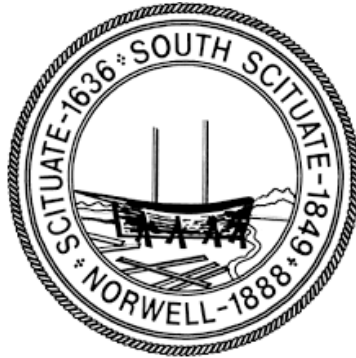


## REQUEST FOR QUALIFICATIONS (RFQ) DESIGNER SERVICES



### **Town of Norwell, MA Highway & Tree Department Building Renovation & Expansion**

Release Date: April 3, 2020

#### **Contact:**

Name & Title:	Ms. Barbara Mello, Procurement Specialist
Mailing Address:	345 Main Street, Norwell, MA 02061
E-Mail Address:	bmello@townofnorwell.net
Telephone Number:	(781) 659-8000

Note: If you have not obtained this RFQ directly from Ms. Barbara Mello, please register with Ms. Mello in order to receive any addenda which may become available, and/or to receive notice of any changes relative to proposal submission: [bmello@braintreema.gov](mailto:bmello@braintreema.gov).

Please request confirmation of your registration. The Town of Norwell will not be responsible for information missed by proposers who have failed to register.

**Submission Deadline (Date & Time):**

**April 22, 2020 at 12:00 PM (Noon)**

## **Legal Advertisement**

### **TOWN OF NORWELL REQUEST FOR QUALIFICATIONS (RFQ) DESIGNER SERVICES HIGHWAY & TREE DEPT FACILITY RENOVATION & EXPANSION**

The Town of Norwell, pursuant to MGL Ch.7, Sec 44-57, requests qualifications from Massachusetts registered architects or engineers, with a minimum of five years' related experience, for design services related to the renovation & expansion of the Highway & Tree Dept Facility. Scope of services include Feasibility Study, Schematic Design, Design Development, Construction Documents, Bid & Award, Construction Administration, Final Closeout and Warranty Period of the Project. Prior studies are contained in the RFQ document. Categories of work: architecture, civil/environmental permitting, structural, fire protection, plumbing, HVAC, electrical, cost estimating, and specifications consulting. The estimated cost of construction is \$4.35 M. The Fee for Design Services will be negotiated, but shall not exceed \$329,000.00. Construction to be completed no later than October 2021. The RFQ may be obtained 4/3/2020 at <http://norwelldpw.com/projects/bid-opportunities> or by contacting Barbara Mello, Procurement Specialist, [bmello@townofnorwell.net](mailto:bmello@townofnorwell.net). Responses are due no later than 12:00 PM (Noon) on April 22, 2020 via email to [bmello@townofnorwell.net](mailto:bmello@townofnorwell.net).

### **KEY DATES FOR THIS RFQ**

Schedule changes are possible, especially due to issues surrounding the Covid-19 pandemic. Any changes will be announced via Addenda, which will be posted at

<http://norwelldpw.com/projects/bid-opportunities> and/or e-mailed to all registered proposers.

All potential proposers are required to register with [bmello@townofnorwell.net](mailto:bmello@townofnorwell.net).

Publication in Central Register	April 1, 2020
Publication in Local Newspaper (Mariner)	April 1, 2020
RFQ issued	April 3, 2020
Last Day for questions from Respondents	April 13, 2020
Last Day Addenda will be issued	April 16, 2020
Responses due via e-mail (only)	April 22, 2020 (12:00 PM—Noon)
Respondents short-listed	Week of April 27, 2020
Site Visit for Short-Listed Respondents	Week of April 27, 2020
Interviews with Short-Listed Respondents	Week of May 4, 2020
Negotiate Fee with Top-Ranked Respondent	Week of May 11, 2020
Execute Contract	Week of May 18, 2020

**Invitation:** The *Town of Norwell* (“Owner”) is seeking the services of a qualified “Designer” within the meaning of M.G.L. Chapter 7C, Section 44 to provide professional design and construction administration services for the Highway & Tree Department Facility in Norwell, Massachusetts. Selection of a Designer will be made by the Highway Building Designer Selection Committee, in accordance with the Town’s Designer Selection procedures.

The Owner is seeking design services for all phases of the project: Feasibility, Schematic Design, Design Development, Construction Documents, Bidding & Award, Construction Administration, Final Close-out, and Warranty Services. Design work will build on the feasibility study conducted by the Town in 2019 (see Exhibits 1-7). The project will include renovation and expansion of the existing facility.

The estimated construction cost for the Project is \$4.35 M, with a total budget of \$5.5M. The Fee for Design Services will be negotiated, but shall not exceed \$329,000.00.

**A. Background:** The Highway & Tree Department operations facility is badly in need of renovation. There is inadequate space for vehicle and equipment storage, and for work spaces. Outdated mechanical and electrical systems, as well as overcrowding, lead to unsafe working conditions in several areas. There are insufficient bathroom facilities. The “muster” room is undersized to accommodate storm emergency response and to accommodate training sessions.

