

REQUEST FOR QUALIFICATIONS (RFQ) for DESIGNER SERVICES

TOWN OF MILLIS

June 26, 2019

The Town of Millis is seeking qualified applicants for designer services for Design and Construction Administration phases of renovations to existing facilities and construction of new facilities for the Department of Public Works (“Project”).

The Owner has obtained preliminary programming and design services and Town Meeting approval to fund continued designer services through schematic design development, construction contract documents preparation, bidding, award of construction contract(s), construction administration, final closeout, and warranty period of the Project. The cost of construction is estimated to be \$1,822,000.00. The Fee for Basic Services will be negotiated.

Minority-Owned and Woman-Owned Business Participation: Pursuant to M.G.L. c. 7C, § 6, the Designer shall subcontract a minimum of seventeen and nine-tenths percent (17.9%) of the contract price to minority-owned business enterprises (MBEs) and women-owned business enterprises (WBEs), as certified by the Supplier Diversity Office, formerly the State Office of Minority- and Woman-Owned Business Assistance (SOMWBA), 1 Ashburton Place, 13th Floor, Boston, MA 02108; such percentages shall be based on the listed services defined and required in the RFS. If the Designer is not an SDO-certified MBE or WBE the Designer must bring a reasonable amount of participation by a firm or firms that hold the certification which is not held by the prime Designer on the project.

Qualified persons or firms are required to submit proposals to the Office of the Town Administrator, 900 Main Street • Millis, MA 02054 no later than **July 24, 2019**

The Town of Millis reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this Request for Qualifications if it is in the Town’s best interest to do so.

The complete RFQ Package will be Available June 26, 2019 by email request to Kim Borst at the address above.

Qualified persons and/or firms interested in submitting their qualifications for consideration must submit eight (8) hard copies and one electronic copy (in PDF format on a portable USB flash drive) of their proposal no later than new date needed, to the address above.

The Town of Millis is an affirmative action/equal opportunity employer.

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## REQUEST FOR QUALIFICATIONS (RFQ)

### for DESIGNER SERVICES

#### Town of Millis

#### Renovation and Additions to Department of Public Works Facilities

##### 1. Introduction

The Town of Millis invites proposals from qualified firms for engineering design services associated with Renovation and Additions to Department of Public Works Facilities. Proposals must be submitted to the Office of the Town Administrator, 900 Main Street • Millis, MA 02054, in accordance with the instructions contained within this Request for Qualifications (RFQ).

Notice of this RFQ is published in the Central Register (which is a weekly publication of the Office of the Secretary of State), the Milford Daily (a newspaper of general circulation) and posted on the Town website [www.millis.org](http://www.millis.org).

The Town will accept proposals delivered in person or by mail. All proposals must be received by 11:00 a.m. on July 24, 2019 to be considered. Proposals submitted by fax or by electronic mail will not be considered.

This is not a price competition, but rather the Town's decision will be based upon qualifications and experience with similar projects. The Town will evaluate proposals and enter negotiations with the highest scoring proposer. If unsuccessful, the Town may attempt to negotiate with the second highest scoring proposer.

The Town of Millis may cancel this RFQ or reject in whole or in part any and all proposals, if they determine that cancellation or rejection serves the best interest of the Town of Millis.

##### 2. Submission Deadline and Instructions

Qualified persons or firms are requested to submit proposals marked "Engineering Design Services" with the applicant's name and address on the front. Applicants should provide one (1) signed original proposal, 12 copies, and one electronic version on a USB portable storage device in an envelope clearly marked

"DESIGNER SERVICES -Town of Millis - Renovation and Additions to Department of Public Works Facilities"

Applicants must also execute and include in the sealed submission a Certificate of Vote, Certificate of Non-Collusion, and Certificate of Tax Compliance, Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016).

The Town of Millis, through the Town Administrator, is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; and to award contracts or to cancel this Request for Qualifications if it is in the Town of Millis' best interest to do so.

Proposals must be signed as follows: a) if the bidder is an individual, by her/him personally; b) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and c)

if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. If on the date and time of the submittal deadline the Town Hall is closed due to an uncontrolled event such as fire, snow, ice, wind or building evacuation, the submittal deadline will be postponed until 2:00 p.m. on the next normal business day.

### 3. Questions, Addendum or Proposal Modification

Questions concerning this RFQ must be submitted in writing to: Kim Borst at [kborst@millisma.gov](mailto:kborst@millisma.gov). All questions/ inquiries must be received by close of business on July 19, 2019 to be considered.

Questions/inquiries may be delivered, mailed, emailed or faxed. Written responses will be provided in the form of addenda.

If any changes are made to this RFQ, an addendum will be posted at [www.millisma.org](http://www.millisma.org). It is the sole responsibility of the bidder to ascertain the existence of any addenda and/or modifications issued by the Town. As this RFQ has been published on the Town's website all bidders are responsible for checking the website for any addenda and /or modifications that are subsequently made to this RFQ.

