes to configure the space, together with a copy of the floor plan of the space, which is included in the RFP packet. Mark the plan to show precisely how the tenant proposes to configure the space.
15. A statement indicating the hours of operation, the number of employees on the site at any time, the number of parking spaces required by employees by the time of day, and the number of visitors or customers expected by the time of the day, and their parking requirements.

#### IV. General Procedures

A legal advertisement noticing the availability of this RFP has been placed in The Arlington Advocate on December \_\_\_\_\_, 2015, and December \_\_\_\_\_, 2015, and in the state Central Register on December \_\_\_\_\_, 2015. In addition, notice of the availability of this RFP has been conspicuously posted at the Arlington Town Hall since December \_\_\_\_\_, 2015.

Those wishing to submit a proposal must obtain a copy of the RFP packet. The RFP packet is now available at the Town Manager/Purchasing Department, Second Floor, Town Hall Annex, 730 Massachusetts Avenue, Arlington, Massachusetts 02476, between the hours of 8:00 a.m. and 4:00 p.m., Mondays through Wednesdays; 8:00 a.m. and 7:00 p.m. on Thursdays; and 8:00 a.m. and noon on Fridays. Proposers may also request that a copy of the RFP packet be mailed or emailed.

The Town of Arlington Town Manager's Office will conduct a tour of the property commencing at \_\_\_\_\_ p.m. on \_\_\_\_\_, 2015; the tour will commence at the entrance of the premises at 1207 Massachusetts Avenue (note that parking is limited). All those submitting proposals are encouraged to attend the tour. Contact Domenic

Lanzillotti at 781-316-3003 or [dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us) for information on the tour.

Proposals are invited and must be received on or before 2 p.m., 2015 at the Town Manager/Purchasing Department, First Floor, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA 02476. Proposals received later than this time and date will be returned unopened as non-responsive. All times will be ascertained by reference to the date and time clock utilized by the Town Manager/Purchasing Office.

If, at the time of the scheduled opening of the proposals, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the opening of the proposals will be postponed until 11 a.m. on the next normal business day. Proposals will continue to be accepted until that time.

A proposer may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the opening of the proposals. Each modification to proposals must be submitted in a sealed envelope clearly labeled "Modification #15-." Each modification must be numbered in sequence, and must reference the original RFP.

After the opening of the proposals, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived, or the proposer will be allowed to correct them. Minor informalities are minor deviations, insignificant mistakes, and matters of form rather than substance, of the proposal, that can be waived or corrected without prejudice to other offerors, potential offerors, or the Town of Arlington. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal, and the proposer will be notified in writing; the proposer may not withdraw the proposal. A proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident.

The lease must be executed within one hundred twenty (120) days after the opening of the proposals. The time for execution of the lease may be extended by mutual agreement of the parties for up to forty-five (45) additional days.

All rents submitted in response to this RFP must remain firm until the execution of the lease.

The Town may cancel this RFP, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.

The Town also reserves the right to select the winning proposal based on the evaluation of the proposer's overall submittal, and the extent to which the proposal meets the evaluation criteria in this RFP. Thus, the Town may exercise its right to select a proposal that may not have offered the highest rent.



If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed, faxed, or emailed to all proposers on record as having picked up the RFP.

Questions concerning this RFP must be submitted in writing to: Domenic Lanzillotti, Purchasing Officer, Office of the Town Manager, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA 02476. Questions may be delivered or mailed to this address; or faxed to 781-316-3112 (clearly addressed to: Domenic Lanzillotti); or emailed to [dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us). All questions must be received by 4 p.m. on December \_\_, 2015. Written responses will be mailed, faxed, or emailed after this deadline to all proposers on record as having picked up the RFP.

## **V. Evaluation Procedures**

The Purchasing Officer will screen the proposals for completeness. Proposals deemed to be incomplete will be rejected. The Town Manager's Office will then review each completed proposal to ensure that it meets all of the minimum quality criteria listed in **Section VI**, Minimum Quality Criteria, below. Those proposals that meet all of the minimum quality criteria, and that are determined to be responsive, will be further reviewed using the Comparative Quality Evaluation Criteria listed in **Section VII**, Comparative Quality Evaluation Criteria, below.

The Town Manager and designated representative of the Board of Selectmen will rate each of the first five (5) mandatory Comparative Quality Evaluation Criteria listed below using the listed ratings. Once evaluated and rated with respect to the first five (5) mandatory Comparative Quality Evaluation Criteria, the Town Manager and Board Representative will then decide whether to conduct interviews of proposers. In either case listed immediately below, the Town Manager and Board Representative shall jointly evaluate and assign an overall rating to each proposal. The Town Manager shall either:

Recommend to the Board of Selectmen which proposer to negotiate the lease with, based on the most advantageous overall ratings of the five (5) mandatory Comparative Quality Criteria, and the Rent Evaluation Criterion; or,

Conduct the Optional Interview/Presentation jointly with a designee of the Board of Selectmen with the top-ranked proposers; and then recommend to the full Board of Selectmen which proposer to negotiate the lease with, based on the overall most advantageous ratings of all six (6) of the Comparative Quality Criteria, and on the Rent Evaluation Criterion.

