



GROTON BOARD OF SELECTMEN

REQUEST FOR PROPOSAL
FOR
LEASE OF REAL PROPERTY KNOWN AS
PRESCOTT SCHOOL IN GROTON, MA

Proposals Due: October 6, 2016

**GROTON BOARD OF SELECTMEN
REQUEST FOR PROPOSALS**

For Lease of Prescott School

Proposals Due: Thursday, October 6, 2016 at 10:00 AM

I. Invitation for Proposals

Pursuant to M.G.L. c. 30B, §16, the Town of Groton, acting through the Groton Board of Selectmen, hereby requests proposals from a nonprofit organization or for-profit corporation (Operator) to lease and operate the premises known as the Prescott School. The Prescott School was built in 1927 and has served as a high school, middle school and elementary school. The property is prominently located in the Groton Center Historic District, and, in 2009, was added to the National Register of Historic Places. The building has three levels, contains 27,330 square feet of gross floor area, and sits on a 3.62-acre parcel located at 145 Main Street, Groton, Massachusetts (the land and the building are hereinafter referred to as the "Premises").

The Town's objective in soliciting Proposals is to identify a responsive and responsible Operator that provides the best value to the Town, whose proposal is compatible with the Board of Selectmen's accepted vision and plan for the Prescott School as detailed in the report, "Building Community: A Strategic Blueprint for Prescott School" (Exhibit A, attached hereto).

The Premises and its existing conditions are set forth more particularly in Exhibit B, Bargmann Report, attached hereto and incorporated herein, and in the report, "Building Community: A Strategic Blueprint for Prescott School" (the Report) attached hereto as Exhibit A and incorporated herein. Proposers are strongly urged to review Exhibits A and B in detail. The applicable terms, conditions, and restrictions of this RFP are more fully set forth below. For purposes of this RFP, the operator that is ultimately awarded a lease of the Premises shall hereinafter be called the "Operator" and the development and use of the Premises for the Permitted Uses shall hereinafter be called the "Project."

The purpose of this RFP is to facilitate the selection of an Operator who demonstrates the qualifications and capacity necessary to (a) best operate the Premises in conformance with the Terms, Conditions and Proposed Use set forth in Section VI of this RFP, and (b) best meet the Evaluation Criteria described in Section VIII. This RFP provides certain information about the Premises in Section III, Instructions to Operators in Section X, Submission Requirements in Section VII, Selection Process in Section XI, and Exhibits in Section XII.

While the Board of Selectmen believes that the information provided in this RFP (including all Exhibits and supplements, hereinafter referred to as the "Premises Information") is accurate, the Town makes no representation or warranty, express or implied, as to the accuracy and completeness of the Premises Information. The Town assumes no liability for the inaccuracy or incompleteness of the Premises Information. The Operator assumes all risk in connection with the use of the Premises Information and, by submission of a proposal, releases the Town and Board of Selectmen from any

liability in connection with the use of the Premises Information by the Operator.

In addition, the Town makes no representation or warranty with respect to the Premises, including without limitation, the value, quality or character of the Premises or its fitness or suitability for any particular use and/or the physical and environmental condition of the Premises. The Premises will be leased in their "AS-IS" condition.

II. Description of Town of Groton

The Town of Groton, incorporated in 1655, is a New England village on the banks of the Nashua and Squannacook Rivers and is the home of two well-known private schools, Groton School and Lawrence Academy and the anticipated future home of Indian Hill Music. Groton also is home to a family owned establishment, The Gibbet Hill Grille, that hosts more than 100 high-end weddings each year. Majestic antique homesteads, faded red barns, rolling apple orchards, colonial stone walls and family farm stands all contribute to Groton's charm.

The community prides itself on the numerous acres within the Town protected as conservation lands and on its open spaces for swimming, fishing, canoeing, hiking, riding and cross country skiing, as well for being the center for several cultural groups and organizations. Population according to the US Census in 2000 was 7,511 and grew to 10,632 according to the Massachusetts Department of Revenue in 2008. Population is expected to be level to increasing in the foreseeable future

The principal highway is State Route 2, the old Mohawk Trail, which runs across northern Massachusetts. State Route 40, Route 119, Route 3, Interstate 495 and Interstate 190 connect the region to Boston and Worcester. The Springfield Terminal Railway line (the former Boston and Maine Railroad) parallels Route 2 and provides access to the network of intermodal facilities serving central and eastern Massachusetts. Principal highways are State Routes 40, 111, 119, and 225. Commuter rail service to North Station, Boston, is available in nearby Ayer (travel time: 66-73 minutes).

