

# **Town of Westford, Massachusetts**

## **Request for Qualifications**

### **Historic Preservation Feasibility Study of the Former Abbot Worsted Mill Building Located at 12 North Main Street in Graniteville**



#### **A. Purpose and Background:**

The 12 North Main Street Task Force on behalf of the Board of Selectmen, is requesting proposals for a preservation feasibility study of the former Abbot Worsted Graniteville Mill building, located at 12 North Main Street in Westford, Massachusetts. The two-story building is approximately 32,000 square feet and was constructed in 1860 of granite blocks from the nearby Snake Meadow Hill quarry. The building also a bell tower and smokestack. The building is in a state of disrepair and has been ordered to be demolished or made safe by the Building Commissioner. A large section of roof has collapsed and portions of the building are in danger of collapsing. The owner of the property has abandoned the site. It is expected that unless actions are taken to preserve this building, either the building will fall down or the town will be forced to demolish it for public health and safety reasons.

The town of Westford 2015 Annual Town Meeting approved a Community Preservation Committee recommendation to conduct an historic preservation feasibility study to determine how the building could preserved and a plan for stabilization. Stabilization includes taking necessary measures to protect the building from further deterioration while a full restoration plan is developed. Before stabilization can take place, professional services are required to determine the feasibility of preservation. This historic preservation study will analyze multiple options for historic preservation such as: preserve only the existing buildings, preserve only portions of the existing buildings, or preserve only prominent features only such as the bell tower.

The subject property is shown on Westford Assessors' Tax Map 30 and is comprised of Assessors Parcels 030-0069, 030-0070, 030-0071, and 030-0073, totaling approximately 1.74 acres. The property is currently in tax title and the town anticipates taking ownership through tax foreclosure in May of 2015. In 2014, the town installed a perimeter fence and started to collect information about environmental contamination at the property. More information about the town efforts related to this property can be found on the 12 North Main Street Task Force web site (<http://www.westfordma.gov/12northmain>).

### **B. Scope of Services:**

The firm selected will be responsible for completing a preservation feasibility study to identify the recommended approach along with alternative approaches to preserving the historic mill structure. The designer shall also develop a design and specifications to stabilize the building until full design and construction for rehabilitation can be accomplished. The primary tasks are outlined below as items B.1 through B.9.

- B.1.** Conduct an on-site survey and document the existing conditions of the building.
- B.2.** Review all relevant documentation provided by the town of work previously performed on the building.
- B.3.** Meet with the 12 North Main Street Task Force regularly to communicate progress.
- B.4.** Prepare and present a narrative report of historic significance of the building with photographs and detailed historical information.
- B.5.** Present multiple approaches to preserving the building with cost information for each approach to the 12 North Main Street Task Force.
- B.6.** Prepare a memorandum with a recommended preservation approach based on reuse scenarios contemplated (current reuse scenarios available at <http://www.westfordma.gov/12northmain>)
- B.7.** Present to the public draft recommendations and final recommendations.
- B.8.** Prepare documentation (reports, cost estimates, conceptual drawings) to support pursuit of appropriations from the environmental bond bill, MassDevelopment funds, EPA Brownfield funds, Community Preservation Act funds, and other available funding resources.
- B.9.** Prepare bid-ready specifications for stabilization and preservation work. All documentation and plans shall be presented in draft form for comment and approval by the town prior to being finalized.

### **C. The Proposal Submission Package:**

- C.1.** 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. The form is available on the Mass.gov website accessed using the following link: <http://www.mass.gov/anf/docs/dcam/dlforms/dsb/13-2-5-munic-app.pdf>
- C.2. *Each proposal shall describe the following with the maximum length indicated:***
  - C.2.1.** Describe your understanding of the project and how you intend to approach the project (no more than four pages).
  - C.2.2.** A proposed timeline for completing the project (no more than one page).
  - C.2.3.** Proposer shall describe in detail one or more projects that are similar in scope (no more than three pages).
  - C.2.4.** The proposer must include in its submittal a sample of a presentation or document that demonstrates experience with helping a client choose between multiple preservation options.

