

REQUEST FOR PROPOSALS FOR LEASE OF OFFICE SPACE

HAMPDEN COUNTY REGIONAL RETIREMENT BOARD

RFP Issue Date: August 19, 2026

Proposal Submission Deadline: September 21, 2026 AT 2:00 P.M.
EASTERN TIME

Board Vote Date: September 24, 2026

SECTION I – INTRODUCTION AND SUMMARY

A. Issuing Agency.

The Hampden County Regional Retirement Board (the "Board" or "HCRRB") is a regional public agency established under Massachusetts General Laws Chapter 32 that provides retirement system administration services to local governments in Hampden County, including seventeen towns and fourteen districts. The Board's principal office is currently located at 67 Hunt Street, Suite 116, Agawam, Massachusetts 01001.

B. Purpose of Request for Proposals.

The Board is issuing this Request for Proposals ("RFP") to solicit competitive proposals for the lease of professional office space to house the Board's operations, employees, Board members, and retirement system members. The Board's current lease term is scheduled to expire on August 31, 2026, and the Board seeks to hold over on a month to month basis until a new lease agreement to ensure continuity of operations and service delivery to its constituents can be executed.

C. Procurement Authority.

This RFP is issued pursuant to Massachusetts General Laws Chapter 32, Section 20, and applicable regulations of the Massachusetts Public Employee Retirement Administration Commission ("PERAC"). The Board may cancel this RFP or reject any and all proposals, in whole or in part, if the

Board determines in its sole discretion that such action serves the best interests of the retirement system and its members.

D. Accelerated Timeline.

Due to the pending expiration of the Board's current lease extension and the need to ensure uninterrupted operations, this procurement follows an accelerated timeline. The Board intends to review proposals, conduct site visits if necessary, and vote on entering into a new lease agreement at a special meeting to be scheduled on September 24, 2026. Proposers must be prepared to accommodate this compressed schedule and provide all requested information by the submission deadline.

E. Preference for Current Location; Open Competition.

The Board has expressed a preference to remain at its current location at 67 Hunt Street, Agawam, Massachusetts, due to familiarity with the premises, proximity to the geographic center of Hampden County, and established relationships with the current landlord and neighboring tenants. However, the Board is committed to an open and competitive procurement process and will consider all proposals that meet the requirements set forth in this RFP. Proposers offering alternative locations that satisfy or exceed the Board's requirements are encouraged to submit proposals.

F. Summary of Key Requirements.

The Board seeks office space with the following general characteristics:

- I. Minimum Space:** Approximately 3,000 rentable square feet of Class A office space on a single floor in move-in condition.
- II. Term:** Initial lease term of five years, commencing on or about October 1, 2026, with the maximum number of renewal options permitted under Massachusetts law applicable to public agency real estate leases.
- III. Location:** Reasonable proximity to the geographic center of Hampden County with excellent access to State Route 5 and Interstate 91; locations within one-quarter ($\frac{1}{4}$) mile of Route 5 and one-half ($\frac{1}{2}$) mile of Interstate 91 are highly desirable.

IV. Accessibility and Compliance: Full compliance with the Americans with Disabilities Act ("ADA"), Massachusetts building codes, and all applicable federal, state, and local laws and regulations.

v. **Parking:** Minimum of twenty (20) parking spaces available for Board staff, Board members, retirement system members, and visitors, located within 660 feet (one-eighth mile) of the office entrance.

VI. Rent Structure: Level annual payment lease inclusive of base rent, utilities (water, sewer, electricity, heat, and air conditioning), real estate taxes, common area maintenance, and building insurance. Tenant responsible only for interior janitorial services for the demised premises.

VII. Budget: Annual lease cost not to exceed approximately \$ 60,000 for the initial term, subject to adjustment for renewal terms in accordance with Massachusetts law and market conditions.

SECTION II – SCOPE OF SERVICES AND SPACE REQUIREMENTS

A. Office Space Configuration.

The Board requires office space configured to accommodate the following functions and personnel:

I. Private Offices: Minimum of four (4) and preferably up to seven (7) enclosed, private offices with doors for the following personnel:

A. Executive Director

B. First Administrative Assistant

C. Two (2) additional Administrative Assistants

D. Legal Counsel (as needed)

E. Additional administrative support staff or interns (as needed)

II. Conference Room: One (1) large conference room for the exclusive use of the Board and HCRRB public events, capable of accommodating Board meetings, public hearings, and audio/video presentations. The conference room must seat a minimum of 15-20 persons and be accessible and fully functional during Board business hours (8:00 A.M. to 4:00 P.M.) and for evening public meetings (typically until 7:00 P.M.).

III. Open Workspace: Open reception area and workspace sufficient to accommodate a minimum of three (3) computer workstations, desks, filing cabinets, and related office equipment and furnishings.

IV. Kitchenette/Break Room: Kitchenette or break room area including:

- A. Sink with hot and cold running water
- B. Counter space for small appliances
- C. Electrical capacity for refrigerator, microwave, coffee makers, and other standard kitchen appliances
- D. GFCI (ground-fault circuit interrupter) outlets as required by code

V. Storage/Mail Area: Approximately 200 square feet of dedicated storage space within the office suite for supplies, mail-handling equipment, and copier(s), with dedicated electrical circuit(s) for copier and mail-processing equipment. Storage area must be located in close proximity to an exterior door or loading area.

VI. Network/Telecommunications Room: Approximately 100 square feet of separate, enclosed, and fully secured room to house network servers, telecommunications equipment, and telephone system, with the following specifications:

- A. Dedicated electrical circuits with surge protection
- B. Climate control maintaining temperature at approximately 70 degrees Fahrenheit year-round
- C. Humidity level maintained between 30% and 50% year-round
- D. Dust-free environment
- E. Separately zoned HVAC system (highly desirable)
- F. Restricted access with keyed or electronic lock
- G. Plywood or equivalent backboard for telecommunications equipment mounting

VII. Restrooms: Minimum of two (2) restrooms, both fully compliant with ADA requirements and Massachusetts building codes, with hot water and proper sound insulation. Restrooms may be shared with other tenants on the same floor but must be accessible to Board staff, members, and the public during business hours and for evening public meetings.