Groton is the home of two prestigious boarding schools which attract students from around the world. The Town is also nearby to major business locations located at Devens and on Interstate 495. Devens is a state of the art business industrial park that is home to businesses which include Bristol Meyers Squibb, St Gobain, and Northrop Grumman, and the nearby Interstate 495 corridor has a significant corporate presence which includes IBM, Red Hat, Juniper Networks, and the MIT Haystack Observatory.

III. Description of the Premises

The Prescott School was built in 1927 and has served as a high school, middle school and elementary school. The Premises are prominently located in Groton Center on Main Street. In 2009, the Premises were added to the National Register of Historic Places. The Prescott School building has three levels, contains 27,330 square feet of gross floor area, and sits on a 3.62 acre parcel. A playground is located at the rear of the Premises and contains playground equipment and playing fields.

The Groton-Dunstable Regional School District ("GDRSD") currently leases the Premises from the Town of Groton. Although the lease is scheduled to expire on August 31, 2017, the GDRSD has expressed its interest in considering a long term lease.

a. Building Statistics

i. Square Footage

1. ~ 27,330 Gross SF – from OMR report 12/21/2001
2. ~ 18,400 Net SF (classroom & office space)

ii. Stories – 3 stories, Note ~ 60% of basement is below grade

iii. Exterior Shell

1. Roof – new roof installed in 2006 with a 20 year warranty
2. Walls – Brick walls appear to be in good condition
3. Windows – New windows in 2006 with 20 year warranty
4. Rear wall of Gym is made of Kai-Wall (a fiberglass mesh); it is aging and in moderate to poor repair

iv. Mechanical Systems

1. Electrical – sufficient power in the street, service will likely need to be upgraded and internal wiring need to be re-done depending on use
2. Phone, CATV, Networking – Patchwork of systems layered upon each other for last 30+ years – will need to be re-done
3. Fire & Security System – One system for entire building- tested each year
4. Heat – Univac Ventilators driven off of a new (2010) gas hot water boiler, one zone for entire building
5. Underground Oil Tank – To be removed by GDRSD before vacating
6. Air Conditioning – GDRSD owns portable AC units – no building AC system
7. Domestic Water – sufficient water in the street. Depending on use, service may need to be enlarged and separate meters installed
8. Sewer – currently drains by gravity to holding tank and pump chamber in back yard, pumped to main in street. . Additional sewer capacity is currently available; an application to the Groton Sewer Commissioners may be required.
9. Sprinkler System – none – would likely require a new larger water main to building
10. Elevator - none
11. Emergency Egress
 - a. North HC access, ramp & railings in good repair
 - b. Front entrance – lacks handrails
 - c. Rear wooden stairs from Gym – poor repair
 - d. 3 basement egresses – good repair

v. Hazardous Materials

1. Lead Paint
 - a. Interior - Very likely throughout building
 - b. Exterior – Likely on entrance ways – replaced windows are non-issue – brick façade is non-issue.
2. Asbestos – suspected in the basement floor (vinyl tile or tile mastic)

vi. Operating Costs

1. Fuel Oil - \$28,000 per year for 2009/2010
2. Gas – unknown because conversion was just done
3. Water & Sewer - \$2,300 per year for 2009/2010
4. Electrical - \$8,192 per year for 2009/2010

b. Property & Site Statistics

- i. *Address:* 145 Main Street
- ii. *Lot Size* ~ 3.62 acres
- iii. *Lot coverage*
 1. Front lawn ~ 200' x 50' or 10,000sf
 2. Building footprint ~ 10,200sf
 3. Parking: 34 parking spaces existing, 20 more could be added on existing pavement
 4. Other lawn/play area ~ 44,520sf
 - a. It is believed that the rear open area which the playground currently occupies is filled land. The filled material is un-tested.
 5. Unimproved area ~ 45,000sf of which roughly 50% is wetlands and 50% is wooded
- iv. *Vehicle circulation* - The parking area surrounds the building in a one-way, clockwise, circular pattern.

