

Legal Notice

**Town of Westford, MA
Request for Proposals (RFP) for
Facility Condition Assessment
for Three Historic Buildings
Located 65 Main Street, 73 Main Street, and 170 Plain Road**

In accordance with Massachusetts Designer Selection Law, M.G.L. Chapter 7, Sections 38 A ½ - O, the Town Manager's office, on behalf of the Board of Selectmen, is seeking proposals for architectural services relating to performing a facility condition assessment for three historic, municipal buildings. Minimum requirements include current license and registration by the Commonwealth of Massachusetts as an architect or professional engineer, with a minimum of five years experience. These design services include engaging the services of other licensed engineers and consultants, such as electrical, HVAC, and other professionals as needed. The designer's fee shall not exceed **\$15,000**. A pre-bid informational session will be held **on Friday, November 16th, 2012 at 11:00 a.m.** at Town Hall Meeting Room located at 55 Main Street. The RFP documents will be available after **8:00 a.m. on November 13th, 2012** in the Town Manager's office, located in the Westford Town Hall, 55 Main Street, Westford, MA 01886 or online at www.westfordma.gov. Requests may be made in person or by telephone 978-692-5501, between the hours of 8:00 a.m. – 4:00 p.m., M, T, W, Thu, and Friday. Proposals are due to: John Mangiaratti, Assistant Town Manager, Westford Town Hall, 55 Main Street, Westford, MA 01886 no later than **11:00 a.m. on November 30th, 2012**. The designer selection committee appointed by the Town Manager will evaluate proposals and make a recommendation to the Board of Selectmen, who is the awarding authority. The town reserves the right to reject any or all proposals if it be deemed in the public's best interest to do so. The awarding authority will be reserving the right contract with the study designer for final design services. The town encourages MBE/WBE firms to apply and is an EEO employer.

**Town of Westford, MA
Request for Proposals (RFP) for
Facility Condition Assessment
for Three Historic Buildings
Located 65 Main Street, 73 Main Street, and 170 Plain Road**

PROJECT: Facility Condition Assessment for Three Historic Buildings

WEBSITE: <http://www.westfordma.gov>

LOCATION: 65 Main Street, 73 Main Street, and 170 Plain Road

I. Purpose:

The Town Manager's office on behalf of the Board of Selectmen, is requesting proposals for architectural services relating to conducting a facility condition assessment of three buildings located at 65 Main Street, 73 Main Street, and 170 Plain Road, currently occupied by the Roudenbush Community Center Incorporated under a lease agreement. These three historic buildings are in need of repairs to maintain integrity of the structures and updates to ensure compliance with current building standards. The work will include, but not be limited to:

- Characterize in detail the existing condition of three buildings located 65 Main Street, 73 Main Street, and 170 Plain Road.
- Assess the condition of structural elements of each building.
- Assess the building envelope features such as roofing, siding, windows, and make recommendations for improvements.
- Evaluate code issues, accessibility, mechanical, electrical, communications, and fire protection systems and make recommendations for improvements.
- Assess the historic preservation impacts of any recommended improvements.
- Provide cost estimates for each recommendation.
- Provide a proposed capital planning budget for each building.
- Participate in a public meeting to present findings.

II. Background:

Located in Middlesex County, Westford is located to the West of Lowell and to the North of Concord. The town was incorporated in 1729. The following three municipal buildings are to be included in this project:

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1. Roudenbush Community Center, located at 65 Main Street



The existing original structure is a three story 11,110 square foot wood framed building with a granite foundation, and a slate roof built in 1897. A steel and wood framed 2,700 square foot addition at the rear of the building was built in 1928. Originally constructed for use as the second Westford Academy, it was later converted to an elementary school, and in 1975 began its service as a community center. Existing condition floor plans and reflected ceiling plans have recently been completed for this building. A sprinkler installation design for this building will be completed in November of 2012.

2. Frost School Building, located at 73 Main Street



The existing structure is a wood framed building with 6,000 square feet on two floors and a basement. The foundation is granite blocks while the roof is slate with standing seam copper eave treatments. The building was an elementary school and is now used as a community center with daycare and preschool operations.

