



FMD Lease for Administrative Office Space RFP (*WFMD-FY26-002*)
Selection Committee Meeting – Submission Evaluations

Meeting Minutes
March 31, 2025
FMD Conference Room
888 Worcester Street, Suite 370

Participants – Danielle Gariepy, Joe McDonough, Mike Andersen and Nick Ponte (FMD)

- I. Open Meeting – Call to Order** at 10:03 am. No citizen speak requests.
- II. Meeting Goals:** Joe McDonough reviewed these:
 - 1) Answer initial questions on submission
 - One submission – 888 Worcester Street, Suite 370, 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 (3,665 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.
- V. Price Proposal:** The submitted price was for \$102,436.80 annually (\$8,536.40 per month), fixed for both years of the lease. The price is all-inclusive of custodial, grounds and utilities expenses. The price is \$27.95 per square foot, which represents about a 6.72% total increase over the last 5-year lease, or about 3.4% increase per year. The lease would begin on June 1,

TOWN OF WELLESLEY

JOSEPH McDONOUGH, P.E.
DIRECTOR OF FACILITIES

**FACILITIES MANAGEMENT
DEPARTMENT (FMD)**



MASSACHUSETTS

TELEPHONE: (781) 431-1019
FACSIMILE: (781) 489-4266
WWW.WELLESLEYMA.GOV

888 WORCESTER STREET, SUITE 370
WELLESLEY, MASSACHUSETTS 02482

2025 and extend to June 30, 2027. The Committee felt that this percentage increase was reasonable and noted that potential renovation, moving and Town fiber costs can be avoided by leasing the same space that FMD currently occupies. Joe McDonough noted that the proposed price is within FMD's proposed FY26 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 370 was highly advantageous and in the best interest of the Town. The Committee voted unanimously to recommend to the Executive Director 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.

VII. Meeting Adjournment at 10:20 am

Minutes submitted by:

A handwritten signature in blue ink that reads "Joseph F. McDonough, P.E.".

Joseph F. McDonough, P.E.
Facilities Director