c. Public Assessment

- i. The Selectmen created the Municipal Building Committee for Prescott School in December 2014
- ii. That committee has:
 1. Done a town wide survey for desired uses of the property
 2. Been funded by Groton Town Meeting to do a Structural Review, which outlined existing conditions.
 3. Conducted a Public Forum to receive community input on potential uses
 4. In its report, "Building Community: A Strategic Blueprint for Prescott School," the Committee presented a detailed "vision" as well as a five and twenty year development plan for the building and its use as a public mixed use building. (see Exhibit A)

IV. Use Objectives

The Town seeks an organization to lease the Premises with an intended purpose that enriches the lives of Groton residents by offering mixed-use public - administrative and private - business office space, retail and commercial activities, and community programming as described in "Building Community: A Strategic Blueprint for Prescott School" (Exhibit A). The primary purpose of this RFP is to select the most advantageous proposal for that purpose, taking into consideration both the evaluation criteria and the proposed lease price.

V. Zoning

Article 12 of the 2014 Fall Town Meeting placed the Prescott School in the Town Center Overlay District. A copy of the applicable Town of Groton Zoning Bylaw section explaining the overlay district is attached as Exhibit C. All uses of the Premises must comply with this section of the Zoning Bylaw.

VI. Terms, Conditions and Proposed Use

The proposed lease will begin September 1, 2017 and last for five years through August 31, 2022.

The Terms and Conditions of the lease must substantially meet the requirements of Section IV. Use Objectives.

1. Operator's Obligations

The Board of Selectmen set the following terms, conditions, and restrictions on the Operator's use of the Premises under a Lease Agreement:

a. Operator

The Operator may be a not-for-profit or for-profit corporation and have full capacity and experience to operate the Premises and to obtain the necessary financing to complete the Project.

The Proposal shall include a detailed section describing methods of accomplishing the following:

- Building Maintenance
- Grounds Maintenance
- Snow and Ice Removal
- Custodial Activities
- Utilities and Technology
- Maintenance of Wastewater System
- Any Proposed Alterations

2. No Obligation to Act

This RFP does not represent any obligation or agreement whatsoever on the part of the Board of Selectmen to enter into a lease of the Premises, but merely invites proposals for the Project described in this RFP.

3. No Rights

Selection of an applicant's proposal will not create any rights on the applicant's part, including, without limitation, rights of enforcement, rights in law or in equity or otherwise, until a Lease has been approved and executed by the Board of Selectmen and the applicant and all contingencies to the lease have been satisfied.

4. Right to Reject any and all Proposals

The Board of Selectmen reserves the right, in its sole discretion, to reject at any time any or all proposals, to withdraw the RFP, or to negotiate with one or more applicants. The Board of Selectmen likewise reserves the right, at any time, to waive compliance with, or change any of the terms and conditions of this RFP or to entertain modifications or additions to selected proposals.

5. **Compliance and Eligibility**

All determinations as to the completeness or compliance of any proposals, or as to the eligibility or qualification of any applicant, will be within the sole discretion of the Board of Selectmen.

6. **Further Review**

The Operator should undertake its own review and analysis concerning physical condition, environmental condition, applicable zoning laws, required permits, and approvals and other development, ownership and legal considerations pertaining to the Premises and the use thereof and shall apply for and obtain all approval and permits required for the Project.

VII. Submission Requirements

All proposals must include the following materials:

1. Transmittal Letter of Interest, signed by the principal(s) of the Operator who are authorized to submit its RFP response
2. Price Proposal Form (attached as Exhibit H), setting forth the rent to be paid by the Operator to the Town for the Premises
3. Description of Management Team:
 - Description of individual principals who will be responsible for the Project
 - Name, address and telephone number of the contact person that is authorized to negotiate on behalf of the management team
 - The names, addresses, telephone numbers, and resumes of the management team,
 - Description of the organizational structure of the Operator and a plan for effective communications between Town committees and the management team during all phases of the Project
 - Applicants are encouraged to submit letters of reference.
4. Description of Financial Feasibility:
 - Letters of interest from lenders and funding sources
 - A proposed plan for the management of the Premises