3. Old Nabnasset School located at 170 Plain Road



The existing structure is an approximately 4,600 square foot, two level masonry building built in 1922. The roof is pitched slightly to a rear aluminum gutter and is covered with and rubber membrane. The building was formerly a school building and is now used a community center with daycare and preschool operations.

III. Scope of Services:

A. Services Requirements

The design firm chosen will be responsible for working with the town to provide design and other services related to a facility condition assessment that will be used to determine the recommended capital projects for these structures. **The awarding authority will be reserving the right contract with the study designer for final design services.** The following tasks are indicative, although not entirely inclusive, of the work to be done:

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1. Evaluate the existing buildings located at 65 Main Street, 73 Main Street, and 170 Plain Road. The assessment shall include a review of relevant documentation of work previously performed on the buildings, meeting with the appropriate town officials to understand known deficiencies, and an on-site survey.
2. Provide an assessment of the condition of structures and the major facility systems and a survey of compliance with federal, state and local building codes.
3. The town has noted deficiencies in the roofing systems and fire escapes at all three buildings and is seeking recommendations for restoration or replacement.
4. Develop narrative presenting options available to address issues with complete cost estimates for all deficiencies noted, upgrades required, and improvements recommended. In developing cost estimates consider the removal of hazardous materials, if any, and the relocation/removal and installation of engineering systems (electrical, HVAC, etc.) and utilities (water supply, septic, phone, etc) and necessary structural repairs.
5. Provide conceptual designs for any recommended upgrades or renovations.
6. Develop a 10-year capital plan with all recommended repairs, replacements, modifications, and improvements.

B. Presentation and Documentation Requirements

1. Provide a narrative describing the building observations and overall recommendations.
2. Provide a detailed budget of estimated construction costs for all recommendations using current construction estimating methods.
3. Provide a proposed 10-year capital plan for the three structures.
4. All documentation, research, analysis, and narrative to be compiled and placed into a printed final document for the selected design including all plans, documentation, and supporting materials. Ten copies of such printed materials (one loose to be used for additional copies if needed) and one electronic copy in pdf format shall be submitted.

C. Attendance Requirements

1. Attend a public meeting to present project findings.

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2. Meet with the appropriate town officials to discuss building and safety requirements of the facility and ensure all applicable code compliance.

IV. The Proposal Submission Package

The proposal package shall consist of a completed copy of the Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction, with attachments including the additional, project-specific information requested below. A copy of the Form is attached hereto. Each proposal shall describe the following with the maximum length indicated:

- 1) Understanding of the Project. Description of the issues and the work plan that would be followed by the proposer in meeting the services specified earlier (no more than five pages).
- 2) Proposer shall complete Certificate of Tax Compliance from the Department of Revenue, Department of Taxation as to all taxes paid in the Commonwealth of Massachusetts.
- 3) Proposer must complete Certificate of Non-Collusion, a Certificate of Authority, and a Statement on MGL Building Code. (examples attached)
- 4) The successful respondent will be required to indemnify, hold harmless, and defend the town against any and all claims, including attorney's fees, for all damages to life and property that may occur, by the contractor, any subcontractors, or any others under his/her control or influence. Proof of insurance is required indicating coverage for General Liability, Automobile Liability, and Professional Liability, each in the amount of \$1,000,000 minimum, and possess the statutory Workers Compensation insurance requirement per the Commonwealth of Massachusetts, with the Town of Westford named as additional insured.
- 5) All proposals must be unconditional and shall be deemed to be public records and will become the property of the Town of Westford.
- 6) The selected firm shall be expected to comply with all applicable state and federal laws in the performance of services.
- 7) The selection of the successful firm shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin. Women and minority owned businesses are encouraged to apply.
- 8) Purchases of good and services by the Town of Westford are exempt from the payment of federal and Massachusetts state taxes.

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V. The Evaluation of Proposals

Proposals will be evaluated by members of the designer selection committee. Evaluations will be based on the comparative evaluation criteria below. Proposals will be evaluated in accordance with the provisions of Chapter 7, Section 38K(a)(ii) of the Massachusetts General Laws.