B. Natural Lighting and Windows.

Availability of natural lighting and exterior windows for private offices and common workspace is highly desirable and will be considered a comparative advantage in the evaluation process.

C. Floor Plan Submission Requirement.

Each proposal must include a detailed floor plan showing:

- I. Layout of all office areas, conference room, kitchenette, storage areas, and telecommunications room
- II. Location and dimensions of all restrooms and common areas accessible to the Board
- III. Location of all structural columns, fixed walls, and existing voice/data jacks
- IV. Location, type, and dimensions of all windows, noting any obstructed views
- V. Identification of neighboring uses where shared or common walls exist
- VI. Clear identification of the demised premises boundary

SECTION III – BUILDING INFRASTRUCTURE AND SERVICES

A. Signage and Wayfinding.

- I. Exterior Signage:** Building exterior signage clearly identifying the building address and directing visitors to building entrances.
- II. Interior Signage:** Interior building directory in main lobby identifying the Board's suite number and floor location; directional signage from lobby to elevators, stairs, and the Board's office entrance; directional signage from elevators and stairs to the Board's office suite.
- III. After-Hours Access:** The building must allow public access to the Board's office during standard business hours and for scheduled evening public meetings, with the ability to secure the Board's office suite with keyed or electronic locks when unattended.

B. Building Security.

I. Security System Description: Proposers must describe in detail any security systems currently in place or to be installed at the proposed location, including:

- A. Access control systems (key card, keypad, biometric, etc.)
- B. Video surveillance systems and camera locations
- C. Monitored alarm systems
- D. After-hours access procedures for Board staff and members

II. Entrance Visibility and Safety: All public and employee entrances must be visible, well-lit, located on an active street, and in a safe neighborhood. The Board may request Uniform Crime Reporting data submitted by the municipality to federal authorities as part of its evaluation.

C. Parking.

I. Minimum Parking Requirement: Parking for a minimum of twenty (20) vehicles for Board staff, Board members, retirement system members, and visitors must be available from 8:00 A.M. through 7:00 P.M., Monday through Friday, and during scheduled weekend or evening public meetings.

II. Parking Location: Parking must be located within 660 feet (one-eighth of one mile) of the office entrance, measured along an accessible pedestrian route.

III. Reserved Parking (Highly Desirable): Designation of a cluster of parking spaces clearly assigned and reserved for the exclusive use of the Board will be considered highly advantageous in the evaluation process.

IV. Parking Lot Maintenance: The landlord shall be responsible for:

- A. Maintenance and repair of all parking lot surfaces, striping, and lighting
- B. Snow removal from parking areas, driveways, and pedestrian walkways before normal business hours (8:00 A.M.) and as necessary thereafter during business hours
- C. Ice treatment and de-icing of parking areas and walkways to prevent unreasonable accumulation of hazardous icy conditions

D. Adequate lighting of parking areas and walkways for safety and security during evening hours

V. Parking Fees: No additional fees or charges shall be imposed on Board staff, members, or visitors for use of parking facilities.

D. Electrical Systems.

I. General Requirements: The proposed site must provide a complete electrical system, tested and ready for operation for both power and lighting distribution, in full compliance with the current National Electrical Code, Massachusetts State Building Code (780 CMR), and all applicable local codes and utility company requirements. The electrical system must be adequate to service current and reasonably anticipated future Board operations.

II. Computer/Network Electrical Requirements: Dedicated circuits with surge protection for all computer workstations, network equipment, servers, and telecommunications equipment. Gigabit-Ethernet-compatible infrastructure is highly desirable and will receive favorable consideration.

III. Copier/Printer Electrical Requirements: Dedicated electrical circuit(s) for office copiers and printers with the following specifications:

A. Voltage: 115 VAC $\pm 10\%$

B. Current: 20 amperes minimum

C. Frequency: 60 Hz

D. Ground: Isolation recommended

E. Receptacle: NEMA Type 5-20R (125V, 2-pole, 3-wire, grounded)

IV. Kitchen/Break Room Electrical Requirements: Adequate electrical capacity for the following appliances (minimum):

A. Two (2) coffee makers

B. One (1) electric tea kettle

C. One (1) microwave oven

D. One (1) toaster or toaster oven

E. One (1) refrigerator

F. One (1) water cooler or water filtration system

G. One (1) paper shredder

- H. Personal fans or space heaters as needed
- I. One (1) postage/mail-processing machine

V. Energy Efficiency and Renewable Energy (Highly Desirable): The Board will give favorable consideration to buildings that:

- A. Incorporate renewable energy systems (photovoltaic solar panels, solar thermal systems, geothermal systems, wind turbines, or other renewable generation)
- B. Utilize energy-efficient LED lighting throughout
- C. Employ Energy Star-rated HVAC and electrical systems
- D. Demonstrate a documented history of energy management and sustainability initiatives

Proposers must describe all renewable energy systems currently installed or planned, including system capacity, energy generation data, and environmental benefits achieved.

