

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR OWNER'S PROJECT MANAGER**

For the Pre-Design Feasibility Study

of the J. V. Fletcher Library

in accordance with the J. V. Fletcher Library Building Program

By the
J.V. Fletcher Library Board of Library Trustees,
and the Permanent Town Building Committee

Westford, Massachusetts

Jodi Ross, Town Manager
Thomas Mahanna, Permanent Town Building Committee Chairman
Susan Flint, Library Trustee Chairman
Ellen Rainville, Library Director

January 8, 2015

Advertising Dates:
Central Register January 14, 2015
Lowell Sun January 14, 2015

Pre-Proposal Briefing/Walk-through
Friday, January 23, 2015 at 10 a.m.
50 Main Street, Westford, MA 01886

Proposal Submission Due Date: Monday, February 9, 2015 at 5:00 p.m.

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INVITATION TO SUBMIT PROPOSAL

The Town of Westford (“Town”) and the J. V. Fletcher Board of Library Trustees (“Library Trustees”) invite qualified applicants to submit proposals to provide Project Management Services overseeing the pre-design study phase and Feasibility Study, in accordance with the Library Building Program, of a proposed library renovation/expansion of approximately 33,500 square feet. All applicants must submit in conformance with this Request for Qualifications (RFQ) document available at the J. V. Fletcher Library, 50 Main Street, Westford, MA or by email request to erainville@westfordma.gov. This RFQ shall be governed by the designer selection law, M.G.L. Chapter 7C, Sections 44 to 58 and M.G.L, Chapter 149, Section 44A ½.

It is expected that the proposed services will be required 2015 through June of 2016. Any future design development phase, including preparation of contract documents, will be dependent upon Town approval, application to, and awarding of, a Public Library Construction Grant from the Massachusetts Board of Library Commissioners. While it is anticipated the same OPM individual or firm might oversee both phases, development and construction, the requested proposal here shall cover **only** the pre-design and feasibility study phase.

Upon completion of the study phase the Library Trustees reserve the right to continue with the study architect/engineer/OPM/consultant to include the design and construction phase of the project.

PROJECT DESCRIPTION

Library service in Westford dates back to 1797, when the Westford Social Library was created to provide books via \$2.00 subscriptions to readers. In 1854, the Social Library was gifted to the Town, with the first Annual Report published in 1859. In 1871, the Library collection filled a “commodious room” in the new Town Hall, with the result that the Agricultural Library was gifted to the Town in 1873 (both original collections remain). In 1895, upon the Town securing a lot on the triangular Town Common, native son Jonathan Varnum Fletcher donated \$14,000 to erect a public library, an amount which the Town matched with an additional \$5,000. Designed by H. M. Francis of Fitchburg, the J. V. Fletcher Library was built in a Classical Revival style by William C. Edwards of Westford, Contractor. The original Souvenir Dedication booklet describes the original building, and the original 1895 blueprints still exist.

As library needs and services have increased, a number of physical improvements have been made to the original 1895 structure. A basement renovation provided a new Children’s Area in 1963. In 1969, an L.S.C.A.-funded renovation/addition expanded the library to include a new Children’s wing built onto the rear of the library and increased shelving in the stack room via a mezzanine level (which was in the original building plans). In 1979, to address the lack of A.D.A. compliance, the Library received an L.S.T.A.-funded Bookmobile to provide service around Westford’s 31+ square miles. In 1988, the 9,500 square foot library was enlarged to 22,500 square feet with the addition of two wings, renovation of the original Victorian core, an elevator and expanded parking. The Library received a reimbursement award for this renovation addition in the first distribution of the Massachusetts Public Library Construction Grant funding.

In 2001, the Library Trustees awarded a Space Re-Allocation Study to Gienapp Associates to study the possibility of relocating the Children's Area to allot more space to young users. In this same year, the construction bond was paid off as well. In 2006, the Library was tied into the municipal sewage treatment plant – thus allowing for more use of the current lot, which had previously supported both a septic system and future overflow area. From 2007 through 2011, the Library underwent a Friends-, Capital- and Trustee-funded Library Beautification Project. This multi-year improvement project provided new paint and carpet, re-finished, re-upholstered and replaced furniture, and included re-arrangement of spaces to maximize the again-full square footage. During this time, the library added over one-half mile of new shelving, and replaced almost all of the 1988 addition's furnishings.