- a. The objective of the Town in reviewing proposals is to select an architect to complete the study including conceptual designs and cost estimates for the 65 Main Street, 73 Main Street, and 170 Plain Road that can be used by the town to determine the future capital needs of these facilities and can be the basis of a subsequent phase for detailed building design.
- b. Any proposal that fails to include all of the information specified below in V.c.1. –V.c.4. and does not follow the proposal format and length limitation instructions above may be rejected as unresponsive by the evaluators. Any proposer may be required to discuss or clarify its proposal with the evaluation committee. The committee may determine that any unresponsiveness is not substantial and can be clarified. In such cases, the committee may allow the proposer to make minor corrections, except to the price proposal, and apply the change in the evaluation.
- c. Each proposal will be reviewed against the following Minimum Criteria. Any proposal that fails to meet the Minimum Criteria will be rejected. The Minimum Criteria are:
 1. The proposer must possess current license and registration by the Commonwealth of Massachusetts as an architect or professional engineer, with a minimum of five (5) years experience in the construction and supervision of public safety buildings. Evidence of the registration and licensing must be provided in the proposal.
 2. The proposer must have completed or designed at least three (3) public buildings of comparable or larger size than required for Westford.
 3. The proposer must have completed facility condition assessments and conceptual or schematic designs for at least three (3) municipal facilities involving public financing.
 4. All subcontractors utilized in this design must possess current Massachusetts licenses or registrations in the applicable disciplines.
- d. Each proposal determined by the evaluators to meet the Minimum Criteria will be ranked by the evaluators according to the comparative evaluation criteria described herein, and the evaluators will determine, in writing, an overall subjective rating for each proposal.

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VI. Evaluation Criteria

The designer selection committee appointed by the Town Manager is the evaluating committee. After the evaluating committee has determined that a proposal meets the minimum criteria and is complete, the proposal will be rated according to the following criteria:

Criterion A General Quality of the Response

Evaluation Criteria	Scoring Rubric			
	Highly Advantageous	Advantageous	Acceptable	Unacceptable
General Quality of Response	Exceeded all RFQ requirements, including format, understanding of project, completeness of proposal	Met all RFQ requirements, including format, understanding of project, completeness of proposal	Met all basic proposal requirements, some follow-up for clarification and amplification of proposal elements may be allowed.	Did not meet one or more response requirements.

Criterion B Previous Project Experience

Evaluation Criteria	Scoring Rubric			
	Highly Advantageous	Advantageous	Acceptable	Unacceptable
Experience with projects of similar size and scope	Management of >3 Chapter 149 public projects (\$3M to \$20M) AND sustainable building and/or LEED experience	Management of >3 Chapter 149 public projects (\$3M to \$20M)	Management of 3 Chapter 149 public projects (\$3M to \$20M)	Management of fewer than 3 Chapter 149 public projects.
Public Safety Building Experience	Management of >3 Municipal building projects, at least two of which were renovations/expansions of an existing facility.	Management of 3 or more Municipal building projects and 1 or more renovations of an existing facility	Management of 3 or more public safety building projects with no renovation experience	No experience with public safety buildings.

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Historic Building Renovation Experience	Management of >3 historic building projects.	Management of 1 to 2 historic building projects		No experience with historic buildings.
Budget/Schedule Performance	3 or more projects 3 to 5 % under budget and completed early or on schedule	3 or more projects 1 to 3 % under budget and early or on schedule	3 projects within budget and on schedule	No projects within budget and/or on schedule

Criterion C References and Reputation

Evaluation Criteria	Scoring Rubric			
	Highly Advantageous	Advantageous	Acceptable	Unacceptable
Reference checks	Outstanding recommendations from all reference checks, at least 3 of which involved renovation/expansions of Municipal buildings.	Outstanding recommendations from all reference checks.	Good or “would-repeat” recommendations.	Any references which indicated caution or expressed any reservations.