E. Telecommunications Infrastructure.

- I. **Telephone Wiring System:** Proposers must specify whether a complete telephone wiring system conforming to the Commonwealth of Massachusetts Information Technology Division Architecture and Enterprise Standards/Wiring Standards and Guidelines is provided as part of the lease or available at additional cost. If provided, a detailed description of the system must be included. If not provided, Proposer must describe how the site will readily accommodate installation of such a system. The landlord must permit the Board and its telephone service provider access to install trunk lines, interface equipment, and terminal equipment at no additional cost to the Board, and must provide access to a telecommunications room or closet.
- II. **Data Wiring System:** The proposal must specify whether a data wiring system is provided. If provided, the system must conform to the Commonwealth's Information Technology Architecture and Enterprise Standards/Wiring Standards and Guidelines and must include:
 - A. Access to building via cable and/or fiber-optic service

- B. Gigabit Ethernet wiring throughout the suite, or conduit and pathways to install such wiring
- C. Full compliance with 201 CMR 17.00 (Massachusetts Standards for the Protection of Personal Information of Residents of the Commonwealth)

If a complete data wiring system is not provided, Proposer must describe how the site will readily accommodate installation. The landlord must permit the Board and its data wiring contractors access to install low-voltage wiring, patch panels, and interface equipment at no additional cost to the Board.

III. High-Speed Internet Access (Highly Desirable): Availability of fiber-optic or high-speed data transmission cable to the building with download speeds of at least 150 Mbps] is highly desirable. Proposers must specify available internet service providers, connection types, and maximum available speeds.

F. Heating, Ventilation, and Air Conditioning (HVAC).

I. Temperature and Humidity Control: The HVAC system must maintain the following conditions throughout the demised premises:

- A. Winter heating season: 68°F to 72°F during business hours
- B. Summer cooling season: 68°F to 72°F during business hours
- C. Humidity: 30% to 50% year-round
- D. Network/telecommunications room: 70°F ±2°F and 30%-50% humidity, 24 hours per day, 365 days per year

II. Noise Levels: HVAC sound levels within occupied office areas must not exceed a Noise Criterion (NC) rating of 35 dB.

III. Control Zones: Proposers must specify the number and location of HVAC control zones within the demised premises. Separate thermostatic controls for individual offices and the conference room are highly desirable. Programmable controls that permit after-hours or weekend heating and cooling for public meetings are required.

IV. System Maintenance: The HVAC system must be serviced, and filters replaced, in accordance with the manufacturer's recommended

maintenance schedule, or more frequently if conditions warrant. Proposer must provide documentation of past HVAC maintenance for the proposed building for the preceding 3 years.

V. Energy Efficiency: Energy-efficient HVAC systems with high SEER (Seasonal Energy Efficiency Ratio) ratings and incorporation of outside air for ventilation and indoor air quality will be considered highly advantageous.

G. Lighting.

I. Illumination Levels: All office space must provide adequate lighting to maintain a uniform lighting level of 65 ± 5 foot-candles at desktop height (approximately 30 inches above finished floor).

II. Lighting Controls:

- A.** Each enclosed office and room must have at least one single-pole lighting switch controlling overhead lighting in that room.
- B.** Open floor areas must have at least one single-pole lighting switch per 600 square feet of open floor area.
- C.** Divisible open areas with more than one entry must have switches adjacent to each entryway.

III. Energy Efficiency (Highly Desirable): Installation of LED lighting fixtures and motion-sensor or occupancy-sensor switches promoting energy efficiency will be considered highly advantageous.

IV. Lighting Inspection: The Board reserves the right to require an independent lighting inspection by a qualified professional to verify compliance with these requirements prior to lease execution.

H. Building and Grounds Maintenance.

I. General Maintenance Obligations: The landlord must maintain the building, demised premises, and grounds in good repair and tenantable condition, including but not limited to:

- A.** Prompt repair or replacement of broken glass, doors, locks, and hardware
- B.** Repair of roof leaks, ceiling leaks, and water infiltration

- C. Maintenance and repair of floors, floor coverings, walls, ceilings, and ceiling tiles
- D. Maintenance and repair of plumbing, electrical, HVAC, fire protection, and life safety systems
- E. Maintenance and repair of elevators (if provided)
- F. Landscape maintenance, lawn care, and grounds keeping
- G. Removal of snow and ice from all building entrances, exits, sidewalks, and parking areas before 8:00 A.M. on business days and as necessary thereafter

I. Response Time: Routine maintenance and repair services must be provided within one (1) business day of notice from the Board. Emergency repairs (loss of heat, air conditioning, water, power, or life safety systems) must be commenced within 4 hours of notice.

II. Emergency Contact Information: Proposer must provide 24-hour emergency contact information for the property owner and/or property manager, including telephone numbers and email addresses for after-hours emergencies.

I. Common Area Cleaning: The landlord must provide daily cleaning and maintenance of all common areas, including lobbies, corridors, stairways, elevators, and restrooms shared with other tenants.

SECTION IV – LEASE TERMS AND CONDITIONS

A. Lease Term and Commencement.

I. Initial Term: The initial term of the lease shall be five years, commencing on or about October 1, 2026.

II. Occupancy Date: The demised premises must be ready for occupancy, in move-in condition, and available for the Board to install furniture, equipment, and telecommunications systems on or before December 1, 2026.

III. Renewal Options: The lease must include the maximum number of renewal options or extension terms permitted under Massachusetts General Laws and regulations applicable to real estate leases by public retirement boards, each renewal term to be five years. Proposers must specify the rent adjustment mechanism for each

renewal term (e.g., fixed percentage increase, Consumer Price Index adjustment, fair market value determination, or other method).

B. Rent and Included Services.

I. Rent Structure: The lease shall provide for a level monthly rent payment payable by the Board to the landlord. Rent shall be inclusive of the following:

- A. Base rent for the demised premises
- B. Real estate taxes and assessments
- C. Building insurance (fire, extended coverage, liability, and other insurance carried by landlord)
- D. Utilities (water, sewer, electricity, natural gas or heating fuel, and any other utilities serving the demised premises)
- E. Common area maintenance (CAM) charges
- F. HVAC operation and maintenance
- G. Parking (minimum twenty (20) spaces)
- H. Snow removal and grounds maintenance
- I. Building exterior maintenance and repairs
- J. Elevator maintenance (if applicable)

II. Tenant Responsibilities: The Board shall be responsible only for interior janitorial and cleaning services within the demised premises. The Board may elect to contract separately for such services.