The J. V. Fletcher Library is located on Main Street on the Town Common adjacent to the Town's original colonial church, residential areas, and the town offices. A parking lot is located to the rear and is accessible from Main Street. The Main Street and parking lot entrances lead over 795 people per day into the approximately 22,500 square-foot building, circulating 1,200 items per day for 314 service days per year.

The ground floor public Meeting Room, Sorting Room, public restrooms, Technical Services and Staff Break Room, Maintenance, Electrical, Elevator and IT area, the Fine Arts (media) Area, and some stacks of Adult Non-Fiction, and Young Adult collections. The Large Print and Foreign language collections are on this floor at the end of the non-fiction ranges. In order to maximize shelving space, Young Adult non-fiction and biographies have been interfiled with adult collections, and the locking cases formerly used for videos have been discontinued.

The main floor houses both adult and children collections and includes the Main Circulation Desk, two original Victorian Browsing Rooms (children's media has overflowed into one of these), Adult New Books and Periodicals, one-third of Adult Non-Fiction, Adult Reference, and Adult Fiction in the original Stack Room. The East Wing is all Children's collections, the Story Hour Room, and the under-sized inadequate non-ADA-compliant bathroom. A Family bathroom is sorely needed; the 64 square foot Youth Services Office houses three staff.

The mezzanine level of the library houses Adult Fiction, biography, back issues of serials, quiet study and the Silent Study Room – plus administrative files on the public mezzanine space, with the Asst. Director's office at one end. On the east side is the mezzanine-level Boiler Room with three gas-fired boilers.

The third floor houses the Director's and Administrative Assistant offices, a tiny kitchenette, the original Mary Atwood Hall (both Meeting Room and Local History collections), access to attic storage and HVAC space.

Last year the library sponsored 392 programs with an attendance of 14,987. 1,773 Community groups and organizations booked meeting space within the library – just under 6 per service day.

The Planning and Design Grant was approved by town meeting on March 22, 2014.

The activities to be completed by the MBLC deadline of June 30, 2016 include:

1. Completion of the Library Building Program
2. Assembly of the design team, including the Owner's Project Manager and Architect
3. Site Selection Review
4. Complete architectural renderings
5. Preparation for an MBLC Public Library Construction Grant Application

SCOPE OF SERVICES

The Town of Westford/J. V. Fletcher Library's Owner's Project Manager will be responsible for, but not limited to, providing the following services in accordance with the terms and conditions set forth in the Town's Standard Owner's Project Management Contract:

1. Assist in the preparation of the RFQ/RFP for the selection of the architect/designer.
2. Assist the library in evaluating architect/designer proposals using designer selection procedures, determining interview techniques, and negotiating a contract with selected architect.
3. Oversee and review the architect's work as it relates to the Library Building Program, the quality and efficiency of design, and preparation of architect's schedules and cost estimates.
4. Define any conflicts in design with the Library Building Program and make recommendations to the architect and the Library Trustees and the Library Building Committee to resolve them.
5. Set a timeline and schedule for taking the project successfully through the Massachusetts Board of Library Commissioners Public Library Construction Grant program.
6. Review architect's invoices for services rendered and make recommendations for payment.
7. Review cost estimates and consider, evaluate and recommend value engineering and resource prioritization.
8. Review the schematic plans, evaluations and specifications for cost effectiveness, constructability issues, review for consistency of documents between overlapping trades, coordination, and compliance with the vision of the Library Building Program and the requirements of M.G.L. Chapter 149, Section 44A-M and all other applicable laws, codes, and regulations.
9. Attendance at periodic meetings (times to be determined) with the Library Trustees and/or designated committees to present reports on status of project and progress in meeting the desired schedule which will be agreed upon with the successful applicant.
10. Provide information and documents as requested by the J. V. Fletcher Library and Town of Westford in preparing a grant application for the Massachusetts Board of Library Commissioners' Public Library Construction grant program.