Criterion D Project Approach

Evaluation Criteria	Scoring Rubric			
	Highly Advantageous	Advantageous	Acceptable	Unacceptable
Project Approach	Proposer provided an excellent response which made appropriate reference to all of the items under the Scope of Services and proposal content	Proposer provided an excellent response and addressed most of the items under Scope of Services and proposal content	Proposer provided an adequate response that addressed the items under Scope of Services and proposal content	Proposer did not provide adequate responses to the items under Scope of Services and proposal content

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Criterion E Proposed Staffing

Evaluation Criteria	Scoring Rubric			
	Highly Advantageous	Advantageous	Acceptable	Unacceptable
Team Members	Highly qualified staff; project leader with outstanding personal recommendations and specifically relevant experience (Municipal buildings); staff back-up and additional resources available if needed.	Highly qualified staff; project leader with outstanding personal recommendations.	Qualified staff; good project leader recommendations.	Inadequate information regarding proposed team members and/or project leader: qualification, background, experience, recommendations.

Criterion F Firm Stability and Capacity

Evaluation Criteria	Scoring Rubric			
	Highly Advantageous	Advantageous	Acceptable	Unacceptable
Firm Stability and Capability	Strong demonstration of financial stability and capacity to undertake project. Demonstration of civic recognition, and overall excellent company reputation.	Strong demonstration of financial stability and capacity to undertake project.	Adequate demonstration of financial stability and capacity.	Inability to demonstrate financial stability and/or available capacity to undertake project within required timeframe.

Finalist Interview—if invited

Evaluation Criteria	Scoring Rubric			
	Highly Advantageous	Advantageous	Acceptable	Unacceptable
Interview	Proposer clearly reviewed the process as it would unfold, described the work that would be delivered, and was convincing of the depth of their expertise and established a	Proposer clearly reviewed the process and work product and established a comfortable dialog with selection committee.	Proposer described the process and the work product.	The proposer did not adequately describe the process or work product.

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	comfortable dialogue with the selection committee.			
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VII. Submittal Process

Proposals are due by **11:00 a.m. on November 30th, 2012** in hard copy form. No FAX or emailed submissions will be considered.

Deliver proposals by hand or by delivery service to:

Town Hall
Office of the Town Manager
55 Main Street
Westford, MA 01886

Proposals must be sealed in an envelopes or packages, clearly marked “Proposal for Facility Condition Assessment”.

The proposer’s name and address should be on the outside of the envelope.

Please make note of the Town Hall open hours, available on the town’s website <http://www.westfordma.gov> when scheduling delivery.

Provide 5 copies of the proposal in final form (one loose copy in case additional copies are needed). Provide 1 copy in electronic pdf format.

Late proposals or modifications received after the date and hour of deadline will not be considered.

Information contained in the proposal shall be incorporated into and become part of the contractual obligations in the event the applicant is selected.

Questions must be submitted in writing, via email, FAX, or U.S. Mail to the Assistant Town Manager at least three (3) days prior to the deadline for proposal submittal. All parties who have received a copy of the RFP will also be notified of any published answers to substantive questions.

Neither the Town of Westford, nor the designer selection committee shall be liable for any costs incurred by proposers in preparing, submitting or presenting proposals, or in satisfying and demonstrating requirements.

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A proposal may be withdrawn by written request prior to the deadline. Modifications may be submitted prior to the deadline in writing, no later than the time bids are due and accompanied by a letter of transmittal signed by an authorized official of the firm.

VIII. Pre-proposal Briefing Session:

A Pre-proposal Briefing Session will be held on **Friday, November 16th, 2012 at 11:00AM** at the Town Hall, 55 Main Street, Westford, MA and will include a walkthrough of three facilities included in this project. After the conclusion of the Briefing Session, any questions or requests for clarification must be submitted in writing to John Mangiaratti, Assistant Town Manager, Westford Town Hall, 55 Main Street, Westford, MA 01886 or via email jmangiaratti@westfordma.gov.

IX. Designer Selection Process

The Westford Board of Selectmen is the awarding authority. It has assigned the Town Manager and the designer selection committee the task of soliciting and evaluating proposals, with the ultimate goal of recommending a contract for award.

No member of the designer selection committee may have any financial interest or any other connections to a design firm being considered for the project.