III. Payment Terms: Rent shall be payable monthly in arrears upon receipt of invoice from the landlord. Payment shall be due within thirty (30) days of invoice date. All payments are subject to annual appropriation by the Board.

IV. No Additional Charges: The landlord shall not impose any additional charges, fees, assessments, or pass-through costs beyond the agreed monthly rent, except as expressly provided in the lease for tenant-caused damage or tenant-requested extraordinary services.

C. Annual Budget Requirement.

The Board's current approximate annual office space budget is \$51,000. Proposals must provide comparable value and shall not exceed \$60,000 for

the initial lease term, unless extraordinary value or amenities justify a higher cost.

D. Compliance with Laws.

- I. ADA Compliance:** The demised premises, building common areas, parking areas, and all routes of travel must be fully compliant with the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), the ADA Accessibility Guidelines, and all implementing regulations (collectively, "ADA Requirements"). The landlord shall be responsible for all alterations and improvements necessary to maintain ADA compliance throughout the lease term.
- II. Building Codes:** The building and demised premises must comply with all applicable federal, state, and local building codes, fire codes, health codes, and safety regulations, including the Massachusetts State Building Code (780 CMR).
- III. Environmental Laws:** The landlord represents and warrants that the building and property are in compliance with all applicable federal and state environmental laws and regulations, and that no hazardous materials, hazardous wastes, or regulated substances are present on the property except in compliance with law. The landlord shall indemnify and hold harmless the Board from any environmental liabilities arising from conditions existing prior to or during the lease term, except to the extent caused by the Board's negligence or willful misconduct.

E. Alterations and Tenant Improvements.

- I. Move-In Condition:** The demised premises must be delivered in move-in condition, ready for installation of the Board's furniture, equipment, and systems, with no additional tenant improvement work required by the Board.
- II. Future Alterations:** The lease must permit the Board to make non-structural alterations and improvements to the demised premises with the landlord's prior written consent, which consent shall not be unreasonably withheld, conditioned, or delayed.
- III. Wall Hangings and Fixtures:** The landlord shall permit the Board to install wall hangings, bulletin boards, clocks, artwork, and other

decorative or functional items. The Board is open to installation of picture rails and chair rails to minimize wall damage.

F. Assignment and Subletting.

The Board shall not assign the lease or sublet all or any portion of the demised premises without the landlord's prior written consent. Notwithstanding the foregoing, the Board may assign the lease without landlord consent to any successor public agency assuming the Board's statutory duties under Massachusetts General Laws Chapter 32.

G. Insurance.

- I. Landlord's Insurance:** The landlord shall maintain, at landlord's expense, comprehensive commercial property insurance covering the building and all building systems, and commercial general liability insurance with minimum limits of \$1,000,000 per occurrence and \$1,000,000 general aggregate.
- II. Tenant's Insurance:** The Board shall maintain, at its expense, commercial general liability insurance covering the Board's operations within the demised premises, with minimum limits as required by applicable law, and shall name the landlord as an additional insured. The Board shall also maintain property insurance covering the Board's personal property, furniture, fixtures, and equipment.

H. Termination.

- I. Termination for Cause:** Either party may terminate the lease upon material breach by the other party, subject to notice and cure provisions to be negotiated.
- II. Termination for Appropriation Failure:** In the event that the Board is unable to obtain annual appropriation or funding sufficient to pay rent, the Board may terminate the lease upon 90-120 days' prior written notice to the landlord, without penalty.
- III. Termination Upon Abolition or Consolidation:** In the event that the Board is abolished, consolidated with another retirement system, or its statutory authority is transferred to another entity by act of the Massachusetts General Court, the Board may terminate the lease

upon an appropriate prior written notice period, subject to payment of reasonable termination fees or damages as negotiated.

SECTION V – PROPOSAL SUBMISSION REQUIREMENTS

A. Submission Deadline and Location.

I. Deadline: Sealed proposals must be received no later than September 21, 2026 at 2:00 P.M. Eastern Time.

II. Delivery Address:

Hampden County Regional Retirement Board
67 Hunt Street, Suite 202
Agawam, MA 01001
Attention: Karen Martin, Executive Director

III. Late Proposals: Proposals received after the deadline will not be accepted or considered.

IV. Proposal Modification or Withdrawal: Proposers may modify or withdraw submitted proposals at any time prior to the submission deadline by submitting written notice to the Board at the address above.

B. Two-Envelope Submission Requirement.

Each Proposer must submit **one (1) original and (5) copies** of its proposal, separated into two sealed envelopes as follows:

I. Envelope One – Qualifications Proposal: Containing all information, documentation, and attachments required by Section V.D below, **excluding** the Lease Cost Proposal Summary (Attachment A). The exterior of Envelope One must be clearly marked: **"HCRRB Office Lease RFP – Qualifications Proposal – DO NOT OPEN WITH PRICE PROPOSAL."**

II. Envelope Two – Price Proposal: Containing **only** the completed Lease Cost Proposal Summary (Attachment A). The exterior of Envelope Two must be clearly marked: **"HCRRB Office Lease RFP – Price Proposal – CONFIDENTIAL."**

Both envelopes must be enclosed in a single outer sealed envelope or package clearly marked: "**HCRRB Office Lease RFP – Proposal of [Proposer Name] – DO NOT OPEN UNTIL September 21, 2026 after 2:00 PM Eastern Time.**"

C. Mandatory Proposal Contents – Qualifications Proposal (Envelope One).

The Qualifications Proposal must include all of the following items, in the order listed:

