

Legal Notice

Town of Westford, MA

Request for Qualifications (RFQ) for

Designer Services for Historic Building Rehabilitation of the Roudenbush Community Center located at 65 Main Street, Westford, MA

In accordance with Massachusetts Designer Selection Law, M.G.L. Chapter 7C, Sections 44 - 58, the Town Manager's office, on behalf of the Board of Selectmen, is seeking proposals for design services for the historic rehabilitation of the former Westford Academy Building, now the Roudenbush Community Center, located at 65 Main Street, Westford MA. 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 to develop construction plans, specifications, and cost estimates, in anticipation of a potential Town Meeting vote to authorize final design and construction funding for the renovation project. The design contract will have three separate phases. The design fee for Phase One shall not exceed **\$135,000**. The initial contract is for Phase One only. Phases Two and Three, if funded, will be subject to a contract amendment. The total design fee, inclusive of all three phases, is not to exceed \$400,000. A pre-bid informational session will be held **on Monday, January 26, 2015 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 January 2, 2015** 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 Tuesday February 10, 2015**. The designer selection committee appointed by the Town Manager will evaluate proposals and make a recommendation to the Town Manager. The Board of Selectmen 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 Phase One designer for follow-on design services. The town encourages MBE/WBE firms to apply and is an EEO employer.