

**REQUEST FOR QUALIFICATIONS**  
*for*  
**OWNER'S PROJECT MANAGER**

New Center Fire Station and  
Combined Dispatch Center



Permanent Town Building Committee  
Westford, Massachusetts

*Jodi Ross, Town Manager*  
*Thomas Mahanna, Chairman*  
*Permanent Town Building Committee*

September 2015

## **INVITATION TO SUBMIT PROPOSAL**

The Town of Westford Permanent Town Building Committee (Committee) invites qualified applicants to submit proposals to provide Owner's Project Management Services for the design, bidding, and construction of a new Center Fire Station and Combined Dispatch Center. All applicants must submit in complete conformance with this Request for Qualifications (RFQ) document. Applicants must register on the Town of Westford's website to obtain the documents:

[http://www.westfordma.gov/Pages/Government/WestfordMA\\_Procurement/list](http://www.westfordma.gov/Pages/Government/WestfordMA_Procurement/list)

Copies of the RFQ are available at the Office of the Town Manager, Town Hall, 55 Main Street, Westford, MA 01886 or by email request to [mhanson@westfordma.gov](mailto:mhanson@westfordma.gov). This RFQ shall be governed by the designer selection law, M.G.L. Chapter 7, Section 38A 1/2 to 38O and M.G.L. Chapter 149, Section 44A 1/2.

Questions concerning this request must be emailed to John Mangiaratti, Assistant Town Manager [jmangiaratti@westfordma.gov](mailto:jmangiaratti@westfordma.gov). All inquiries received five or more days prior to the RFQ deadline will be considered. If any changes are made to the RFQ, an addendum will be issued. Addenda will be emailed or mailed to all applicants on record as having received the RFQ.

## **PROJECT DESCRIPTION**

The Town of Westford's Fire Department's Center Station No.1 was constructed in 1974 adjacent to Town Hall and the Police Station. The fire station is a two story, wood frame building with three double garage bays. The building has a total floor area of 6,825 s.f. and currently houses two engines, two ambulances, and one ladder truck. The Center Station is one of three active fire stations in town and serves as the headquarters of the Fire Department. Two other substations are located in Graniteville (Rogers Station No.3) at the intersection of Town Farm Road and North Main Street, and in Nabnasset on Oak Hill Road (Nab Station No.4). The Nabnasset Station was constructed in 1963, and the Rogers Station was constructed in 2000. At the time the Center Station was constructed, the Westford Fire Department was a volunteer department. Firefighters were staffed full-time at the Center Station beginning in 1985, the Nabnasset Station in 2000, and the Rogers Station in 2008. All ambulances and paramedics are located at the Center Station. All Emergency Medical Services and Advanced Life Support Services are currently dispatched from this location.

The original Center Station design did not accommodate full-time staff. Modifications have been made to the facility over the years to provide sleeping quarters, kitchen facilities, and office space. The Town recently hired Drumney Rosane Anderson, Inc. to complete a Town-wide Facilities Study of all of its buildings, including the Center Station. This report identified several structural, mechanical, electrical, life safety and ADA compliance issues that should be addressed at the Center Station.

In 2014, the Committee hired Dore & Whittier Architects, Inc. to complete a Feasibility Study for a new Center Fire Station and Combined Dispatch Center. This goal of the study was to recommend the location of the new Fire Station and determine the programs needs for the Fire Department. The study also evaluated the feasibility of combining the dispatch operations of the Police and Fire Departments. The study was completed in March 2015. A copy of the study is available on the Committee's webpage located:

[http://www.westfordma.gov/pages/government/towndepartments/boardsandcommittees/westfordma\\_permtown/index](http://www.westfordma.gov/pages/government/towndepartments/boardsandcommittees/westfordma_permtown/index)

The Feasibility Study recommended that a new 24,000 s.f. Fire Station be constructed on a 4.8 acres Town-owned parcel of land located at the intersection of Boston Road and Blake's Hill Road. In addition, the study recommended that a new Combined Dispatch Center be constructed in the existing Police Department Training Room. Annual Town Meeting in March 2015 appropriated funds to complete the design, project management and construction of both projects. Dore & Whittier Architects, Inc. (Architect) has been hired by the Committee to complete the design of both facilities. The design process has recently commenced and the Committee has engaged a qualified Town of Westford employee to serve as the interim Owner's Project Manager until a qualified firm is selected.