VIII. Evaluation Criteria

1. **Minimum Criteria** - Proposals must meet the following minimum threshold criteria in order to be considered responsive:
 - a. Complete conformance with all submission requirements identified in this RFP,
 - b. Certification of compliance for all state and local taxes,
 - c. Statement of intention to lease the Premises
 2. **Comparative Criteria** – Proposals meeting the minimum threshold criteria will also be judged on the following comparative evaluation criteria:
 - a. A Highly Advantageous rating will be given to a proposal that in the judgment of the evaluators exceeds the requirements of the RFP.
 - b. An Advantageous rating will be given to a proposal that in the judgment of the evaluators meets the requirements of the RFP.
 - c. An Unacceptable rating will be given to a proposal that in the judgment of the evaluators falls short of meeting the requirements of the RFP.
- 1) Readiness to commence operations
 - a) Highly Advantageous: The Operator has a list of potential tenants with which it has a letter of interest in signing a sub-lease.
 - b) Advantageous: The Operator has a list of potential tenants to which it is preparing to offer sub-lease terms.
 - c) Not Advantageous: No initial listing of potential tenants.
 - 2) Marketing Plan for mixed-use occupancy
 - a) Highly Advantageous: The Proposal contains a detailed marketing and outreach plan to attract a mix of public use and private commercial and retail tenants to occupy the building
 - b) Advantageous: The Proposal has a general plan to market the building for mixed-use occupancy but does not provide details.
 - c) Not advantageous: The Proposal does not have a plan to promote a mixed-use occupancy of the building.
 - 3) Range of course and program offerings
 - a) Highly Advantageous: The Proposal indicates the Operator will be providing a broad range of programming to meet the needs of Groton residents across diverse age groups including programming that will promote the educational, intellectual, artistic and physical endeavors of Groton residents.
 - b) Advantageous: The Proposal indicates programs and offerings to the public for either a limited age group, or offerings that would be limited in scope.
 - c) Not Advantageous: The Proposal is narrowly focused on providing programming for a limited age group and/or only limited offerings.

- 4) Plans for coordination with other service providers and Town departments to minimize duplication of programs. Other service providers and Town departments include but are not limited to the Public Schools, Senior Center, youth athletic organizations, Board of Health, etc.
 - a) Highly Advantageous: The Operator has provided a detailed plan specifically addressing how courses and programming will be offered without conflicting with those offered by other service providers and Town departments.
 - b) Advantageous: The Operator has a proposed plan for coordination with other service providers and Town departments, but provides no details.
 - c) Not Advantageous: The Operator has not provided a plan for coordination with other service providers and Town departments.
- 5) Routine Building and Grounds Maintenance Plan
 - a) Highly Advantageous: The Operator has a detailed routine building and grounds maintenance plan included in the Proposal that identifies all the routine maintenance actions that will be performed by the Operator during the time of the lease and the routine building and grounds maintenance will be funded by the Operator. .
 - b) Advantageous: The Operator has a routine building and grounds maintenance plan that will be funded by the Operator, but it lacks details, or it neglects to include some routine activities.
 - c) Not Advantageous: The Operator does not have a plan to accomplish routine building and grounds maintenance or the Operator intends to rely on Town-provided services for routine maintenance of the building and grounds.
- 6) Program Scholarships, Reduced Rates, Sliding Fee Scales and Income Guidelines
 - a) Highly Advantageous: Proposal contains provisions to assist families who experience short-term hardships (fire, catastrophic illness, etc.) and reduced program rates, scholarships or sliding fee to assist Groton residents who are lacking financial means.
 - b) Advantageous: Proposal contains provisions for reduced program rates, scholarships or sliding fee scales to assist Groton residents who are lacking financial means
 - c) Not Advantageous: Proposal contains no provisions for reduced program rates, scholarships or sliding fee scales to assist Groton residents who are lacking financial means.

7) Community Benefits

While the Town wishes to maximize the rental fee for the Premises, it is also concerned about the other benefits that the Project will provide to the Town and the neighborhood, and is not required to lease the Premises to the Operator offering the highest rental fee.

- a. A Highly Advantageous rating will be given to a proposal that maximizes benefits to the Town by having a positive social and program impact on the Town and the neighborhood.
- b. An Advantageous rating will be given to a proposal with that provides a fair social and program benefit to the Town and the neighborhood.
- c. A Not Advantageous rating will be given to a proposal that in the judgment of the evaluators does not provide any demonstrable social or program benefits to the Town and the neighborhood.