I. Completed Response Form for Proposal Submittal (Attachment E), including:

- A.** Proposer name, address, telephone, and email contact information
- B.** Property owner name and address (if different from Proposer)
- C.** Street address of proposed property
- D.** Net rentable square feet of proposed office space
- E.** Floor location within building
- F.** Parking location and capacity
- G.** Restroom location (within suite or common area)
- H.** List of other tenants in the building
- I.** Date space is available for occupancy
- J.** Description of security systems in place

II. Detailed Floor Plan meeting the requirements of Section II.C above.

III. Building and Property Description, including:

- A.** Year built and history of major renovations or improvements
- B.** Total building square footage and number of floors
- C.** Current occupancy rate
- D.** Building ownership structure
- E.** Property management company and contact information
- F.** Photographs of building exterior, lobby, common areas, and proposed office space (interior and exterior views)

IV. Narrative Response to RFP Requirements, addressing each of the following topics in detail:

- A. How the proposed space meets or exceeds the office space configuration requirements set forth in Section II.A
- B. Signage, wayfinding, and after-hours access (Section III.A)
- C. Building security systems and measures (Section III.B)
- D. Parking capacity, location, maintenance, and any reserved spaces offered (Section III.C)
- E. Electrical system capacity and compliance (Section III.D)
- F. Telecommunications infrastructure and high-speed internet availability (Section III.E)
- G. HVAC system description, zoning, controls, and maintenance history (Section III.F)
- H. Lighting systems and energy efficiency features (Section III.G)
- I. Building and grounds maintenance programs and procedures (Section III.H)
- J. Renewable energy systems and sustainability initiatives (Section III.D.V and III.E)
- K. ADA compliance and accessibility features (Section IV.D.I)
- L. Proximity and access to State Route 5 and Interstate 91 (measured in linear miles)
- M. Proximity to area amenities (dining, banking, postal services, etc.)
- N. Absence of noxious fumes, excessive noise, or other environmental concerns
- O. Any additional features, amenities, or benefits that distinguish the proposed location

V. Certificate of Authority (Attachment B), executed by an authorized officer of the Proposer, certifying authority to execute contracts on behalf of the Proposer.

VI. Massachusetts Tax Compliance Statement (Attachment C), certifying that the Proposer has filed all Massachusetts state tax returns and paid all state taxes required under law.

VII. Certificate of Non-Collusion (Attachment D), certifying that the proposal has been made in good faith without collusion or fraud.

VIII. Evidence of Property Ownership or Control, such as:

- A. Copy of recorded deed if Proposer is the property owner, or
- B. Written authorization from property owner permitting Proposer to submit proposal and enter into lease on owner's behalf
- IX. **References:** Names, addresses, and telephone numbers of at least three (3) current or former commercial tenants of the proposed property, preferably including at least one public agency or governmental tenant.
- X. **Financial Capacity Documentation** (optional but encouraged): Proposer may submit evidence of financial capacity to perform the lease obligations, such as financial statements, credit references, or bonding capacity.

D. Mandatory Proposal Contents – Price Proposal (Envelope Two).

The Price Proposal must include **only** the completed **Lease Cost Proposal Summary** (Attachment A), specifying:

- I. Total annual lease cost to the Board for each year of the initial lease term (Years One through Five)
- II. Total annual lease cost for each year of each renewal option term
- III. Description of all costs included in the annual lease price (must include all items listed in Section IV.B.I)
- IV. Description of any costs **not** included in the annual lease price (e.g., interior janitorial services, tenant-caused repairs, telecom service fees, internet service fees)
- V. Rent escalation methodology for renewal terms (fixed percentage, CPI adjustment, fair market value, etc.)

SECTION VI – PROPOSAL EVALUATION AND SELECTION

A. Evaluation Process.

- I. **Two-Stage Review:** The Board will conduct a two-stage evaluation process:
 - A. **Stage One – Qualifications Review:** The Board's staff and designated evaluation committee will review all Qualifications Proposals (Envelope One) to determine whether each proposal

meets the minimum requirements set forth in this RFP and to evaluate and score each proposal against the comparative evaluation criteria set forth in Section VI.B below. Price Proposals (Envelope Two) will remain sealed during Stage One.

B. Stage Two – Price Review and Final Selection: After completing the qualifications review and scoring, the Board will open and review the Price Proposals (Envelope Two) of all responsive, responsible proposers. The Board will then determine the proposal that offers the best value to the Board, considering both qualifications scores and price.

II. Site Visits: The Board reserves the right to conduct site visits to any or all proposed locations prior to final selection. Proposers must make proposed premises available for inspection upon reasonable notice.

III. Interviews or Presentations: The Board reserves the right to request interviews, presentations, or clarifications from any or all Proposers.

IV. Negotiation: The Board reserves the right to negotiate lease terms and conditions with the highest-ranked Proposer(s) prior to final selection and execution of a lease agreement.

B. Evaluation Criteria.

Proposals will be evaluated based on the following criteria:

I. Minimum Evaluation Criteria (Pass/Fail): Each proposal must meet all of the following minimum criteria to be considered responsive: Proposals that fail to meet any minimum criterion will be rejected as non-responsive.