### **MINIMUM QUALIFICATIONS**

M.G.L. chapter 149, section 44A1/2 **requires** public awarding authorities to engage the services of an Owner's Project Manager (OPM) on all building projects estimated to cost \$1.5 million or more. Each applicant must possess the following minimum qualifications:

1. Massachusetts registered architect or professional engineer and have at least five (5) years of relevant experience in the construction and supervision of construction of buildings over 10,000 s.f., with preference given to demonstrated experience in the design and construction of public safety buildings. In the event the applicant is not a registered architect or professional engineer, she/he must have at least eight (8) years of relevant experience in the construction and supervision of construction of municipal buildings.
2. A thorough knowledge of the Massachusetts State Building Code, all applicable NFPA Codes, regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities Act.
3. A thorough knowledge of all public bidding laws, including without limitation M.G.L. Chapter 149, Section 44A1/2.
4. Demonstrated successful prior experience administering design and construction of public safety projects of similar size and scope.
5. Financial and operational ability to perform project management services on the project within all established budget limits and time schedules.
6. Familiarity and/or experience relating to "green" construction, energy efficiency and generation, the LEED certification process and grant sources for same.

**The Town of Westford and the Committee reserves the right to reject any proposal which does not demonstrate compliance with each of the foregoing minimum qualifications.**

## **GENERAL DUTIES**

The general duties of the Owner's Project Manager shall include, but may not be limited to, the following:

1. Providing advice and consultation with respect to preparation of and review of design documents, cost opinions, and completeness of the overall scope of work.
2. Assist the Committee and Architect with the public bidding process for the projects, including prequalification of eligible bidders.
3. Provide oversight of the Architect during the design, bidding, and construction phases of the project.
4. Provide oversight of the General Contractor(s) during construction of the projects to monitor conformance with the plans and specifications, and adherence to project schedules and budgets.
5. Provide written monthly reports on the progress of design and construction with updates on the schedule, budget, and project milestones.
6. Attend regularly scheduled progress meetings with the Owner, Contractor, and Architect.
7. Attend periodic evening meetings with the Permanent Town Building Committee to report on the progress of the project.
8. Provide written evaluation of the performance of the design professional, General Contractor, and subcontractors.

## **SCOPE OF SERVICES**

The Owner's Project Manager will provide consulting and project management services to coordinate and manage the design and construction process and other aspects of the new Center Fire Station and Combined Dispatch Center Projects to verify that the design is consistent with the established goals, objectives, and project budget. As the Feasibility Study has already been completed, the OPM services may not begin until the Design Development Phase has started. The selected OPM and the Committee will negotiate the final scope of services dependent on the phase of the project and the needs of the Committee. The Owner's Project Manager's scope of services could include the following tasks:

### **Schematic Design Phase (if required)**

1. Review and confirm the space needs program established by the Fire Department and Police Department for each project. Verify that the project programs presented by the Architect establishes a project program that maximizes the efficiencies and shared spaces of a properly sized facility.
2. Provide advice on the construction schedule and the proposed building constructability, particularly as it relates to project phasing as well as the method for the delivery of construction.
3. Conduct a peer review of the construction cost opinion prepared by the Architect. Identify areas of potential cost savings.
4. Provide the Committee with a complete Project Budget, including all soft costs and contingencies.

5. Assist the Committee with presenting the conceptual design of both projects to the Board of Selectmen, Finance Committee, and at other Town Meetings.

#### Design Development & Construction Document Phases

1. Assist the Committee and Architect in the development and review of the final design documents.
2. Assist the Owner in completion of all relevant contract documents to verify compliance by the Contractor with insurance and bond requirements, prevailing wage reporting requirements, schedules for payment, and all other contract terms.
3. Prepare and submit detailed written reports to the Committee that describe the overall status and progress of the work, including identifying key action items that will occur over the next reporting period.
4. Provide the Committee with regular communication regarding significant project developments, including conditions or circumstances that may cause a delay in the Project Schedule or otherwise may be inconsistent with the Project requirements. When required, provide the Owner with proposed contingency plans to avoid or mitigate possible or actual delays.
5. Review monthly invoices submitted by the Architect and provide recommendations to the Committee for payment.
6. Oversee and monitor the activities and responsibilities of the Architect to verify compliance with their contractual obligations.
7. Assist the Committee and Architect with prequalification of all eligible bidders for the project.
8. Attend Committee meetings when requested to provide updates on the project.