3. **Overall Rating**

After evaluating a proposal on the foregoing factors, the evaluators will provide an overall ranking for each proposal as compared to other proposals. For example, a proposal which achieves “Highly Advantageous” and/or “Advantageous” rankings in several categories will not necessarily be disqualified simply because it received a “ Not Advantageous” ranking in one or more other categories if, in the judgment of the evaluators, the proposal on the whole is “Advantageous” or “Highly Advantageous” to the Town. Any notice of award, however, could be contingent upon the potential Operator and the Board of Selectmen mitigating any “Not Advantageous” criterion ranking prior to the execution of the Lease Agreement.

IX. Proposal Process and Schedule of Events

1. **Obtaining Additional Information and Updates to the RFP**

The RFP will be posted on the Town of Groton’s web site. Copies of the RFP and updates issued by the Board of Selectmen may be obtained from the web site www.townofgroton.org. Modifications, changes or updates to the RFP will be sent to all parties that register for this RFP by sending an Email to:

Mark W. Haddad, Town Manager
Town Hall
173 Main St., Groton, MA01450
978-448-1111
Email: mhaddad@townofgroton.org

Please include the following information in the email:

- Firm name and address
- Contact person, telephone number and email address

2. Communication with the Town

Operators are strongly encouraged to read the materials carefully. Questions and requests for clarification or interpretation of the meaning of the RFP, and any other correspondence or communication concerning the RFP, shall be submitted in writing **no later than Wednesday, September 14, 2016**, to:

Board of Selectmen
c/o Mark W. Haddad, Town Manager
Town Hall
173 Main St., Groton, MA01450
978-448-1111
Email: mhaddad@townofgroton.org

Responses, clarifications or interpretations and any supplemental instructions or forms, if issued, will be issued in the form of written addenda by Wednesday, September 21, 2016, and all such responses will be on file with the Groton Board of Selectmen.

Any document, facsimile or e-mail submitted on behalf of an Operator is presumed to be a public record. Likewise, all questions submitted and the corresponding answers will be distributed to all Operators who have formally requested this RFP, without attribution. All direct contact concerning this RFP, including written communications, shall be sent to the address above.

The Board of Selectmen will not be responsible for, and Operators may not rely upon, any information, explanation or interpretation of the RFP rendered in any fashion except as provided in accordance with this RFP. Any communication concerning the content of the RFP by any Operator, or anyone on its behalf, with any Town member or employee other than Mark W. Haddad, Town Manager, in the manner specified above may result in the rejection of that Operator's proposal unless, in the sole judgment of the Board of Selectmen the communication could not reasonably be believed to have given the Operator a competitive advantage or to have impaired the fair and even competitive environment for this RFP.

3. Summary of RFP Schedule

Activity	Date
Posted in Central Register and advertised	Wednesday, August 31, 2016
Deadline to Submit Questions	Wednesday, September 14, 2016 at 4:00 PM
Issue Addenda to RFP (if necessary)	Wednesday, September 21, 2016
Response to RFP Due at Town Hall	Thursday, October 6, 2016 at 10:00 AM

X. Instructions to Operators

1. Each Operator shall submit one original proposal and two (2) paper copies of the proposal, and one (1) electronic copy on a CD-ROM, which must be **received by the Town on or before Thursday, October 6, 2016 at 10:00 AM** to:

Board of Selectmen
c/o Mark W. Haddad, Town Manager
Town Hall
173 Main St., Groton, MA01450
978-448-1111
Email: mhaddad@townofgroton.org

2. The envelope must be clearly marked "Proposal for Operation of the Prescott School Building." The proposal must be submitted in two parts: a "Technical Proposal," consisting of all items except the Price Proposal, and a "Price Proposal," consisting of the Price Summary Form contained in the RFP. The Technical Proposal and the Price Proposal should be placed in separate, sealed envelopes, and both of those envelopes placed in a larger envelope labeled as stated.
3. The Technical Proposals will be opened by the Town Manager in the presence of one or more witnesses at 10:00 a.m. on October 6, 2016 in the Town Hall. The Price Proposals will be opened by the Town Manager at a later time, after evaluation of the Technical Proposals.
4. Proposals will be reviewed and evaluated by the Board of Selectmen using the criteria contained in this RFP. The Board of Selectmen shall recommend award of the contract by the Town Manager, if at all, to the responsive and responsible proposer whose proposal is deemed to be the most advantageous to the Town, taking into consideration the price and the evaluation criteria.
5. The Board of Selectmen reserves the right to reject any or all proposals or to cancel this RFP, if it is in the best interest of the Town to do so. The Board of Selectmen makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. This RFP (including all attachments and supplements) is made subject to errors, omissions, prior sale, or financing, withdrawal without prior notice, and changes to, additions to, and different interpretations of laws and regulations.
6. If any changes are made to this RFP, an addendum will be issued. Each addendum will be mailed or faxed to all persons on record as having requested the RFP.
7. Questions regarding this RFP must be submitted no later than Wednesday, September 14, 2016, and responses, if any, will be issued in writing and sent by Wednesday, September 21, 2016 to all proposers who have provided the Town with a mailing address.
8. Proposals may not be withdrawn, amended or modified for a period of one hundred eighty (180) days from the deadline for submission of proposals