Proposers are reminded that rent alone is not the final determining factor leading to the execution of the lease.

## VI. Minimum Quality Criteria

Following are the Minimum Quality Criteria that proposers must meet. Failure to meet these Minimum Quality Criteria will result in the immediate rejection of the proposal. Proposers must clearly indicate, and explain in detail, compliance with these Minimum Quality Criteria in a *separate chapter of the proposal* (see **Section III**, Required Submittals, Item 12, above).

1. Proposers must meet all of the goals listed in **Section II**, Goals, above. In addition, proposers must comply with the requirements specified in **Section III**, Required Submittals, and **Section IV**, General Procedures, above;
2. Proposers must lease the space “as is”; any renovations or changes to the space or building must be approved by the Town of Arlington, and the proposer must pay the cost of such renovations or changes;
3. Proposed uses of the space must comply with relevant laws, regulations, and permits granted by appropriate boards and commissions, and must be permissible by the Town as required;
4. The proposed Fixed Rent, as defined in the Model Lease, must be no less than **\$6 per square foot** of building space to be leased.

## VII. Comparative Quality Evaluation Criteria

Each of the Comparative Quality Evaluation Criteria below may contain ratings of highly advantageous, advantageous, not advantageous, and unacceptable. Proposers must clearly indicate, and explain in detail, the level of compliance with these Comparative Quality Evaluation Criteria in a *separate chapter of the proposal* (see **Section III**, Required Submittals, Item 13, above).

### 1. PROPOSED NUMBER OF TENANTS

Highly Advantageous – One (1) principal tenant is proposed for the entire space.  
Not Advantageous – Two (2) or more principal tenants are proposed for the entire space.

### 2. PROPOSED TERM OF LEASE

Highly Advantageous – A 12 month/year lease term is proposed.  
Advantageous – Less than a 8 month/year lease term is proposed.

### 3. PROPOSED LEASE COMMENCEMENT DATE

Highly Advantageous – A lease commencement date of January 1, 2016.  
Not Advantageous – A lease commencement date after January 1, 2016.

#### 4. PROPOSED MODEL LEASE CHANGES

Highly Advantageous – No or very few substantive changes are proposed for the Model Lease.

Advantageous – Many substantive changes are proposed for the Model Lease.

Not Advantageous – An altogether different lease is proposed.

#### 5. PROPOSED COMMUNITY BENEFITS

##### A. Innovation and Local Economic Growth Through Communal Workspace

Highly Advantageous – Proposed use provides communal workspace for a wide range of local entrepreneurs, small business owners, and appropriate non-profits to promote local innovation, collaboration, and economic growth.

Advantageous – Proposed use provides communal workspace for pre-identified local businesses and/or entrepreneurs to promote local innovation, collaboration and economic growth.

Not Advantageous – Proposed use will not provide communal workspace for local business or promote local innovation and economic growth.

##### B. How will the proposed user attract and retain appropriate local entrepreneurs, small business, and appropriate non-profits to foster innovation?

Highly Advantageous – Proposed use details a specific plan to promote and utilize communal workspace to attract and retain appropriate local entrepreneurs, small business, and appropriate non-profits to foster innovation.

Advantageous – Proposed use provides some detail on how to promote and utilize communal workspace to attract and retain local entrepreneurs, small businesses, and appropriate non-profits to foster innovation or provides a specific plan that does not focus on fostering innovation.

Not Advantageous – Proposed use does not provide any detail on plans to promote and utilize communal workspace to attract and retain local entrepreneurs, small business, and appropriate non-profits to foster innovation.

##### C. How will proposed use model fees and charges assed to users of communal workspace?

Highly Advantageous – A detailed business model for assessing fees and charges to users of communal workspace without sub-leases or other arrangements conferring tenant rights upon third parties.

Advantageous – A general business model for assessing fees and charges to users of communal workspace without sub-leases or other arrangements conferring tenant rights upon third parties.

Not Advantageous – No business model details for assessing fees and charges to users of communal workspace, or a model which plans to sub-lease portions of the property to third parties.

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D. How will the proposed use benefit the neighborhood and residents in the immediate vicinity?

Highly Advantageous – Proposed use benefits the surrounding neighborhood and Arlington at-large by providing feasible, flexible, communal workspace, encouraging organic collaboration within the premises, but also benefitting neighboring businesses, including shops and restaurants.