A. Minimum 3,000 rentable square feet of office space

B. Office space in move-in condition on a single floor

C. Initial lease term of five years with at least one renewal option(s)

D. Reasonable proximity to geographic center of Hampden County with excellent access to Route 5 and Interstate 91

E. Minimum twenty (20) parking spaces within 660 feet of office entrance

F. Full ADA compliance

G. Timely submission of complete proposal by deadline

H. Execution of all required certifications and attachments

II. Comparative Evaluation Criteria (Scored): Responsive proposals will be evaluated and scored based on the following comparative criteria. The Board will assign points to each criterion based on the degree to which each proposal meets or exceeds the standard:

A. Office Space Configuration and Layout (Maximum 5 points):

1. Number, size, and layout of private offices
2. Adequacy and functionality of conference room for Board meetings and public events
3. Adequacy of open workspace, storage, and support areas
4. Availability of natural lighting and windows in offices and workspace
5. Proximity of restrooms to office suite
6. Overall space efficiency and functionality for Board operations

B. Building Quality, Image, and Amenities (Maximum 5 points):

1. Class A office building character and professional appearance
2. Modern, attractive, well-maintained building and grounds
3. Compatibility of neighboring tenants and building uses
4. Quality of building common areas, lobby, and public spaces
5. Overall impression and suitability for a public agency

C. Location and Accessibility (Maximum 5 points):

1. Proximity to geographic center of Hampden County
2. Distance from State Route 5 (locations within $\frac{1}{4}$ mile highly desirable)
3. Distance from Interstate 91 (locations within $\frac{1}{2}$ mile highly desirable)
4. Ease of access for employees and visitors
5. Safety of neighborhood and location
6. Proximity to area amenities (dining, banking, postal services)

D. Parking (Maximum 5 points):

1. Total number of parking spaces available
2. Proximity of parking to office entrance (within 660 feet required; closer is better)
3. Availability of reserved or assigned parking spaces for the Board
4. Quality, safety, and lighting of parking areas

5. Adequacy of walkways and accessibility between parking and entrance

E. Building Infrastructure and Systems (Maximum 5 points):

1. Quality, capacity, and energy efficiency of electrical systems
2. Adequacy of telecommunications and data infrastructure; gigabit-Ethernet compatibility
3. Quality, efficiency, and zoning of HVAC systems; programmability for after-hours use
4. Quality and energy efficiency of lighting systems; motion-sensor controls
5. Availability of high-speed fiber-optic internet service

F. Security (Maximum 5 points):

1. Quality and comprehensiveness of building security systems
2. Access control and after-hours access procedures
3. Video surveillance coverage
4. Visibility and lighting of entrances and parking areas

G. Maintenance and Services (Maximum 5 points):

1. Quality of building and grounds maintenance programs
2. Responsiveness and availability of maintenance personnel
3. Snow removal and ice treatment procedures and equipment
4. HVAC maintenance history and documentation
5. Emergency response procedures and 24-hour contact availability

H. Energy Efficiency and Sustainability (Maximum 5 points):

1. Presence and capacity of renewable energy systems (solar, geothermal, etc.)
2. Documentation of energy generation and environmental benefits achieved
3. LED lighting and energy-efficient building systems
4. Energy management programs and initiatives
5. Waste management and recycling programs

I. Environmental Quality (Maximum 5 points):

1. Absence of noxious fumes, odors, or air quality concerns
2. Noise levels within acceptable limits
3. Buffering from incompatible uses or noise sources

4. Overall environmental quality and comfort

J. Landlord Experience and References (Maximum 5 points):

1. Landlord's experience with commercial office leases
2. Experience with public agency or governmental tenants
3. Quality of tenant references provided
4. Landlord's responsiveness and professionalism during RFP process

K. Flexibility and Accommodation (Maximum 5 points):

1. Willingness to accommodate Board's requested lease terms and conditions
2. Flexibility regarding alterations, wall hangings, and tenant improvements
3. Accommodation of after-hours and weekend public meeting access
4. Overall responsiveness to Board's operational needs

Total Maximum Qualifications Score: 55 points

III. Price Evaluation: Price Proposals will be evaluated based on:

- A. Total annual lease cost for initial term and renewal terms
- B. Reasonableness of rent escalation methodology for renewal terms
- C. Comprehensiveness of services included in lease price
- D. Overall value relative to qualifications score

C. Best Value Determination.

The Board will select the proposal that offers the best overall value to the Board and the retirement system, considering both qualifications and price. The Board is not required to select the lowest-priced proposal or the highest-scoring qualifications proposal, but will determine which proposal provides the best combination of quality, suitability, and cost.

The Board reserves the right to:

- I. Reject any and all proposals if the Board determines that no proposal serves the best interests of the Board and the retirement system
- II. Waive minor informalities or irregularities in proposals

- III. Request additional information, clarifications, or revised proposals from any Proposer
- IV. Conduct negotiations with one or more Proposers prior to final selection
- V. Cancel or modify this RFP at any time prior to execution of a lease agreement

D. Ranking and Award.

- I. Notification:** The Board anticipates completing its evaluation, conducting any necessary site visits or interviews, and voting on award of the lease at a special meeting on September 24, 2026. All Proposers will be notified in writing of the Board's decision within five business days following the Board vote.
 - II. Lease Negotiation and Execution:** Following award, the Board and the selected Proposer will negotiate and execute a lease agreement incorporating the terms set forth in this RFP, the selected proposal, and such additional terms and conditions as the parties agree upon. The Board anticipates executing a lease agreement by October 1, 2026 to permit occupancy no later than December 1, 2026.
-

SECTION VII – GENERAL INFORMATION AND INSTRUCTIONS

A. Public Records.

All proposals submitted in response to this RFP are subject to Massachusetts Public Records Law (M.G.L. c. 66, § 10) and may be disclosed to the public upon request, except to the extent that specific information is exempt from disclosure under applicable law. Proposers claiming that any portion of a proposal contains proprietary or confidential information exempt from disclosure must clearly mark each such page "CONFIDENTIAL" and provide a detailed written explanation of the legal basis for the claimed exemption. The Board will consider such claims but makes no representation that any information will be withheld from disclosure if requested under the Public Records Law. Price information is generally not exempt from disclosure.