DATES:

- RFQ Advertising dates and venues:
 - January 14, 2015 Central Register
 - January 14, 2015 Lowell Sun
 - January 14, 2015 Town of Westford website: -www.westfordma.gov/bidlist

- Pre-proposal Information Briefing
 - Friday, January 23, 2015 at 10 a.m.
- Proposal Submissions Due Date:
 - Monday, February 9, 2015 at 5:00 p.m.
- Written proposals must be received at the J. V. Fletcher Library, 50 Main Street, Westford, MA 01886 before 5:00 p.m. on Monday, February 9, 2015 to be considered. Proposals submitted by fax or by electronic mail will not be considered. Postmarks will not be considered.
 - A walk-through of the library will be held Friday, January 23, 2015 at 10 a.m.
- Individuals or firms are encouraged to attend. The library will be open immediately after the walk-through for additional inspection and photographs.

SUBMISSION DEADLINE AND INSTRUCTIONS

Sealed proposals must be received and registered by the Library Director, J. V. Fletcher Library, 50 Main Street, Westford, MA 01886 before Monday, February 9, 2015 at 5:00 p.m. at which time and place the sealed proposals shall be publicly opened. No proposals will be accepted after the time and date noted. The J. V. Fletcher Library is open to receive proposals from 10:00 a.m. – 9:00 p.m. on Monday through Thursday and 1:00 p.m. – 5:00 p.m. on Fridays.

Request for Qualifications documents may be obtained at the office of Library Director Ellen Rainville, 50 Main Street, Westford, MA 01886 or via email at erainville@westfordma.gov.

- A briefing session for the project will be held at Friday, January 23, 2015 at 10 a.m. in the Library Meeting Room on the ground floor. A site tour will follow the Pre-Proposal Briefing.

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. Proposers should provide one (1) signed original bid and twelve (12) copies as well as an electronic (PDF) copy on a labeled thumb drive.

Proposals are to be sealed and properly identified on the outer envelope as Qualifications for Owner's Project Management Services for Library Building Project in Westford, Massachusetts with the applicant's name and address and delivered to:

Town of Westford/J. V. Fletcher Library Board of Trustees
 Ellen Rainville, Library Director
 50 Main Street
 Westford, MA 01886
 978-399-2312

The following information is specifically required:

1. Name and address of applicant, telephone/fax numbers and e-mail address.
2. Brief resume of principals and of the staff to be assigned to the Project.
3. List of completed projects that would best illustrate qualifications for the Project.
4. Three references with contact name, title and telephone number.

5. List of all ongoing projects with anticipated schedule(s) for completion.
6. List of projects or other professional experience evaluating and installing green or sustainable energy technology and experience with LEED certification requirements.
7. Names and qualifications of engineers and other consultants that may be used for the Project.
8. Statement of the scope and type of services proposed for the Project. The applicant should describe the process and methodology to be used in the completion of services with specific reference to examples of similar projects in which this methodology has been used.
9. A schedule which reflects time table for completion of the Project.
10. Statement of any legal administrative proceedings, pending or concluded adversely, to the applicant within the past five (5) years which relate to the applicant's performance of this type of work.
11. Appropriate certifications of insurance.
12. Evidence of financial stability.

Current firm brochures may be submitted with the proposals.

INSURANCE AND IDEMNIFICATION

As a condition of application, each applicant agrees to carry, if selected for this project, professional malpractice or an errors and omissions 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 Library Trustees in connection with any operations included in the contract, and shall have the Library Trustees 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 J. V. Fletcher Library, The Trustees of the J. V. Fletcher Library, the Permanent Town Building Committee, 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 design phase of the J. V. Fletcher Library renovation/expansion construction project.

Proposals must be signed as follows:

1. If the bidder is an individual, by her/him personally.
2. If the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner.
3. If the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and corporate seal affixed.

The Library Trustees, as the awarding authority, through the Town Manager in her capacity as the Town’s Chief Procurement Officer, reserves the right to accept any proposal in whole, and to reject any and all proposals if it shall be deemed in the best interests of the Library Trustees and/or the Town of Westford to do so.

QUESTIONS, ADDENDUM, OR PROPOSAL MODIFICATION

Questions concerning this request must be submitted in writing to the Town Manager, as Chief Procurement Officer. All inquiries received 5 or more days prior to the submission due date will be considered. Questions may be delivered, mailed, or faxed (978-692-0287). Written responses will be mailed or faxed to all applicants on record as having received the RFQ.