Advantageous – Proposed use benefits some types of neighbors, but not all.

Not Advantageous – Proposed use does not benefit the surrounding neighborhood.

E. Has the proposer demonstrated sufficient financial resources to maintain rental and operating expenses?

Highly Advantageous – Proponent has demonstrated sufficient financial resources to maintain rental and operating expenses.

Not Advantageous – Proponent has not demonstrated sufficient financial resources to maintain rental and operating expenses.

## 6. LEVEL OF DISRUPTION CAUSED BY PROPOSED USE

Highly Advantageous – Proposed use does not potentially cause substantial disruption to existing uses or the neighborhood.

Not Advantageous – Proposed use does potentially cause substantial disruption to existing uses or the neighborhood.

## 7. OPTIONAL INTERVIEW/PRESENTATION

Highly Advantageous – Well-designed, concise, original presentation, with specific focus on, and clarification of, the written proposal, made by prospective tenant; concise, “on-point” answers to questions

Advantageous – Average presentation, with general focus on, and clarification of, the written proposal, or average answers to questions, made by prospective tenants.

Not Advantageous – Poor presentation, with very little focus on, and clarification of, the written proposal, or poor answers to questions, made by prospective tenants.

## **VIII. Rent Evaluation Criterion**

Rent will be evaluated based on the highest proposed rent.

## **IX. Rule for Award of Lease**

The proposal selected for award of the lease will be the most advantageous proposal from a proposer who is both responsive and responsible, taking into consideration rent and all other evaluation criteria set forth in this RFP. A *responsive* proposer is one who meets all of the basic requirements as outlined in this RFP, and whose proposal contains the required information and properly executed forms; a *responsible* proposer is one who possesses the capability, integrity, and reliability to enter into a lease with the Town of Arlington.

## **X. Lease Terms**

The selected proposer shall execute a lease that is substantially based on the attached Model Lease.

## DISCLOSURE OF BENEFICIAL INTERESTS STATEMENT

PARTY TO REAL PROPERTY TRANSACTION WITH A PUBLIC AGENCY

M.G.L. c. 7(C), s. 38 (FORMERLY M.G.L. c. 7, s.40J)

FOR LEASE OF 1207 MASSACHUSETTS AVENUE  
TOWN OF ARLINGTON, MASSACHUSETTS

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains of perjury, the following information as required by law:

REAL PROPERTY                      2700 square feet, more or less, of space  
   1207 Massachusetts Avenue  
   Arlington, MA 02476

TERM OF LEASE                      12 months/years, more or less,  
   plus two (2) mutual options for up to 6 additional months

DISCLOSING PARTY                      Arlington Redevelopment Board    Disclosing Party is a Public  
   Town of Arlington                      Entity  
   Town Hall Annex  
   730 Massachusetts Avenue  
   Arlington, MA 02476

ROLE OF PARTY    \_\_\_\_\_ Lessor/Landlord                      \_\_\_\_\_ Lessee/Tenant  
(check appropriate)    \_\_\_\_\_ Seller/Grantor                      \_\_\_\_\_ Buyer/Grantee  
   \_\_\_\_\_ Other (Please describe):

Names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7(C), s. 38, are hereby disclosed as follows (attach additional pages if necessary):

Print Name

Address

_____	_____
_____	_____
_____	_____

_____	_____
_____	_____
_____	_____

None of the aforementioned persons is an official elected to public office in the Town of Arlington, or an employee of the Town of Arlington, or is an employee of the Division of Capital Asset Management and Maintenance, except as follows (insert "none" if none):

Print Name

Address

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7(C), Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

*No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental*

*agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

*Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.*

*The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.*

This statement is hereby signed under penalties of perjury.

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Signature

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Print Name

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Title

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Date Signed



## **CERTIFICATE OF NON-COLLUSION**

**FOR LEASE OF 1207 MASSACHUSETTS AVENUE  
TOWN OF ARLINGTON, MASSACHUSETTS**

Pursuant to Massachusetts General Laws, Chapter 268A, I certify 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.

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Signature of Individual Submitting Proposal

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Print Name of Individual Submitting Proposal

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Print Name of Business

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Date Signed

**BY STATE LAW THIS  
NON-COLLUSION FORM  
MUST BE SIGNED AND  
SUBMITTED WITH THE BID  
OR PROPOSAL**

## **CERTIFICATE OF TAX COMPLIANCE**

**FOR LEASE OF 1207 MASSACHUSETTS AVENUE  
TOWN OF ARLINGTON, MASSACHUSETTS**

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Social Security Number or  
Federal Identification Number

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Signature of Individual or Responsible  
Corporate Officer

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Print Name of Individual or Responsible  
Corporate Officer

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Date Signed

**BY STATE LAW THIS  
CERTIFICATE OF TAX COMPLIANCE  
FORM MUST BE SIGNED AND  
SUBMITTED WITH THE BID  
OR PROPOSAL**

## REFERENCES

### FOR LEASE OF 1207 MASSACHUSETTS AVENUE TOWN OF ARLINGTON, MASSACHUSETTS

Proposer:\_\_\_\_\_

Proposer must provide complete contact information for at least three (3) recent references, including current landlord, if applicable.