#### Bidding Phase Services

1. Assist the Committee and Architect with advertising projects for public bids.
2. Review all Requests for Information submitted by bidders and provide assistance with preparation of addenda as required.
3. Attend bid opening for all Filed Sub-bids. Review all bids received and tabulate results. Conduct reference checks on subcontractors as required.
4. Attend bid opening for General Contractor(s). Review all bids received and tabulate results. Conduct reference checks on low bidder(s) as required.
5. Assist Architect with providing Committee with recommendation of award of General Contract(s).

#### Construction Phase Services

1. Provide administrative, management, and other related services as required to coordinate work of the General Contractor, subcontractors and other consultants in order to complete the projects in accordance with the project objectives.
2. Assist the Committee with conducting pre-construction meetings as needed to coordinate and communicate duties and responsibilities to all parties involved in the projects, review the Contractor's Project Construction Schedule, and verify that all Fire and Safety codes

- and regulations of Federal, State, and Local officials are clearly delineated.
3. Coordinate the commissioning work with all parties involved to confirm that the commissioning activities are being incorporated into the Project Schedule.
  4. Assist the Contractor in development of a schedule of values for payment. Provide the Committee with an estimated Cash Flow Schedule.
  5. Develop and implement control systems for monitoring the projects' progress with respect to cost, schedule and quality for providing early warning of impending problems. Prepare contingency plans for corrective actions, and implement such plans when requested.
  6. Schedule and conduct weekly construction progress meetings to discuss such matters as procedures, construction progress, construction conflicts and scheduling. Prepare and distribute the minutes of these meetings to all parties.
  7. Update and issue the Master Project Construction Schedule monthly to show current conditions and revisions required by actual progress. Monitor the activities of the contractors on the projects, including activity sequences and duration, allocation of labor and materials, processing of shop drawings, project data and samples, and delivery of products requiring long lead time procurement.
  8. Expedite and participate in the Committee's review and approval of project data and samples when such review is requested by the Architect.
  9. Recommend courses of action to the Committee when the requirements of the construction contracts are not being fulfilled, and, the non-performing party will not take satisfactory corrective action.
  10. Provide regular monitoring of the construction costs, showing actual costs for activities in progress and estimates for unaccomplished tasks. Identify variances between actual and established costs and advise the Architect and Owner if project costs are expected to exceed the respective contract sums.
  11. Establish systems for maintaining and reporting cost accounting records and information on authorized work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, and other work requiring accounting records such as preliminary change order request systems, etc.
  12. Advise the Committee of any proposed change orders on the projects. Assist in negotiation of the Contractor's proposals for these changes, submit recommendations to the Architect and the Owner, and, if accepted, prepare or cause the Contractor to prepare change orders for the Architect's approval and the Owner's authorization. Establish and implement a change order system monitoring and reporting on job cost events, including approved change orders, pending change orders, and anticipated change orders. Establish a time line for the change order process that does not interfere with the progress of the work.
  13. Review periodic Applications for Payment from the Contractor for progress and final payments, including certification requirements by the Architect. Provide recommendations to the Committee for payment.
  14. Assist the Committee in selecting and retaining the professional services of testing laboratories and commissioning services. Coordinate these services throughout the project.

15. Oversee and coordinate quality assurance and testing and inspection programs. Develop and implement procedures for consistent and rapid feedback to the Contractor of observations and recommendations of the Architect and the on-site Construction Manager.
16. Review certified payroll records submitted by the Contractors to verify that all state wage reporting requirements are fully adhered to.
17. Verify timely payments to subcontractors based on contract documents and Massachusetts General Laws. Review all Release of Liens provided by General Contractors.
18. Provide proper record keeping including progress prints, manuals, samples, cut sheets, fieldbooks, etc., related to the quality and nature of the construction. Confirm that proper records are being maintained by the Contractor(s) for review by the Architect and the Owner.
19. Coordinate completion and delivery of all record drawings, all construction related documents, and all other materials necessary for occupancy and full operation of the facilities. Provide to the Owner copies of all pertinent documents in electronic (pdf) format, or other format deemed acceptable by the Owner.

### **SUBMISSION DEADLINE AND INSTRUCTIONS**

A Briefing Session for the project will be held on **Thursday, October 1, 2015 at 11 a.m.** in the Police Station Training Room, 53 Main Street, Westford, MA. This will be the only opportunity to view the location of the Combined Dispatch Center. Firms that are interested in touring the existing Center Fire Station will have the opportunity to do so after the Briefing Session.

