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**Land Use Group Lease for Administrative Offices (WFMD-FY23-001)  
Selection Committee Meeting – Submission Evaluations**

*Town Hall – Juliani Room*  
Monday, March 28, 2022

## Meeting Minutes

**Attendees/Selection Committee** – Meghan Jop (Executive Director), Sheryl Strother (Finance Director), Michael Grant (Building Commissioner, Brian DuPont (IT Director), Danielle Gariepy, Glenn Remick and Joe McDonough (FMD)

- I. **Open Meeting – Call to Order** at 10:04 am. No citizen speak requests were made.
- II. **Meeting Goals:** Joe McDonough reviewed these:
  - 1) Answer initial questions on submission
    - One submission – 888 Worcester Street, Suite 160, which is the FMD’s current location
  - 2) Verify respondent is *responsive and responsible*
  - 3) Rate submission using *Comparative Criteria* in RFP
  - 4) Make recommendation to Chief Procurement Officer on Lease Award
- III. **Responsive and Responsible:** The submission met both quality and minimum requirements listed in the RFP and was therefore deemed to be both responsive and responsible as required by MGL 30B.
- IV. **Non-Price Proposal: Comparative Criteria:** The submission was evaluated and rated by all Committee members as (Advantageous, Not or Highly) using the six criteria:
  - 1) Square Footage (4,666 sf of rentable space offered)
  - 2) Office and Room Spaces
  - 3) Parking
  - 4) Town of Wellesley Internet Fiber
  - 5) Interior Finishes and Location
  - 6) Electrical and Data Outlets

The Committee unanimously rated the proposal as highly advantageous for all six criteria and overall rating of highly advantageous. Because there was only one submission received, there was no ranking of submissions per usual MGL 30B procedures for RFPs.

JOSEPH McDONOUGH, P.E.  
DIRECTOR OF FACILITIES



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DEPARTMENT (FMD)**

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**V. Price Proposal:** The submitted price was for \$120,000 annually (\$10,000 per month), fixed for all five years of the lease, which is for 3 years plus a two-year extension at the Town's option. The price is all-inclusive of custodial, grounds and utilities expenses. The price is \$25.72 per square foot, which represents about a 2% total **decrease** over FMD's 2020 lease for similar space in the same building by the same landlord. The lease would begin on July 1, 2022. The Committee felt that this lease rate was reasonable as it was less than FMD's despite starting two years after FMD's, and also because it included construction of four private offices at no additional cost. Joe McDonough noted that the proposed price is within FMD's proposed FY23 operational budget for the lease.

**VI. Committee Discussion & Vote**

The committee felt that the proposal submitted by Wayne Office Park, LLC for 888 Worcester Street, Suite 160 was highly advantageous and in the best interest of the Town. A motion was made by Brian DuPont and seconded by Michael Grant and the Committee voted unanimously (6 to 0) to recommend to the Executive Director (Chief Procurement Officer) awarding of the lease, and that the request be presented to the Board of Selectmen along with the proposed lease agreement at an upcoming meeting for their approval. *Meghan Jop recused herself from voting, as she is also the Chief Procurement Officer.*

**VII. Meeting Adjournment at 10:24 am**

Minutes submitted by:

Joseph F. McDonough, P.E.  
Facilities Director