- C.2.5.** Proposer shall provide a client list with names, addresses, telephone numbers and e-mail addresses (if available), especially for clients for whom the proposer has performed similar services within the past five (5) years.
- C.2.6.** Any other information deemed relevant to the project which the proposer believes will further the competitiveness of the proposal.
- C.2.7.** 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.
- C.2.8.** Proposer must complete Certificate of Non-Collusion and a Statement on MGL and Building Code. (examples attached)

#### **D. The Evaluation of Proposals:**

- D.1.** 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 7C, Sections 44 through 58 of the Massachusetts General Laws.
- D.2.** Any proposal that fails to include all of the information specified below in D.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, and apply the change in the evaluation.
- D.3.** The town reserves the right to request additional information from any proposer. The selection committee may elect to interview proposers during the selection process and to request presentations, including demonstrations/representations of products and services.
- D.4. Minimum Criteria:** Each proposal will be reviewed against the following Minimum Criteria. Any proposal that fails to meet the Minimum Criteria will be rejected. 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. **The Minimum Criteria are listed below as D.4.1 through D.4.5:**
  - D.4.1.** The proposer must possess current license and registration by the Commonwealth of Massachusetts as an architect or professional engineer, with a minimum of 5 years of experience in historic preservation projects. Evidence of the registration and licensing must be provided in the proposal.
  - D.4.2.** The proposer must have managed or designed at least 3 historic public building rehabilitation projects that were procured with public funds under Mass General Law.
  - D.4.3.** The proposer must have managed at least 1 project involving rehabilitation of a granite block structure built prior to 1880.
  - D.4.4.** The proposer must include in its submittal a sample of a presentation or document that demonstrates experience with helping a client choose between multiple preservation options.
  - D.4.5.** All subcontractors utilized in this design must possess current Massachusetts licenses or registrations in the applicable disciplines.
- D.5. 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.

Proposers should include documentation in their proposal that specifically addresses how their firm is qualified based on each of evaluation criteria listed below in items D.6.1 through D.6.4.

**D.5.1. Criterion A General Quality of the Response**

<b>Evaluation Criteria</b>	<b>Scoring Rubric</b>		
	<b>Highly Advantageous</b>	<b>Advantageous</b>	<b>Acceptable</b>
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.

**D.6.2. Criterion B Project Approach**

<b>Evaluation Criteria</b>	<b>Scoring Rubric</b>		
	<b>Highly Advantageous</b>	<b>Advantageous</b>	<b>Acceptable</b>
Project approach and proposed schedule	Proposer demonstrated a thorough understanding of project goals and schedule and included details of their approach in a proposed work plan	Proposer demonstrated an understanding of project goals and schedule.	Proposer acknowledged the project goals and schedule.

**D.6.3. Criterion C Previous Project Experience**

<b>Evaluation Criteria</b>	<b>Scoring Rubric</b>		
	<b>Highly Advantageous</b>	<b>Advantageous</b>	<b>Acceptable</b>
a. Experience with projects of similar size and scope: preservation of buildings in state of significant disrepair	Management of at least 5 projects of similar size and scope.	Management of between 2 and 4 projects of similar size and scope	Management of at least 1 project of similar size and scope.

b. Experience with providing multiple options to pursue historic preservation of historic buildings: provide a sample of how options have been presented to a client.	Proposal demonstrates expertise in helping clients analyze options for preservation in a project and the sample provided in the proposal clearly and effectively presented the information.	Proposal demonstrates experience in helping clients analyze options for preservation in a project and the sample provided in the proposal was effective but not comparable to the scope of this project.	Proposal demonstrates experience in helping clients analyze options for preservation in a project and the sample provided in the proposal was not comparable to the scope of this project.
c. Rehabilitation of a granite block building constructed prior to 1880.	Management of at least 5 rehabilitation projects for a granite block building constructed prior to 1880.	Management of between 2 and 4 rehabilitation projects for a granite block building constructed prior to 1880.	Management of 1 rehabilitation project for a granite block building constructed prior to 1880.
d. Experience with smoke stacks	Completed more than 2 projects to restore or repair smoke stacks.	Completed 2 projects to restore or repair smoke stacks.	Completed a project to restore or repair a smoke stack.

#### **D.6.4. Criterion D Proposed Staffing**

<b>Evaluation Criteria</b>	<b>Scoring Rubric</b>		
	<b>Highly Advantageous</b>	<b>Advantageous</b>	<b>Acceptable</b>
Team Members	Highly qualified staff; project leader with more than 10 years of specifically relevant experience; staff back-up and additional resources available if needed.	Highly qualified staff; project leader with between 5 and 10 years of specifically relevant experience.	Qualified staff and project leader.