Sealed proposal submissions must be received and registered by the Office of the Town Manager, Town Hall, 55 Main Street, Westford, MA 01886 by **Friday, October 9, 2015 at 2:00 p.m.** No proposals will be accepted after the time and date noted. One original copy of the proposal plus twelve (12) copies and an electronic copy in pdf format are to be provided.

Applicants must also execute, as required by law, and include in the sealed submission the Certificate of Non-Collusion, the Certificate of Corporate Authority and the Certificate of Tax Compliance, copies of which are attached.

Proposals are to be sealed and properly identified on the outer envelope as **Qualifications for Owner's Project Management Services for Center Fire Station and Combined Dispatch Center** with the applicant's name and address and delivered to:

Permanent Town Building Committee  
Thomas J. Mahanna, Chair  
c/o Town Manager's Office  
Town Hall  
55 Main Street  
Westford, MA 01886

## **INSURANCE AND IDEMNIFICATION**

As a condition of award, the selected firm agrees to carry professional liability insurance policy with limits of at least \$1,000,000 per claim and \$3,000,000 aggregate, with a deductible of no more than \$25,000 per claim. Additionally, the selected OPM shall obtain and maintain at its own expense, general liability and motor vehicle liability insurance policies protecting the Town of Westford in connection with any operations included in the contract, and shall have the Town of Westford listed as additionally insured on the policies. General coverage shall be in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury and property damage liability.

**Indemnification:** The successful applicant shall agree to indemnify and hold harmless the Town of Westford and its officers, employees, boards, commissions, agents and representatives from and against all claims, courses of action, suits, damages and liability of any kind which arise out of the negligence or willful misconduct of the successful applicant or its officers, employees, agents and representatives regarding the project manager services to be performed by the successful applicant regarding the New Center Fire Station and Combined Dispatch Center Projects.

## **FEE**

The fee for this project will be negotiated **upon selection**. Price or the fee is not a consideration under this proposal. The selected firm will be asked to submit a fee that will include all expenses, direct and indirect, for this project. OPM services resulting from this RFQ are subject to available funds. The OPM agrees to comply with all the federal, state and local laws in its performance of its contract with the Committee. The Town of Westford and the Permanent Town Building Committee reserve the right to negotiate mutually acceptable amendments to the contract arising from the RFQ and in particular with respect to the final scope of services and any additional services, if required.

## **SUBMISSION REQUIREMENTS**

One original and twelve (12) bound copies shall be provided along with an electronic copy of the proposal in pdf format. The proposal package shall include a completed copy of the Standard Designer Application Form for Municipalities and Public Agencies not within the Designer Selection Board 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>

The total proposal should not exceed fifteen (15) pages in length, double sided (30 pages maximum length) excluding Standard Designer Application Form, resumes and project descriptions.

Each proposal shall provide the following in strict compliance with this Request for Qualifications:

**Cover Letter:** Provide a summary of the proposal with descriptions of the firm, project team, project understanding, etc.

**Firm Profile:** Provide a description of the experiences and history of the firm, including the number of staff, and in-house services that can be provide. Provide a description of the current workload and firm capability to perform the work.

**Project Approach:** Provide a thoughtful and detailed narrative on how the firm would approach this project and assist the Committee in achieving their goals.

**Description of Project Team:** Provide a graphic organization chart of the project team. Provide all applicable professional registration numbers of the Project Team. Identify any outside consultants that are included on the Project Team. Resumes of all key Project Team members shall be provided and should not exceed two pages in length.

**Relevant Project Experience:** Provide descriptive project sheets for no less than 5 and no more than 10 representative municipal building and/or public safety projects for which the firm was the project manager or related role, and were completed within the past ten years. Each project sheet include photo(s) of the completed construction, a project description, final constructed cost including change order amounts and percentages, and client / owner point of contact information.

**Financial Statement:** Provide evidence of the financial stability of the firm over the past three years.

**Required Forms:** The following forms shall be completed, signed, and included in the proposal:

- Standard Designer Selection Board Application Form
- Certificate of Tax Compliance
- Certificate of Corporate Authority
- Certificate of Non-Collusion

All proposals must be unconditional and shall be deemed to be public records and will become the property of the Town of Westford. The selected firm shall be expected to comply with all applicable state and federal laws in the performance of services. 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. Purchases of goods and services by the Town of Westford are exempt from the payment of Federal and Massachusetts state taxes.