The designer selection committee will select a minimum (if available) of three applicants for an interview after evaluating all proposals using the same criteria outlined in this RFP. The committee will interview the finalists, and will rank them in order of qualification and quality of response. The committee requires that the architect who will be the principal contact for the project participate in the interview. All actions by the committee will be made in posted public meetings with appropriate minutes taken, including any and all votes, and applicable written statements explaining the choice of rankings.

Determination of the winning applicant will be made by the Westford Board of Selectmen, based upon the recommendations of the designer selection committee.

The Board of Selectmen reserves the right to reject any and all applicants if such rejection is in the best interests of the Town of Westford.

The designer selection committee reserves the right to negotiate the contracted fee for the feasibility and design services, not to exceed **\$15,000**. The winning applicant shall submit a fee proposal that includes a lump sum, fixed fee, along with the following information:

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1. Percentage of time to be devoted to the project by key individuals;
2. Hourly rates for personnel and the estimated number of hours each will devote to the project;
3. Hourly rates proposed to charge for each subconsultant and the estimated number of hours that will be devoted by each subconsultant;
4. Itemized breakdown of all other costs included in the fee proposal; and
5. Markup, if any, that will be added to costs, including subconsultant fees, resulting from a change in the scope of the work.

If the Board of Selectmen is unable to negotiate a reasonable fee with the top-ranked proposer, negotiations will be terminated and undertaken with the remaining designers, one at time, in the order in which they were ranked by the designer selection committee, until an agreement is reached.

In no event may a fee be negotiated which is higher than the maximum fee of \$15,000. If the Board of Selectmen is unable to negotiate a satisfactory fee with any of the finalists, the Board shall recommend that the committee select additional finalists.

X. Proposed Timeline

RFP Issued	11/13/2012
Ads for Designer published in Central Register	11/14/2012 CR
Pre-bid Information Session	11/16/2012 - 11:00 a.m.
Proposal Submission Deadline	11/30/2012 - 11:00 a.m.
Proposals Finalists Selected	December
Finalists Interviews Completed	December
Committee Recommendation to Selectmen	January
Contract Award Announced	January
Preliminary Designs and Cost Estimates Due	February
Final Design/Budgets/Presentation Complete	TBD
Presentation to Town Meeting for Funding	TBD

XII. General Provisions:

1. The Town of Westford reserves the right to reject any or all proposals or any parts thereof or to solicit new proposals and to award contracts as it deems in the best interest of the Town.

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2. All proposals must be unconditional and will become the property of the Town of Westford.
3. The selected proposer shall be expected to work under the town's standard contract for designer services and comply with all applicable state and federal laws in the performance of services.
4. All plans, proposals, various design alternatives, specifications, and other documents resulting from this contract shall become the property of the Town of Westford.
5. The Town of Westford reserves the right to allow that the successful proposer be eligible for the contract for production of final design and construction documents through construction administration, pending independent review, in accordance with Massachusetts Designer Selection Law, and subject to appropriation for additional project phases.
6. The selection of the successful proposer shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin. Women and minority owned businesses are encouraged to apply.

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CERTIFICATE OF NON-COLLUSION

The OPM certifies under penalties of perjury that it has not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the contract. 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. Furthermore, the OPM certifies under the penalties of perjury that throughout the duration of the contract, it will not have any financial relationship in connection with the performance of this contract with any materials manufacturer, distributor or vendor. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the Securities and Exchange Commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation.

Signed

Date

Name of OPM (Owner’s Project Manager)

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Tax Certification

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Ch. 151A, Section 19A, the undersigned acting on behalf of the Contractor, certifies under the penalty of perjury that, to the best of the under sign's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support*.

**Signature of Individual

***Contractor's Social Security Number
Or Corporate Contractor Federal
Identification Number

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

*The provision in the Attestation of relating to child support applies only when the Contractor is an individual.

**Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, section 49A.

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STATEMENT ON MGL AND BUILDING CODE

I certify that all information is submitted under penalties of perjury and that I am familiar with the State Building Code and also Massachusetts General Laws, Chapter 149, Section 44A-44H, Section 44M, Chapter 149A, Chapter 193 of the Acts of 2004 and Chapter 30, Section 39M.

Signed

Date

Title