#### **E. Submittal Process:**

**E.1.** Proposals are due by 1:00 p.m. on Tuesday, May 26, 2015 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

**E.2.** Proposals must be sealed in an envelopes or packages, clearly marked “Proposal for Historic Preservation Feasibility Study of 12 North Main Street”.

**E.3.** The proposer’s name and address should be on the outside of the envelope.

- E.4.** Please make note of the Town Hall open hours, available on the town's website <http://www.westfordma.gov> when scheduling delivery.
- E.5.** Provide 4 copies of the proposal in final form (one loose copy in case additional copies are needed). Provide 1 copy in electronic pdf format.
- E.6.** Late proposals or modifications received after the date and hour of deadline will not be considered.
- E.7.** Information contained in the proposal shall be incorporated into and become part of the contractual obligations in the event the applicant is selected.
- E.8. Questions** must be submitted in writing, via email, or U.S. Mail to the Assistant Town Manager at least five (5) calendar days prior to the deadline for proposal submittal. All parties who have received a copy of the RFQ will also be notified of any published answers to substantive questions.
- E.9.** 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. 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.

**F. Designer Selection Process:**

- F.1.** 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.
- F.2.** 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.
- F.3.** 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 RFQ. The committee will interview the finalists, and will rank them in order of qualification and quality of response. The committee requires that the designer intended to 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.
- F.4.** Determination of the winning applicant will be made by the Town Manager, based upon the recommendations of the designer selection committee.

**G. Designer Fees:**

- G.1.** The Town Manager reserves the right to reject any and all applicants if such rejection is in the best interests of the Town of Westford.
- G.2.** The design fee for this project shall not exceed \$75,000. The town reserves the right to negotiate the contracted fee for the design services. The winning applicant shall submit a fee proposal that includes a lump sum fixed fee, along with the following information:
- Percentage of time to be devoted to the project by key individuals;
  - Hourly rates for personnel and the estimated number of hours each will devote to the project;
  - Hourly rates proposed to charge for each sub-consultant and the estimated number of hours that will be devoted by each sub-consultant;
  - Itemized breakdown of all other costs included in the fee proposal; and

- Markup, if any, that will be added to costs, including sub-consultant fees, resulting from a change in the scope of the work.

**G.3.** If the Town Manager or designee 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.

**G.4.** In no event may a fee for services be negotiated which is higher than the maximum fee of \$75,000. If the Town Manager is unable to negotiate a satisfactory fee with any of the finalists, the Town Manager shall recommend that the committee select additional finalists.

**G.5.** The awarding authority will be reserving the right to contract with the selected designer for follow-on design services.

## **H. Proposed Timeline:**

- RFQ Issued: April 29, 2015
- Ads for Designer published in Central Register: April 29, 2015
- Proposal Submission Deadline: Tuesday, May 26, 2015 - 2:00 p.m.
- Contract Award Announced: June 2015
- Presentation to Public Officials: September 2015

## **I. General Provisions:**

**I.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.

**I.2.** All proposals must be unconditional and will become the property of the Town of Westford.

**I.3.** The selected proposer shall be expected to work under the town's standard contract for designer services attached as Appendix B, and comply with all applicable state and federal laws in the performance of services.

**I.4.** All plans, proposals, various design alternatives, specifications, and other documents resulting from this contract shall become the property of the Town of Westford.

**I.5.** The Town of Westford reserves the right to allow that the successful proposer be eligible for the contract for construction administration, pending independent review, in accordance with Massachusetts Designer Selection Law, and subject to appropriation for additional project phases.

**I.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.

**I.7.** 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.

**I.8.** The selected firm shall be expected to comply with all applicable state and federal laws in the performance of services.

**I.9.** Purchases of goods and services by the Town of Westford are exempt from the payment of federal and Massachusetts state taxes.

**CERTIFICATE OF NON-COLLUSION** The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph, the word “person” shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.” The statement must be signed by the person signing the proposal, accompanied by the company name. [M.G.L. c.149A, §19(6)]

\_\_\_\_\_  
(Signature of individual submitting bid or proposal)

\_\_\_\_\_  
(Name of business)

**TAX CERTIFICATION** Pursuant to M.G.L. Chapter 7C, Sec. 51, 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

\_\_\_\_\_  
\*\*\* 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 Contractor Federal Identification 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.

**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, Chapter 30, Section 39M and Chapter 7C, Sections 44-58.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title