## **EVALUATION OF PROPOSALS**

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

The objective in reviewing proposals is to select a qualified consultant that has clearly demonstrated their understanding of the scope of services, has provided relevant project experience, and will utilize a Project Team that has sufficient experience with similar projects. Any proposal that fails to include all of the information specified below 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 apparent unresponsiveness may be deemed 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.

**Minimum Criteria:** Each proposal will be reviewed to determine if it meets the Minimum Criteria established in Criterion A through E. 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 Selection Committee according to the comparative evaluation criteria described herein, and the evaluators will determine, in writing, an overall subjective rating for each proposal.

**Selection Committee:** Members of the Permanent Town Building Committee, the Town Manager, Fire Chief, Police Chief, and Police Operations Administrator shall represent the selection committee. After the selection 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 (0 - 20 points)**

<b>Evaluation Criteria</b>	<b>Scoring Rubric</b>			
	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Acceptable</i>	<i>Unacceptable</i>
<b>Quality of Response</b>	Exceeds 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 requirements, some follow-up for clarification and amplification of proposal elements may be allowed.	Proposal did not meet basic requirements of RFQ.

**Criterion B - Previous Project Experience (0 - 20 points)**

Evaluation Criteria	Scoring Rubric			
	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Acceptable</i>	<i>Unacceptable</i>
<b>Similar Experience</b>	Successful management of at least ten public safety complexes within the last ten years.	Successful management of at least five public safety complexes within the last five years.	Successful management of at least three public safety complexes within the last five years.	Proposal did not provide any relevant similar experience.

**Criterion C - Project Approach (0 - 30 points)**

Evaluation Criteria	Scoring Rubric			
	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Acceptable</i>	<i>Unacceptable</i>
<b>Project Approach</b>	Provided an excellent response which clearly demonstrated understanding of the project and the long term needs of the Town.	Proposer provided an excellent response and addressed most of the items under Scope of Services	Proposer provided an adequate response that addressed the items under Scope of Services	Project approach did not demonstrate an understanding of the project goals

**Criterion D - Proposed Staffing (0 - 30 points)**

Evaluation Criteria	Scoring Rubric			
	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Acceptable</i>	<i>Unacceptable</i>
<b>Project Team</b>	Highly qualified staff; project leader with more than 10 years of specifically relevant experience (public safety complexes of similar size and scope); staff back-up and additional resources available if needed.	Highly qualified staff; project leader with at least 5 years of specifically relevant experience.	Project leader has demonstrated sufficient experience with similar projects however, other members of the Project Team do have extensive experience.	Project team members failed to meet the minimum qualifications.

**Criterion E - Firm Stability and Capacity (0 -10 points)**

Evaluation Criteria	Scoring Rubric			
	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Acceptable</i>	<i>Unacceptable</i>
<b>Stability of Firm</b>	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.	No information provided.

**References**

Evaluation Criteria	Scoring Rubric			
	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Acceptable</i>	<i>Unacceptable</i>
<b>References</b>	Outstanding recommendations received from all references	Good recommendations from all references	Recommendations from references were all positive but not consistent	Received reference that indicated proposer failed to successfully complete project

**Finalist Interview (if needed)**

The Committee reserves the right to make a selection without interviewing any firms. However, the Committee may select one or more firms for an interview after evaluating all proposals received using the same criteria outlined in this Request for Qualifications. The Committee will rank all finalists in order of qualification and quality of response. The Committee will require that the principal contact for the project from each firm 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.

Evaluation Criteria	Scoring Rubric			
	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Acceptable</i>	<i>Unacceptable</i>
<b>Interview</b>	Proposer clearly reviewed the process, described the services that would be provided, was convincing of the depth of their expertise and established a comfortable dialogue with the selection committee.	Proposer clearly reviewed the process and work product and established a comfortable dialog with selection committee.	Proposer described the process and the work product.	Proposer did not demonstrate a clear understanding of the goals of the Town for the project.

***TOWN OF WESTFORD***  
**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c.62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
(Date)

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

\_\_\_\_\_  
(Printed name of person signing bid or proposal)

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

\_\_\_\_\_  
(Business address)

\_\_\_\_\_  
(Business phone number)

**MUST BE RETURNED SIGNED WITH THE SEALED SUBMISSION**

***TOWN OF WESTFORD***

**CERTIFICATE OF CORPORATE AUTHORITY**

The principal, officer or person to sign below pledges under penalties of perjury, that he or she has been designated by the owner(s) or the board of directors of the below named firm as an authorized representative.