In addition, the Highway & Tree Department administrative offices are located at Norwell Town Hall, approximately one mile away from the Department operations facility. Moving the administrative offices to the operations facility will greatly improve Department efficiency.

In 2019, several alternatives were considered for meeting Department needs. A program was developed, and initial cost estimates were completed (see Exhibits 1-7). On February 10, 2020, Norwell Town Meeting appropriated \$5.5M for the Total Project Cost.

The Highway and Tree Department Director, an experienced construction manager, will serve as the Town’s Owner’s Project Manager.

Scheduling will be a crucial element of the project. Design must be 100% complete by December 31, 2020. Construction must commence no later than April 1, 2021, with move-in occurring on or before October 1, 2021. The Department must be fully operational prior to any early snowstorms which could occur.

**B. Project Goals and General Scope:** Feasibility Study- The Designer shall review previous studies, plans, and cost estimates, and make recommendations to the Owner with regard to cost-effective ways to meet program needs within the Total Budget established for the project. The Designer shall provide drawings as required to demonstrate alternatives for the building at the given site. The Designer shall make a recommendation to the Owner of the preferred alternative that will be advanced to Schematic Design.

The Schematic Design shall include, but not be limited to, a site development plan, environmental assessment, geotechnical assessment, geotechnical analysis, code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, outline specifications, cost estimates, project schedule, and proposed project budget (within available funds of \$5.5 Million.).

Feasibility, Schematic Design and Remaining Phases are fully described in the Contract for Designer Services and the Scope of Services, copies of which are attached hereto and incorporated herein by reference (Attachments A & B).

**C. Scope of Services and Fee:** Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services and this RFQ including all investigative work (to the extent provided for in the Contract), schematic design, design work, preparation of construction documents, bidding period administration (including distribution of plans to prospective bidders), construction administration, and other related work reasonably inferred in the opinion of the Owner as being necessary to meet the project's stated scope and goals.

This RFQ will be appended to and become part of the Contract for Designer Services. Any Designer selected as a result of this RFQ will be required to execute the Contract for Designer Services and applicable amendment that are attached hereto.

Basic Services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, architecture, civil/environmental permitting, mechanical, electrical, plumbing, fire protection, structural, site planning, energy evaluations, detailed cost estimates; preparation of construction documents; bidding and administering the Construction Contract Documents and other design and consulting services incidental and required to fulfill the project goals. Please refer to the Contract for a complete summary of Basic Services.

Fee: The fee for the Feasibility Phase of the project will be negotiated, to a maximum of **\$24,500.00.** Work required for the Feasibility Phase is reduced by prior studies as well as the fact that funds have already been approved for the Project. The fee for the remaining phases of work will be negotiated to a maximum of **\$304,500.00** (7% of the Estimated Cost of Construction).

Extra and reimbursable expenses are defined in Sections 6 and 7 of the Contract in Attachment A.

**D. Project Schedule:** Work under this RFQ is divided into the Project Phases as listed in Section 4 of the Contract as amended and as may be augmented in this RFQ. Each Project Phase will consist of one or more required submissions, and may include site visits, meetings with the Owner, Owner's Project Manager, and other tasks as described.

The milestone dates listed below are estimates only. Actual dates may vary depending upon the agreed upon solution, the extent of required document revisions, the time required for regulatory approvals, occurrences beyond the Designer or Town's control such as the current pandemic, and the construction contractor's performance. Such variances will not, in and of themselves, constitute a justification for an increased Fee for Basic Services.

<u>Milestone</u>	<u>Projected Date</u>
Designer Contract Executed .....	Week of May 18, 2020
Schematic Report Approval .....	August 15, 2020
Final Design Approval .....	December 31, 2020
Construction Start .....	April 1, 2021
Substantial Completion of Construction .....	September 15, 2021
Move-In .....	October 1, 2021

**E. Minimum qualifications:** Selection will be made by the Town of Norwell in accordance with the Town's Designer Selection Procedures, attached hereto as Attachment E. The Respondent must certify in its cover letter that it meets the following minimum requirement. Any Respondent that fails to include such certification in its response, demonstrating that this criteria has been met, will be rejected without further consideration. To be eligible for selection, the Designer must meet the following qualification:

Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered architect or engineer responsible for and being in control of the services to be provided pursuant to the Contract.

- (i) if an individual, the individual is a registered architect or engineer;
- (ii) if a partnership, a majority of all the partners are persons who are registered architects or engineers;
- (iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of the directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, or engineers, and the person to have the project in his or her charge is registered in the discipline required for the project;
- (iv) if a joint venture, each joint venturer satisfies the requirements of this section:
- (v) have at least five years' experience in the design and oversight of similar projects.

**F. Selection Criteria:** In evaluating proposals, the Owner and Designer Selection Panel will consider the members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work: (Firm's name, individual's name and professional registration or license number, as applicable, must be listed in the application for each category of work. Failure of an Applicant to list a team member may result in elimination of the Applicant for consideration by the DSP – even if that Applicant appears otherwise qualified.