If any changes are made to the RFQ, an addendum will be issued. Addenda will be mailed, emailed or faxed to all applicants on record as having received the RFQ.

All proposals submitted in response to this RFQ shall remain firm for sixty (60) days following the bid opening. The contract will be awarded within 60 days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the Library Trustees and the highest ranked responsive and responsible applicant.

An applicant may correct, modify, or withdraw a proposal by written notice received by the the Town Manager prior to the submission due date. Proposal modifications must be submitted in a sealed envelope clearly labeled “**Modification No. ___**”. Each modification must be numbered in sequence, and must reference the RFQ.

After the submission due date, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of the Library Trustees or fair competition. Minor informalities may be waived or the applicant may be allowed to correct them.

PRE-BID CONFERENCE/WALK -THROUGH

A pre-proposal conference/walk-through will be conducted on [Friday, January 23, 2015 at 10 a.m.](#) at the J. V. Fletcher Library, 50 Main Street. Westford, MA 01886. Answers provided during the conference are informational only. Only verified responses provided in writing by the Library Trustees shall be considered official for purposes of this RFQ.

OPM FEE

The fee for this project is to be negotiated **upon selection**. Price or the fee is not a consideration under this proposal. The fee however will include all expenses, direct and indirect, for this project. OPM services resulting from this RFQ are subject to available funds. All proposals shall belong to the Library Trustees. The OPM agrees to comply with all the federal, state and local laws in its performance of its contract with the Library Trustees. The Library Trustees, through the Town Manager in her capacity as the Town’s Chief Procurement Officer, reserve the right to negotiate mutually acceptable amendments to the contract arising from the RFQ and in particular with respect to additional services.

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 buildings. In the event the applicant is not a registered architect or professional engineer s/he must have at least seven (7) years of relevant experience in the construction and supervision of construction of buildings.
2. A thorough knowledge of the Massachusetts State Building Code, the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities Act.
3. A thorough knowledge of all public bid laws, including without limitation M.G.L. Chapter 149, Section 44A1/2.
4. Prior experience administering design and construction on 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 Library Trustees, through the Town Manager in her capacity as the Town’s Chief Procurement Officer, reserve the right to reject any proposal which does not demonstrate compliance with each of the foregoing minimum qualifications.

SELECTION CRITERIA

1. Compliance with the minimum qualifications.
2. Compliance with the submission requirements.
3. Prior successful experience within the public sector, especially in library design and construction. Demonstrated ability to work with municipal and library building committees.
4. Evaluation of references for similar projects.
5. Proposed approach to this project which will minimize project management costs while assuring high quality standards of performance in meeting the J. V. Fletcher Library Trustees goals and objectives for completion of a well constructed building within budget and on time and giving maximum value for money.
6. Depth and breadth of experience and qualifications of the personnel and consultants to be assigned to this project.
7. Evaluation of the financial stability and insurance requirements of the firm and that of any of the sub-consultants.
8. Applicants experience in applying LEED certification standards.

The Library Trustees, as the awarding authority, may request that one or more applicants provide additional information during the process.

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 BID PACKET

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 BID PACKET

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 BID PACKET

SIGNATURE PAGE

The applicant hereby certifies that:

1. The applicant has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services.
2. No consultant to, or subcontractor for the applicant has given, offered, or agreed to give any gift contribution or offer of employment to the applicant, or to any other person, corporation, or entity as an inducement for, or in connection with, the award of the consultant or subcontractor of a contract by the applicant.
3. That no person, corporation, or, other entity other than a bona fide full time employee of the applicant has been retained or hired to solicit for or in any way assist the applicant in obtaining the contract for services upon an agreement or understanding that such person, corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.

I hereby attest with full knowledge of the penalties for perjury, as in accordance with M.G.L. c. 7C, Sec. 51, that all information provided in this application for services is correct.

Firm

Signee (typed)

Signee (written)

Title

Date

513143/WSFD/0299

MUST BE RETURNED SIGNED WITH THE SEALED BID PACKET