B. Right to Rely on Proposal.

By submitting a proposal, each Proposer certifies that:

- I. The Proposer has read, understands, and agrees to comply with all requirements, terms, and conditions set forth in this RFP
- II. All information provided in the proposal is true, accurate, and complete to the best of Proposer's knowledge
- III. The proposal will remain valid and open for acceptance by the Board for a period of 90 days following the submission deadline
- IV. The Proposer has inspected the RFP and identified any ambiguities, errors, or omissions, and has requested clarification if necessary

C. Amendments and Addenda to RFP.

The Board reserves the right to amend or supplement this RFP at any time prior to the submission deadline. Any amendments or addenda will be posted on the HCRB.ORG and sent to all parties who have requested copies of the RFP. Proposers are responsible for monitoring for and incorporating any amendments or addenda into their proposals. Proposers must acknowledge receipt of all addenda in their proposals.

D. Questions and Requests for Clarification.

- I. Deadline for Questions:** All questions and requests for clarification regarding this RFP must be submitted in writing (by email) to Karen Martin, Executive Director no later than August 25, 2026.
- II. Responses:** The Board will respond to all timely questions in writing and will post all questions and answers on August 27, on the HCRB.ORG for the benefit of all Proposers. The Board will not respond to questions received after the deadline.
- III. No Oral Modifications:** No oral statements, representations, or modifications of this RFP by Board members, staff, or representatives shall be binding. Only written amendments and addenda issued by the Board shall modify this RFP.

E. Site Tours.

The Board will offer Proposers the opportunity to tour the Board's current office space at 67 Hunt Street, Suite 202, Agawam, MA 01001 to better understand the Board's operations and space needs. Site tours will be conducted by appointment only. Proposers wishing to schedule a site tour , prior to September 1, 2026 at 2:00 P.M. and must contact Karen Martin , Executive Director for information by phone or email by August 25, 2026 at 2:00 P.M. Site tours are optional and are not required to submit a proposal.

F. Proposal Preparation Costs.

All costs incurred by Proposers in preparing and submitting proposals, attending site tours, participating in interviews or presentations, or otherwise responding to this RFP are the sole responsibility of the Proposer. The Board will not reimburse any Proposer for any costs associated with this procurement.

G. No Guarantee of Award.

Issuance of this RFP does not constitute a commitment by the Board to award a lease or enter into any agreement. The Board reserves the right to cancel this RFP, reject all proposals, and re-solicit proposals at any time if the Board determines such action is in the best interests of the Board and the retirement system.

H. Board's Tax-Exempt Status.

The Board is a public agency and political subdivision of the Commonwealth of Massachusetts and is exempt from federal income taxation under Internal Revenue Code Section 115 and from Massachusetts sales and use taxes under M.G.L. c. 64H, § 6(d). The Board will provide appropriate tax exemption certificates to the selected landlord.

I. No Assignment by Landlord.

The selected landlord may not assign, transfer, or sell the lease or the property without the Board's prior written consent. Any change in property ownership during the lease term must be disclosed to the Board, and the new owner must assume all obligations of the landlord under the lease.

J. Force Majeure.

Neither party shall be liable for failure to perform its obligations under the lease due to acts of God, war, terrorism, strikes, epidemics, pandemics, government orders, or other events beyond the reasonable control of the party, provided that the affected party provides prompt notice to the other party and uses reasonable efforts to mitigate the impact of the event.

K. Governing Law and Venue.

This RFP, all proposals, and any resulting lease agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. Any litigation arising out of this procurement or any resulting lease shall be brought exclusively in the courts of the Commonwealth of Massachusetts, and each party consents to the jurisdiction and venue of such courts.

L. Non-Discrimination and Equal Opportunity.

The selected landlord agrees to comply with all applicable federal and state laws, regulations, and executive orders prohibiting discrimination in employment and in provision of services, including without limitation Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Massachusetts General Laws Chapter 151B.

M. Severability.

If any provision of this RFP or any resulting lease agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect.

SECTION VIII – ATTACHMENTS

The following attachments are incorporated into and made part of this RFP. Proposers must complete and submit Attachments A through E as required by Section V above.

ATTACHMENT A: LEASE COST PROPOSAL SUMMARY (to be included only in Price Proposal – Envelope Two)

ATTACHMENT B: CERTIFICATE OF AUTHORITY (to be included only in Qualifications Proposal – Envelope One)

ATTACHMENT C: MASSACHUSETTS TAX COMPLIANCE STATEMENT (to be included only in Qualifications Proposal – Envelope One)

ATTACHMENT D: CERTIFICATE OF NON-COLLUSION (to be included only in Qualifications Proposal – Envelope One)

ATTACHMENT E: RESPONSE FORM FOR PROPOSAL SUBMITTAL (to be included only in Qualifications Proposal – Envelope One)

ATTACHMENT A

LEASE COST PROPOSAL SUMMARY

TO BE INCLUDED ONLY IN PRICE PROPOSAL (ENVELOPE TWO)

Name of Proposer:

Address of Property to be Leased:

Street Address:

Suite/Unit Number:

Floor:

City/Town:

Contact Information:

Contact Name:

Phone Number:

Email:

Net Rentable Square Feet of Usable Office Space:

LEASE PRICE AND TERM PROPOSED

INITIAL TERM – YEARS ONE THROUGH [INSERT INITIAL TERM LENGTH]

TOTAL ANNUAL LEASE COSTS TO BOARD BY YEAR:

YEAR ONE: \$_____

YEAR TWO: \$_____

YEAR THREE: \$_____

YEAR FOUR: \$_____

YEAR FIVE: \$_____

[INSERT ADDITIONAL YEARS OF INITIAL TERM IF APPLICABLE]

FIRST RENEWAL OPTION – YEARS [INSERT YEAR NUMBERS]

TOTAL ANNUAL LEASE COSTS TO BOARD BY YEAR:

YEAR _____: \$_____

YEAR _____: \$_____

YEAR _____: \$_____

YEAR _____: \$_____

YEAR _____: \$_____

[INSERT ADDITIONAL YEARS IF APPLICABLE]

SECOND RENEWAL OPTION – YEARS [INSERT YEAR NUMBERS] (IF APPLICABLE)