- 1. *Architecture***
- 2. *Civil Engineering/Environmental Permitting***
- 3. *Structural Engineering***
- 4. *Fire Protection Engineering***
- 5. *Plumbing Engineering***
- 6. *HVAC Engineering***
- 7. *Electrical/Lighting***
- 8. *Cost Estimating***
- 9. *Specifications Consultant***

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).

The members of the team for each of the categories of work listed above must be identified including the firm's name, individual's name and professional registration or license number, as applicable. Failure to address each category may result in the elimination of the applicant from consideration on this project.

Applicants should not list any consultants other than those for the categories of work listed above.

The Owner and Designer Selection Panel will consider the following additional criteria in evaluating proposals:

1. Prior similar experience best illustrating current qualifications for the specific project.
2. Past performance of the firm, if any with regard to public and private, projects across the Commonwealth, with respect to:
  - a. Quality of project design.
  - b. Quality, clarity, completeness and accuracy of plans and contract documents.
  - c. Ability to meet established program requirements within allotted budget.
  - d. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
  - e. Coordination and management of consultants.
  - f. Working relationship with contractors, subcontractors, local awarding authority and local officials.
3. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
4. The identity and qualifications of the consultants who will work on the project.
5. The financial stability of the firm.
6. The qualifications of the personnel to be assigned to the project.
7. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
8. Evidence of thorough knowledge of Massachusetts Public Construction Procurement laws, as evidenced by MCPPO classes taken and current MCPPO certifications held by key members of the project team.

## G. Proposal requirements

Persons or firms interested in applying must meet the following requirements:

1. Applications must be e-mailed to [bmello@townofnorwell.net](mailto:bmello@townofnorwell.net) on or before 12:00 PM (Noon), April 22, 2020.
2. The subject line of the e-mail shall read: "Proposal by (name of firm)".
3. The body of the e-mail shall include a list of the attachments, and a request for confirmation of receipt. No other information may be included in the body of the e-mail.
4. There should be four attachments to the email, none greater than 10 MB in size:
  - a. Cover letter (see below for contents), followed by current MCPPO certifications for any team members possessing such certifications;
  - b. "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)" as developed by the Designer Selection Board of the Commonwealth of Massachusetts (Attachment C);
  - c. Additional Information as described in Item #10 of the Standard Designer Application Form, with page limits as described. Must be in PDF format; and
  - d. Four Certifications (see Attachment D to this RFQ).
5. Cover Letter: Applications must include a concise cover letter that is a maximum of two pages in length. The cover letter must include the certification as noted in Section E of this RFQ. **The cover letter must include a statement that the applicant has read the Contract for Designer Services and Scope of Services (Attachments A & B to the RFQ). Substantial changes in contract terms will not be allowed after the date for questions (see Key Dates for RFQ) has passed.**
6. Owing to potential transmission problems, SPAM filters and the like, proposers are urged to submit their proposals at least 24-48 hours prior to the deadline. Ms. Mello will send a confirmation of receipt within two hours for proposals received during normal business hours (8am – 5pm). Receipt confirmation for proposals received outside of normal business hours will be sent as soon as possible the next morning. **The Town is unable to accept proposals arriving after the deadline.**

## H. Questions:

All questions regarding this RFQ should be addressed exclusively in writing to Ms. Barbara Mello: [bmello@townofnorwell.net](mailto:bmello@townofnorwell.net) . Questions directed to any other person may result in proposal rejection.



## **I. Pre-Proposal Meeting**

Due to the Covid-19 health crisis, there will be no pre-proposal site visit or meeting. Proposals will be reviewed according to the criteria described in Sections E & F of this RFQ.

## **J. Withdrawal**

Applicants may withdraw an application as long as the written request to withdraw is received by the Owner prior to the time and date of the proposal opening.

## **K. Public Record**

All responses and information submitted in response to this RFS are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

## **L. Waiver/Cure of Minor Informalities, Errors and Omissions**

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the Owner and its beneficiaries.

## **M. Rejection of Responses, Modification of RFQ**

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFQ does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFQ in part or in its entirety, or to change the RFQ guidelines. A Respondent may not alter the RFQ or its components.

### **EXHIBITS:**

1. Existing MEP Systems Conditions & Recommendations, Vlachos Associates, Inc., 4/26/2019
2. Outline Description of Work, Forte Architecture & Design, 10/19/2019
3. Cost Estimate, PM&C LLC, for Forte Architecture & Design, 10/16/2019
4. Town Meeting Presentation: Feasibility Study Update, 2/10/2020
5. Asbestos Inspection Report, FLI Environmental, 9/16/2019
6. Lead Sampling Report, FLI Environmental, 9/16/2019
7. Geotechnical Engineering Report, CGE Engineering, Inc., 12/14/2018

**ATTACHMENTS:**

Attachment A: Contract for Designer Services

Attachment B: Scope of Services

Attachment C: Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)

Attachment D: Certifications (Authorization, Non-Collusion, Tax Compliance, Designer Certifications)

Attachment E: Town of Norwell Designer Selection Procedures

**End of Request for Designer Qualifications**