

**TOWN OF GLASTONBURY  
REQUEST FOR PROPOSALS  
WINTER HILL FARM PROPERTY LEASE  
EQUESTRIAN FACILITY AND FARM  
RPGL-2010-17**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms interested in leasing the Town-owned Winter Hill Farm, Bailey Street, Glastonbury, Connecticut. The Town will consider all proposals that are permitted by and consistent with the underlying Rural Residence zoning including the continued use of the property for agriculture and/or an equestrian training facility with stables and turnout areas. Other potential uses that could be approved by either Special Permit or Special Exception to the Town's Building Zone Regulations will also be considered.

A pre-proposal site visit will be held on Tuesday, November 10, 2009 at 11:00 a.m. Interested persons should meet at the property on Bailey Street, Glastonbury, Connecticut. Attendance is not mandatory.

Proposals must be submitted to the Purchasing Agent no later than December 10, 2009 at 11:00 a.m.

**LATE PROPOSALS WILL NOT BE CONSIDERED. COPIES OF THE PROPOSAL ARE AVAILABLE ON THE TOWN'S WEBSITE AT [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov).**

Mary F. Visone  
Purchasing Agent

**TABLE OF CONTENTS**

|                     |                                | <b><u>Page No.</u></b> |
|---------------------|--------------------------------|------------------------|
| <b>Section I</b>    | <b>General Information</b>     | 1                      |
| <b>Section II</b>   | <b>Inspection of Land</b>      | 1                      |
| <b>Section III</b>  | <b>Pre-Proposal Site Visit</b> | 1                      |
| <b>Section IV</b>   | <b>Term of Lease</b>           | 1                      |
| <b>Section V</b>    | <b>Basis for Selection</b>     | 2                      |
| <b>Section VI</b>   | <b>Submission of Proposal</b>  | 2                      |
| <b>Section VII</b>  | <b>Evaluation Criteria</b>     | 4                      |
| <b>Section VIII</b> | <b>Selection Process</b>       | 5                      |
| <b>Section IX</b>   | <b>Insurance</b>               | 5                      |

**Attachments**

- Attachment A – Town of Glastonbury Response Page
- Attachment B – Statement of Non-Collusion
- Attachment C – Plan Depicting Existing and Possible Hay Lots Located at Marlborough Road and Bailey Street, Glastonbury, Connecticut.

**Winter Hill Farm**

**Property Lease – Equestrian Facility and Farm**

**Section I – General Information**

- It is the intent of the Town of Glastonbury to lease portions of the Town-owned 140± acre Winter Hill Farm property located on the south side of Bailey Street for continued agricultural use, horse boarding, equestrian training or any other use permitted in Glastonbury’s Rural Residence zone. Other potential uses that could be approved by either Special Permit or Special Exception to the Town’s Building Zone Regulations, such as greenhouses, nurseries, and recreational uses, will also be considered.
- In 2009, approximately 65 acres of land was leased to a local farmer and horse owner for either hay production or as a turnout area as indicated below. Please refer to the map entitled, “Plan Depicting Existing and Possible Hay Lots Located at Marlborough Road and Bailey Street, Glastonbury, Connecticut”.

|            |        |               |
|------------|--------|---------------|
| Hay Lot A  | 40 A   | Hay           |
| Turn Out B | 1.0 A  | Hay           |
| Turn Out C | 5.3 A  | Hay           |
| Turn Out D | 12.5 A | Hay           |
| Turn Out E | 2.1 A  | Turn Out Area |
| Turn Out F | 1.85 A | Hay           |
| Turn Out G | 2.0 A  | Hay           |
| Turn Out H | 1.0 A  | Hay           |

- In addition, for the past 15+ years, the Winter Hill Farm has supported the breeding and training of Percheron horses. The property includes four (4) buildings including: (1) a building with space for two offices, storage, ten double sized horse stalls and eight single horse stalls and a loft for hay storage; (2) a barn with ten concrete walled horse stalls, several large storage areas for hay, equipment and/or other materials/supplies; (3) a three sided barn, approximately 70’ x 40’ deep, and one outdoor riding ring; and (4) a 29,000 s.f. indoor riding ring. There are seven fenced turn out areas of various sizes with electric fence and heated watering stations. Both water and electric services are available on site. The electric service will need to be restored with the local utility company.
- The property has frontage on Bailey Road, Hebron Avenue and Marlborough Road.

**Section II – Inspection of Land**

- Each potential lessee shall inform himself/herself fully of the nature of the conditions and peculiarities of the site, its buildings and utilities. Failure to do so will not relieve a person submitting a successful proposal from carrying out any of the provisions and obligations of the lease agreement.