\_\_\_\_\_  
(Date)

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

\_\_\_\_\_  
(Printed name and title of person signing bid or proposal)

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

\_\_\_\_\_  
(Business address)

\_\_\_\_\_  
(Business phone number)

**MUST BE RETURNED SIGNED WITH THE SEALED SUBMISSION**

***TOWN OF WESTFORD***

**NON-COLLUSION STATEMENT**

**CONTRACTOR’S CERTIFICATION IN BID/PROPOSAL TO BE ATTACHED TO  
CONTRACT**

Any person submitting a Bid or Proposal for the procurement or disposal of supplies and services to any governmental body shall certify in writing, on the Bid or Proposal, as follows:

“The undersigned certifies under penalties of perjury that this Bid or Proposal has been made and submitted in good faith and without collusion or fraud with any other person. 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.”

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of person signing bid or proposal)

\_\_\_\_\_  
(Printed name of person signing bid or proposal)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
(Business address)

\_\_\_\_\_  
(Business Phone Number)

**MUST BE RETURNED SIGNED WITH THE SEALED SUBMISSION**



TOWN OF WESTFORD  
**PERMANENT TOWN  
BUILDING COMMITTEE**  
TOWN HALL  
WESTFORD, MASSACHUSETTS 01886  
(978) 692-5501

**REQUEST FOR QUALIFICATIONS**

**OWNER'S PROJECT MANAGER  
NEW FIRE STATION AND COMBINED DISPATCH CENTER**

**ADDENDUM NO.1  
NOTICE OF DEADLINE EXTENSION**

The Westford Permanent Town Building Committee has extended the deadline for Request for Qualifications for the Owner's Project Manager for the New Fire Station and Combined Dispatch Center.

**All proposals must be received at the Office of the Town Manager, 55 Main Street, Westford, MA 01886 by no later than 2:00 p.m. on Friday, October 9, 2015.**

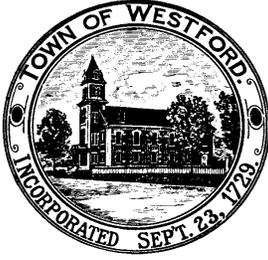
The Request for Qualifications will be available on **Wednesday, September 16, 2015**. The documents will be available to all persons/firms that have registered on the Town's website.

A Briefing Session will be held on **Thursday, October 1, 2015 at 11:00 a.m.** at the Police Station Training Room, 53 Main Street, Westford, MA.

All proposals must be submitted in a sealed envelope, clearly marked:

**REQUEST FOR QUALIFICATIONS**  
**OWNER'S PROJECT MANAGER**  
Town of Westford  
Permanent Town Building Committee  
55 Main Street  
Westford, MA 01886

**End of Addendum No.1**



TOWN OF WESTFORD  
**PERMANENT TOWN  
BUILDING COMMITTEE**  
TOWN HALL  
WESTFORD, MASSACHUSETTS 01886  
(978) 692-5501

**REQUEST FOR QUALIFICATIONS**

**OWNER'S PROJECT MANAGER  
NEW FIRE STATION AND COMBINED DISPATCH CENTER**

**ADDENDUM NO.2**

A Briefing Session was held on **Thursday, October 1, 2015 at 11:00 a.m.** at the Police Station Training Room, 53 Main Street, Westford, MA. An overview of the project was provided by the Permanent Town Building Committee and the representatives from the architectural firm Dore & Whittier. After the Briefing Session a tour of the Center Fire Station was conducted.

A copy of the attendance sheet along with copies of the documents that were provided to the attendees are attached to this addendum. These documents include the updated schematic layouts of the Combined Dispatch Center and Fire Station, along with the Project Schedule.

**All proposals must be received at the Office of the Town Manager, 55 Main Street, Westford, MA 01886 by no later than 2:00 p.m. on Friday, October 9, 2015.**

All proposals must be submitted in a sealed envelope, clearly marked:

**REQUEST FOR QUALIFICATIONS**  
**OWNER'S PROJECT MANAGER**  
Town of Westford  
Permanent Town Building Committee  
55 Main Street  
Westford, MA 01886