TOTAL ANNUAL LEASE COSTS TO BOARD BY YEAR:

YEAR ____: \$_____

YEAR ____: \$_____

YEAR ____: \$_____

YEAR ____: \$_____

YEAR ____: \$_____

[INSERT ADDITIONAL RENEWAL OPTIONS IF APPLICABLE]

RENT ESCALATION METHODOLOGY FOR RENEWAL TERMS:

Describe the method by which rent will be adjusted for each renewal term (e.g., fixed percentage increase, Consumer Price Index adjustment, fair market value determination, etc.):

COSTS INCLUDED IN ANNUAL LEASE PRICE:

Check all that apply and describe any limitations or qualifications:

- ☐ Base Rent
- ☐ Real Estate Taxes and Assessments
- ☐ Building Insurance (fire, liability, extended coverage)
- ☐ Water and Sewer
- ☐ Electricity
- ☐ Natural Gas / Heating Fuel
- ☐ Common Area Maintenance (CAM)
- ☐ HVAC Operation and Maintenance
- ☐ Parking (Number of spaces included: _____)
- ☐ Snow Removal and Ice Treatment
- ☐ Grounds Maintenance and Landscaping
- ☐ Building Exterior Maintenance and Repairs
- ☐ Elevator Maintenance (if applicable)
- ☐ Common Area Cleaning and Janitorial
- ☐ Other (describe):

COSTS NOT INCLUDED IN ANNUAL LEASE PRICE:

List any costs or services for which the Board will be separately responsible (e.g., interior janitorial services, telephone/internet service fees, tenant-caused damage, etc.):

Signature of Authorized Representative:

Printed Name and Title:

Date:

ATTACHMENT B

CERTIFICATE OF AUTHORITY

TO BE INCLUDED ONLY IN QUALIFICATIONS PROPOSAL (ENVELOPE ONE)

At a duly authorized meeting of the Board of Directors [or other governing body] of

(Name of Company or Organization)

held on _____, at which all directors were present or waived notice,
(Date)

it was voted that

_____,
(Name and Title of Officer)

of this company be and hereby is authorized to execute contracts, leases, and bonds in the name of said company, and affix its corporate seal thereto [if applicable], and such execution of any contract or obligation in this company's name on its behalf by such officer under the seal of the company [if applicable] shall be valid and binding upon this company.

A TRUE COPY, ATTEST:

(Signature of Corporate Secretary or Clerk)

Place of Business:

I hereby certify that I am the

(Title, e.g., Secretary, Clerk)

of the

(Name of Corporation or Organization)

that

(Name of Officer)

is the duly elected

(Title)

of said company, and the above vote has not been amended or rescinded
and remains in full force and effect as of the date of this proposal.

Signature:

Name and Title:

Date:

(Corporate Seal, if applicable)

COMMONWEALTH OF MASSACHUSETTS

_____ County, ss.

On this _____ day of _____, 2026, before me, the undersigned notary public, personally appeared

_____,
proved to me through satisfactory evidence of identification, which was _____, to be
the person whose name is signed on the preceding or attached document,
and acknowledged to me that he/she signed it voluntarily for its stated
purpose.

Notary Public

My Commission Expires:

ATTACHMENT C

MASSACHUSETTS TAX COMPLIANCE STATEMENT

TO BE INCLUDED ONLY IN QUALIFICATIONS PROPOSAL (ENVELOPE ONE)

To: Hampden County Regional Retirement Board
67 Hunt Street, Suite 116
Agawam, Massachusetts 01001

From:

(Name of Proposer)

Federal Employer Identification Number:

I certify under the penalty of perjury that the above-named organization or person, to the best of my knowledge, has filed all Massachusetts state tax returns and paid all Massachusetts state taxes required under law.

SIGNED THIS DATE:

BY:

(Signature)

NAME:

(Print or Type)

TITLE:

NOTE: Your Federal Employer Identification Number will be furnished to the Commonwealth of Massachusetts Department of Revenue to determine whether all tax filing and tax payment obligations have been met. Under M.G.L. c. 62C, § 49A, providers of goods and services who fail to correct a tax filing or tax payment delinquency will not have contracts or other agreements issued, renewed, or extended.

ATTACHMENT D

CERTIFICATE OF NON-COLLUSION

TO BE INCLUDED ONLY IN QUALIFICATIONS PROPOSAL (ENVELOPE ONE)

The undersigned certifies under penalties of perjury that this 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 Proposal)

(Name of Proposer — Print or Type)

(Title of Individual Submitting Proposal)

(Date)

ATTACHMENT E

RESPONSE FORM FOR PROPOSAL SUBMITTAL

TO BE INCLUDED ONLY IN QUALIFICATIONS PROPOSAL (ENVELOPE ONE)

This form must accompany each proposal submitted.

1. Proposal Submitted by:

Name:

Address:

Phone Number:

Email:

2. Owner of Property (if different than Proposer):

Name:

Address:

3. Address of Property to be Leased:

Street Address:

Suite/Unit Number:

City/Town:

4. Net Rentable Square Feet of Usable Office Space:

5. Location within Building (Floor):

6. Location of Parking:

Total Number of Parking Spaces Available to Board:

7. Location of Restrooms:

☐ Within Demised Premises

☐ Building Common Area – Floor:

8. List Other Tenants in the Building:

9. When is the space available for occupancy?

10. Describe security measures in place at the property:

11. Distance from State Route 5: _____ miles

12. Distance from Interstate 91: _____ miles

13. Acknowledgment of Addenda:

The undersigned acknowledges receipt of the following addenda to the RFP
(list by number and date):

Addendum No. _____, dated

Addendum No. _____, dated

☐ No addenda were issued.

Signature of Authorized Representative:

Printed Name and Title:

Date:

[END OF REQUEST FOR PROPOSALS]