Reference:\_\_\_\_\_

Address:\_\_\_\_\_

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

Phone:\_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

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Dates of relationship:\_\_\_\_\_

Reference:\_\_\_\_\_

Address:\_\_\_\_\_

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

Phone:\_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

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Dates of relationship:\_\_\_\_\_

Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

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Dates of relationship: \_\_\_\_\_

Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

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Dates of relationship: \_\_\_\_\_

**Duplicate and attach additional sheets as necessary**

## RENT PROPOSAL

**REQUEST FOR PROPOSALS (RFP)  
FOR LEASE OF 1207 MASSACHUSETTS AVENUE AS AN  
ARLINGTON INNOVATION INCUBATOR  
TOWN OF ARLINGTON, MASSACHUSETTS**

LESSOR: Board of Selectmen, Town of Arlington  
Town Hall Annex  
730 Massachusetts Avenue  
Arlington, MA 02476

LESSEE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREMISES: 1207 Massachusetts Avenue  
Arlington, MA 02474

PROPOSED ANNUAL RENT (IN WORDS) \_\_\_\_\_

PROPOSED RENT (IN NUMBERS) First Year Annual Rent: \$ \_\_\_\_\_ x 2700 sf = \$ \_\_\_\_\_  
/sq ft to be leased Annual Rent  
(not less than  
\$ \_\_\_\_\_/sq ft)

CAPITAL CONTRIBUTION \_\_\_\_\_ per square foot

PROP. TERM +  
OPTION \_\_\_\_\_ mos./yrs. + \_\_\_\_\_ mos./yrs.

PROPOSED  
COMMENCEMENT DATE \_\_\_\_\_

PROPOSED  
TERMINATION DATE June 30, \_\_\_\_\_

RENT ADJUSTOR Fixed rent is to be adjusted annually in accordance with the procedures set forth in  
Section 7, Annual Fixed Rent, of the Model Lease.

OPERATING EXPENSES Responsibility of tenant in accordance with Section 9, Operating Expenses, of the  
Model Lease

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date Signed \_\_\_\_\_

## ZONING COMPLIANCE STATEMENT

**FOR LEASE OF 1207 MASSACHUSETTS AVENUE AS AN  
ARLINGTON INNOVATION INCUBATOR  
TOWN OF ARLINGTON, MASSACHUSETTS**

We have examined the Arlington Zoning Bylaw, and the Table of Use Regulations, Article 5 therein, under the R7 Apartment – High Density Zoning District. In our opinion, we qualify as Use # \_\_\_\_\_.

Describe below the aspects of the use that qualify it as Use #\_\_\_\_\_ (add sheet, if necessary).

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Signature

Title

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Print Name

Date Signed \_\_\_\_\_

## PROPOSED CHANGES TO MODEL LEASE

**FOR LEASE OF 1207 MASSACHUSETTS AVENUE AS AN  
ARLINGTON INNOVATION INCUBATOR  
TOWN OF ARLINGTON, MASSACHUSETTS**

The attached model lease is included to provide prospective tenants with the lease that represents substantially the lease that the Town intends to execute. Indicate below only the provisions that you would like to *substantially* change or eliminate, and provide only the *substantial* changes that you propose; include also any additional *substantial* requirements or provisions (add sheets if necessary). Proposed *substantial* changes:

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.



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# **REQUEST FOR PROPOSALS**

**FOR LEASE OF 1207 MASSACHUSETTS AVENUE AS AN  
ARLINGTON INNOVATION INCUBATOR  
TOWN OF ARLINGTON, MASSACHUSETTS**

**MODEL LEASE  
(ATTACHED)**





# **REQUEST FOR PROPOSALS**

**FOR LEASE OF 1207 MASSACHUSETTS AVENUE AS AN  
ARLINGTON INNOVATION INCUBATOR  
TOWN OF ARLINGTON, MASSACHUSETTS**

**FLOOR AND SITE PLANS FOR  
PROPERTY  
(ATTACHED)**

COVER PAGE

**PROPOSAL FOR LEASE OF  
1207 MASSACHUSETTS AVENUE AS AN  
ARLINGTON INNOVATION INCUBATOR  
TOWN OF ARLINGTON, MASSACHUSETTS**

**Submitted by:**

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(Name, Address, Telephone Number of Firm)

**Date Submitted:**\_\_\_\_\_

COVER PAGE