**End of Addendum No.2**

ATTENDANCE SHEET

**Owner's Project Manager – New Center Fire Station & Combined Dispatch Center – Request for Qualifications**

**Briefing Session**

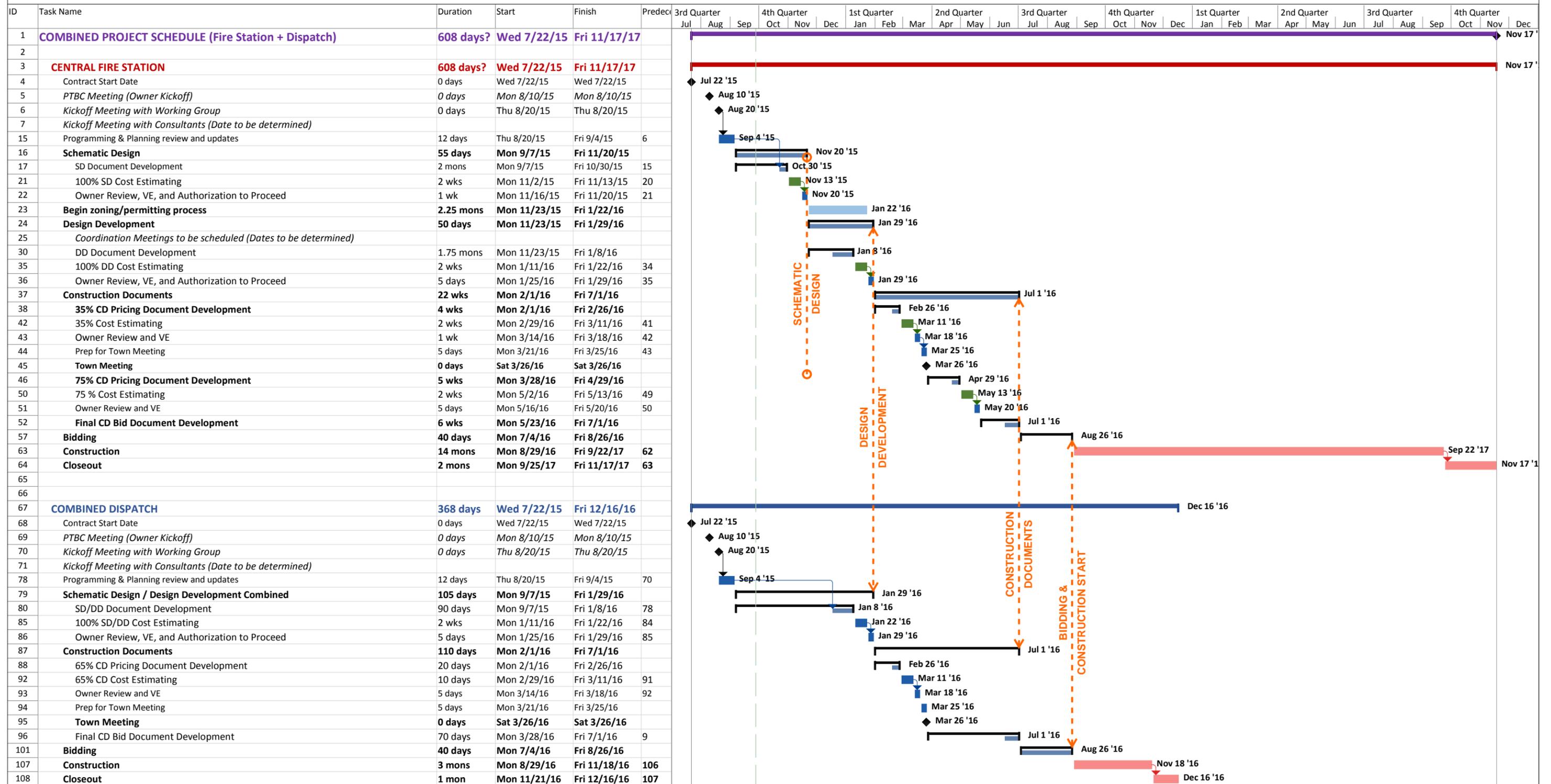
**Location:** Police Station Training Room, 53 Main Street, Westford, MA