**Section III – Pre-proposal Site Visit(s)**

- There will be an optional pre-proposal site visit and tour on Tuesday, November 10, 2009 at 11:00 a.m. Potential lessees should meet at the large barn at the Winter Hill Farm, Bailey Street, Glastonbury, Connecticut. Potential lessees should be prepared for inclement weather.

**Section IV – Term of Lease**

- The length of the lease period shall be for a minimum of one year.

## **REQUEST FOR PROPOSALS**

**RPGL-2010-17**

### **Winter Hill Farm**

### **Property Lease – Equestrian Facility and Farm**

- The Town will consider any and all lease terms, and renewal periods, proposed by potential lessees. It is understood that the lessee may require a longer lease period in order to recover specified capital investments. The Town will consider such proposals.
- The final lease term and the terms of agreement will be subject to negotiation between the Town and interested lessees and may be a significant factor considered as part of the basis for selection.

#### **Section V – Basis for Selection**

- Many factors will be considered by the Town in its decision to award the lease. While the lease payment is certainly one factor, the nature and type of the proposed land/building use will be carefully considered. Factors to be considered may include, but are not necessarily limited to, type of operation, hours of operation, compatibility with the abutting properties, parking, traffic, noise, capital improvements proposed, building modifications required, financial stability of the Lessee, and benefits to the Town. The decision of the Town to lease any parcels to a specified party or parties shall not be subject to legal challenge or appeal in any form.
- The Town also reserves the right to lease the property in its entirety to one Lessee or to lease portions of the property to more than one Lessee.
- Whenever it is deemed to be in the best interest of the Town, the Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all proposals. The right is reserved to reject any proposal or any part of any proposal when such action is deemed to be in the best interest of the Town of Glastonbury.
- Proposals must be submitted complete in every detail and, when requested, supporting or supplemental information shall be provided. If a proposal involves any exception from stated requirements, they must be clearly noted as exceptions and listed in the proposal. The reason for any exception shall also be stated.

#### **Section VI – Submission of Proposal**

##### **Proposal Instructions**

- By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Town's intent as outlined in this RFP.
- All interested parties are required to submit an original and seven (7) copies of their proposal(s) to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked as follows:

**SEALED REQUEST FOR PROPOSALS  
WINTER HILL FARM – PROPERTY LEASE  
EQUESTRIAN FACILITY AND FARM  
RPGL-2010-17  
DECEMBER 10, 2009  
TIME – 11:00 A.M.**

**Winter Hill Farm**

**Property Lease – Equestrian Facility and Farm**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein. (Please only include relevant information as requested).
  1. Table of Contents to include clear identification of the material provided by section and number.
  2. A letter of transmittal indicating the party's interest in leasing land and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the party to a contract.
  3. Name, address, telephone number, and email address of person(s) to be contacted for further information or clarification.
  4. A background statement including a description of the party or business submitting the proposal.
  5. A detailed description of proposal to include nature of the operation, type of business, hours of operation, parking requirements, number of employees, planned building use, and any other information that would help the Town understand the nature of the proposed use.
  6. A detailed description of the proposed rent or financial benefits to the Town including the proposed payment terms (monthly, quarterly, etc.).
  7. If significant building or site improvements are anticipated, describe the nature of the proposed improvements. To the extent possible, quantify the value of the proposed improvements and provide supporting documentation.
  8. If the proposal is contingent on the applicant's ability to secure required approvals for local regulatory authorities, licenses, or other contingencies (such as project financing), please list each and describe in detail. Please provide an accurate timetable for securing approvals, licenses and/or other contingencies.
  9. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
  10. Proposal Response Form (**ATTACHMENT A**).
  11. Respondent is required to review the Town of Glastonbury Code of Ethics adopted by July 8, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the bid/proposal response page (BP). The selected Respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website click on **Bids & RFPs**, which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**. If the Respondent does not have access to the

**Winter Hill Farm**

**Property Lease – Equestrian Facility and Farm**

internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid/proposal.

12. Statement of Non-Collusion (**ATTACHMENT B**).

13. Any technical questions regarding this RFP shall be made in writing (email acceptable) and directed to Raymond E. Purtell, Director of Parks & Recreation, 2155 Main Street, Glastonbury, CT 06033; [ray.purtell@glastonbury-ct.gov](mailto:ray.purtell@glastonbury-ct.gov). For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). (Upon entering the website click on Bids & RFPs). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.**

Note: Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all offerors and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

14. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.

Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

**Section VII– Evaluation Criteria**

- The following factors will be considered by the Town when evaluating proposals:
  - Overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
  - Many factors will be considered by the Town in its decision to award the lease. While the lease payment is certainly one factor, the nature and type of the proposed land use will be carefully considered. Factors to be considered may include, but are not necessarily limited to, type of operation, hours of operation, compatibility with the abutting properties, parking, traffic, noise, capital improvements proposed, building modifications required and benefits to the Town.
  - Other factors that may be considered by the Town are the potential environmental impact on the property of the Lessee's proposed operation, including, but not necessarily limited to, the use of herbicides, pesticides, and fertilizers; cultivation methods; crops grown; and manure management, as applicable.

# REQUEST FOR PROPOSALS

RPGL-2010-17

## Winter Hill Farm

### Property Lease – Equestrian Facility and Farm

- The Town’s assessment of the likelihood that the Lessee will be able to obtain any required approvals of local regulatory authorities, licenses, or other contingencies, including project financing, in a timely manner.
- Overall benefit to the community at large including the possibility of allowing limited public access to the property for uses that are compatible with the Lessee’s use of the property. (Access to trails, cross-country skiing, etc.)

#### Section VIII - Selection Process

- This request for proposals does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for qualifications become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for qualifications, if it is in the best interests of the Town to do so.
- All proposals received will be reviewed to determine which proposals most closely meet the Town’s needs. A selected number of respondents will be invited to make presentations in detail.
- Additional information may be requested from any respondent.
- Based on the results of the review of the written proposal, interviews, and other provided supplemental information, the Town will negotiate a specific agreement based on these discussions.
- The selected respondent will be expected to execute a Lease Agreement with the Town.

#### Timeline

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town, as required.

|  |                                 |
|--|---------------------------------|
| Publicize RFP                                      | September 22, 2009              |
| Pre-Proposal meeting (Non-Mandatory)               | November 10, 2009 at 11:00 a.m. |
| RFQ Due Date                                       | December 10, 2009 at 11:00 a.m. |
| Shortlist of Proposals Received                    | December 18, 2009               |
| Interviews with Top Respondents (if desired)       | TBD                             |
| Finalize Lease Negotiations from Top Respondent(s) | TBD                             |
| Lease Effective Date                               | January 1 – March 1, 2010 est.  |

**REQUEST FOR PROPOSALS**  
**Winter Hill Farm**  
**Property Lease – Equestrian Facility and Farm**

**RPGL-2010-17**

**Section IX - Insurance**

**INSURANCE**

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondents Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondents Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage  
Each Occurrence \$1,000,000  
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage:  
Per Accident \$1,000,000

The Respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Respondent shall provide the Town copies of any such policies upon request.

**INDEMNIFICATION**

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or



**REQUEST FOR PROPOSALS**

**RPGL-2010-17**

**Winter Hill Farm**

**Property Lease – Equestrian Facility and Farm**

organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

**REQUEST FOR PROPOSALS  
Winter Hill Farm  
Property Lease – Equestrian Facility and Farm**

**RPGL-2010-17**

**Attachment A  
Proposal Response Page**

**THIS FORM AND THE  
REQUIRED BID/PROPOSAL  
MUST BE RETURNED**



**TOWN OF GLASTONBURY  
BID / PROPOSAL**

**DATE ADVERTISED**

**September 22,  
2009**

**GL # or RPGL #**

**DATE / TIME DUE**

**2010-17**

**December 10, 2009  
at 11:00 a.m.**

**NAME OF PROJECT**

**Winter Hill Farm Property Lease – Equestrian Facility and Farm**

**CODE OF ETHICS:**

**I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I/We are selected. Yes \_\_\_\_\_ No \_\_\_\_\_ \***

**\*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.**

**The Respondent acknowledges receipt of the following Addendums:**

Addendum #1 \_\_\_\_\_ Date: \_\_\_\_\_

Addendum #2 \_\_\_\_\_ Date: \_\_\_\_\_

Addendum #3 \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
**Type or Print Name of Individual**

\_\_\_\_\_  
**Doing Business as (Trade Name)**

\_\_\_\_\_  
**Signature of Individual**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number / Fax Number**

\_\_\_\_\_  
**E:mail Address**

\_\_\_\_\_  
**SS # or TIN#**

(Seal – If bid is by a Corporation)

Attest

**REQUEST FOR PROPOSALS**  
**Winter Hill Farm**  
**Property Lease – Equestrian Facility and Farm**

**RPGL-2010-17**

**ATTACHMENT B**  
**NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name and Title of Agent: \_\_\_\_\_

By (SIGNATURE): \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_