XI. Selection Process; Agreements Entered into with Operator

1. All proposals submitted by the proposal filing deadline set forth under Section IX above (“Proposal Process”) will be opened in public and recorded. All information contained in the proposals is public. The Board of Selectmen will review and evaluate all proposals received by the Proposal Filing Deadline.
2. Interviews with Operators, if deemed necessary, or desirable, by the Board of Selectmen.
3. Following the interviews, reference checks, site visits and receipt of any additional information requested of the Operators by the Board of Selectmen, proposals will be evaluated and rated by the Board of Selectmen according to the comparative evaluation criteria set forth in this RFP. The Board of Selectmen will select the most advantageous proposal, taking into consideration all of the evaluation criteria set forth in this RFP and the price. The Board of Selectmen will notify all Operators in writing of its decision.
4. The successful Operator and the Town shall enter into a Lease Agreement, in the form presented by the Town, within sixty (60) days from the date of the award.
5. The Premises shall be leased pursuant to a Lease Agreement that includes the following requirements: (a) that the Operator commence the Project within a reasonable period of time, to be specified; (b) that the Operator carry insurance, in amounts and with companies reasonably acceptable to the Town and which shall name the Town as additional insured, and (c) that the Operator indemnify and defend the Town from any and all claims related to the Operator’s use and occupancy of the Premises.
6. The Town shall provide the successful Operator with the Town’s form of Lease.

XII. Exhibits

<u>Exhibit</u>	<u>Description</u>
A	Building Community: A Strategic Blueprint for Prescott School
B.	Bargmann Report
C.	Town of Groton Town Center Overlay District Bylaw
D.	Disclosure of Beneficial Interest
E.	Certificate of Tax Compliance
F.	Certificate of Non-Collusion
G.	Certificate of Authority
H.	Price Proposal

**GROTON BOARD OF SELECTMEN
REQUEST FOR PROPOSALS**

For Lease of Prescott School

EXHIBIT G – CERTIFICATE OF AUTHORITY

Give full names and residences of all persons and parties interested in the foregoing proposal:

(Notice: Give first and last name in full; in case of Corporation give names of President, Treasurer and Manager; and in case of partnerships give names of the individual members.)

NAME	ADDRESSES	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Kindly furnish the following information regarding the Proposer:

(1) If a Proprietorship

Name of Owner: _____

ADDRESS	ZIP CODE	TEL. #
Business: _____	_____	_____
Home: _____	_____	_____

(2) If a Partnership

Full names and address of all partners:

NAMES	ADDRESSES	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

BUSINESS ADDRESS	ZIP CODE	TEL. #
_____	_____	_____

(3) If a Corporation, Limited Liability Company, or other entity

Full Legal Name:

State of Incorporation:

Principal Place of Business: _____ ZIP _____

Qualified in Massachusetts: Yes _____ No _____

Place of Business in Massachusetts: ZIP CODE _____ TEL. # _____

(4) If a Trust

Full Legal Name of Trust:

Date of Declaration of Trust and Recording Information:

Name of all Trustees:

NAME	ADDRESSES	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorized Signature of Proponent: _____

Title: _____

Date: _____

**GROTON BOARD OF SELECTMEN
REQUEST FOR PROPOSALS**

For Lease of Prescott School

EXHIBIT H – RENT PROPOSAL

RENT

Please write your proposal offer:

Print/Type your proposal amount above in written form

Print/Type your proposal amount above in number form

Note: *Both the written form and the number form should indicate the same total amount. If there is a conflict between the written form and the number form amounts, the written form will control.*

Name of Respondent

Name of person signing proposal

Signature of person signing proposal

Date

Title

Address