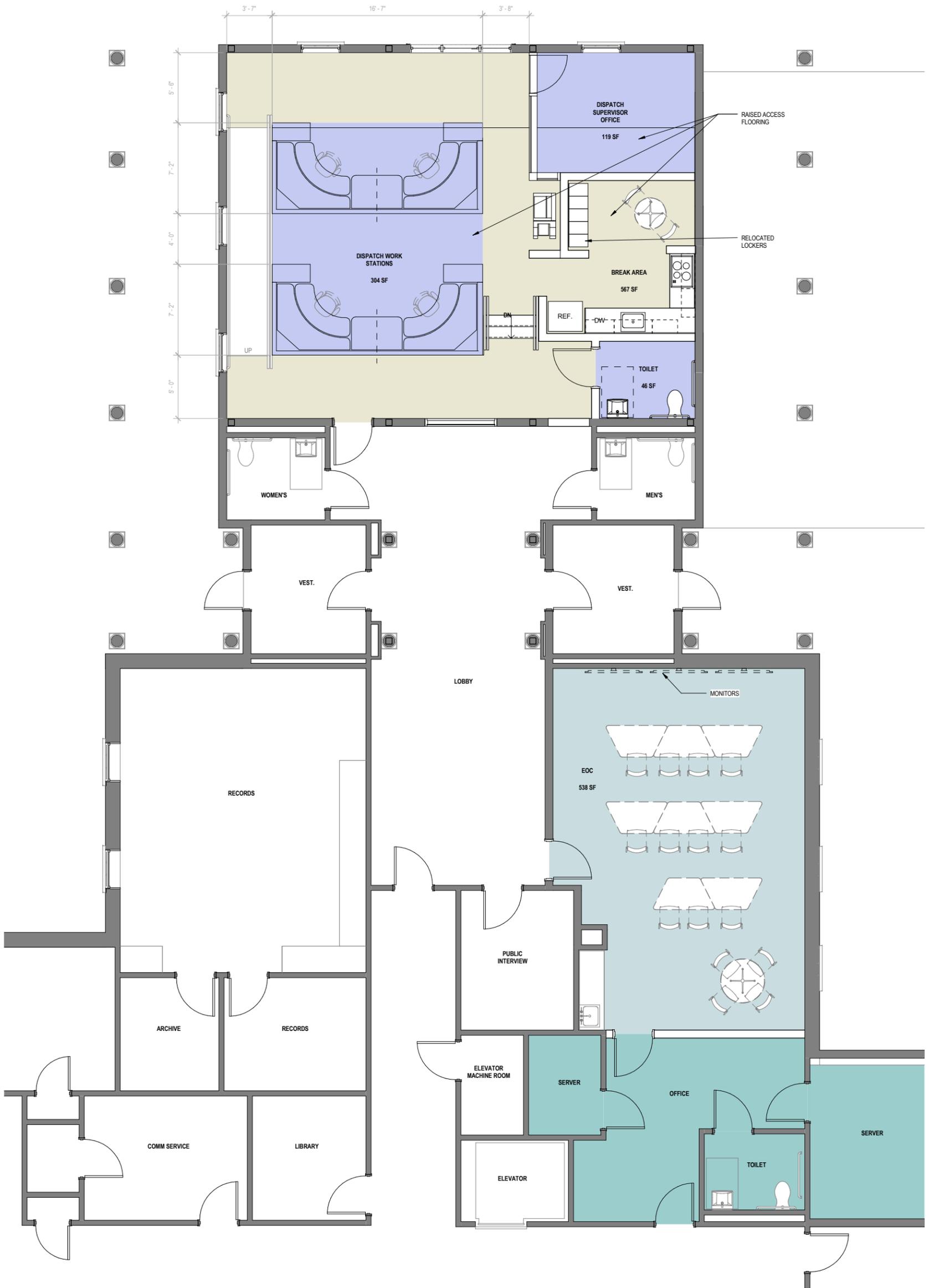
**Date:** Thursday, October 1<sup>st</sup>, 2015 - 11:00 a.m.

	Name	Representing	Email
1.	Thomas J. Mahanna	Permanent Town Building Committee	<a href="mailto:tmahanna@westfordma.gov">tmahanna@westfordma.gov</a>
2.	PAT SAITTA	Municipal Building Consultants, Inc	PATRICK@SAITTA&MUNICIPALBUILDINGCONSULTANTS.COM
3.	Carly Spink	The Vertex Companies, Inc.	cspink@vertexeng.com
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# WESTFORD PUBLIC SAFETY - COMBINED PROJECT SCHEDULE





**DISPATCH SPACE SUMMARY**

- CIRCULATION
- DISPATCH
- EMERGENCY OPERATIONS CENTER
- EXISTING DISPATCH





WESTFORD FIRE STATION - LEVEL 1 - FLOOR PLAN

SEPTEMBER 17, 2015



**FIRE STATION SPACE SUMMARY**

- CIRCULATION
- OPERATIONS SUPPORT
- ADMINISTRATION
- BUILDING SYSTEMS
- LIVING SPACES