The Town accepts no liability for and will provide no accommodations to bidders who fail to check for amendments and/or modifications to this RFQ and subsequently submit inadequate or incorrect responses. Bidders may not alter (manually or electronically) the RFQ language or any RFQ component files. Modifications to the body of the RFQ, Scope of Work, terms and conditions, or which change the intent of this RFQ are prohibited and may disqualify a response.

All proposals submitted in response to this RFQ shall remain firm for sixty (60) days following the submittal deadline. It is anticipated that the contract will be awarded within thirty (30) days after the submittal deadline.

Bidders are not to communicate directly with any employee of the Town of Millis, except as specified in this RFQ, and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFQ.

Bidders may contact the Contact Person for this RFQ in the event this RFQ is incomplete or the bidder is having trouble obtaining any part of the RFQ electronically at [kborst@millisma.gov](mailto:kborst@millisma.gov).

Bidder with disabilities or hardships that seek reasonable accommodations, which may include the receipt of RFQ information and/or addenda and/or modifications in an alternative format, must communicate such requests in writing to the contact person, and reasonable accommodation will be made by agreement with the contact person on behalf of the Town.

### 4. Modifications to Proposal

Proposals may be corrected, modified, or withdrawn by written notice received by the Town prior to the time and date set for the proposal opening. Modifications must be submitted in a sealed envelope clearly

labeled "Modification No. \_\_\_\_." Each modification must be numbered in sequence, and must reference the original RFP.

#### 5. Pre-Proposal Conference/Briefing

There will be a non-mandatory, pre-proposal site tour at 10:00am on July 10, 2019, at the Millis DPW facilities, 7 Water Street, Millis, MA.

#### 6. Project Description

The Project consists of the construction of a modular pre-fabricated building to provide space for DPW employees, a building housing a regulatory compliant wash bay for cleaning vehicles and a mechanic's bay for maintenance, and renovation of the existing metal garage for increased vehicle and equipment storage space, as well as related landscaping and stormwater construction.

#### 7. Scope of Services

Scope of Services will consist of, but not be limited to the following services and preparation of deliverables through the Schematic Design, Design Development, Construction Bidding and Administration Phases:

- i. The Designer shall submit a proposed design work plan and schedule for the Designer's Services including anticipated tasks and submittals. The schedule shall contain dates for submittals, deliverables, actions, milestones, design workshops, meetings and the critical path through all design service activities. It shall include allowances of time for the DPW and the Town to review submittals and for necessary submissions for Permits in connection with the Project.
- ii. Review Architectural Study and Preliminary Cost Estimate v3.0 furnished by the Town in "Attachment A".
- iii. Meet with Town, DPW and Permanent Building Committee to review and understand program requirements and operation of the DPW facilities.
- iv. Gather information required to become familiar with the project and the various parties that must be communicated with during the design and construction process.
- v. Provide an evaluation of each of the options proposed in the Architectural Study that will meet the needs of the DPW operations. The evaluations should include for each alternative: scope, construction, permitting and commissioning costs.
- vi. Review evaluations with the Town to select preferred option. Evaluations should be informed by requirements in the Americans with Disabilities Act of 1990 (42 U.S.C. § 1210 et seq), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 791 et seq), and the Massachusetts Architectural Access Board (M.G. L. c. 22 § 13A).

- vii. Provide Schematic Design documentation of selected option which shall include: (a) drawings, concept sketches, three dimensional representations, and specifications; (b) a building code analysis; (c) an environmental assessment; (d) a preliminary life cycle cost analysis, (e) a plan for implementation or inclusion of any appropriate public utility energy conservation design programs; (f) an analysis of the design's compliance with the Americans with Disabilities Act/Massachusetts Architectural Access Board requirements;) a Construction Cost Estimate for the design in Unifomat II Level 2 format with aggregated unit rates and quantities supporting each item and verified as accurate and complete by the cost estimator and/or Owner's Project Manager, if any, employed by the Town;
- viii. Upon approval and finalization of Schematic Design submittals, provide complete Design Development drawings, construction bidding specifications indicating any filed sub-bid sections based on the cost of the work, and other documents necessary to specify the size and character of the Project as to siting, landscape, architectural, structural, fire protection, plumbing, HVAC, electrical, ADA/MAAB, product requirements, and other features;
- ix. Provide quality control documentation demonstrating, without limitation, coordination of: ceiling clearances, mechanical room size, and shaft sizes; specifications and drawings; filed sub-bid work or sections; scheduling; equipment and power; existing and new construction; and phasing;
- x. Provide a life cycle cost analysis to determine which design decisions related to all energy and water consuming devices and overall building operation and maintenance are the most cost effective [M.G.L. c. 149, s. 44M];
- xi. Submit an updated Construction Cost Estimate at the Design Development Phase in Unifomat II Level 3 format, with unit rates and quantities supporting each item, which shall have been reviewed and approved as accurate and complete by any cost estimator or Owner's Project Manager employed by the Town with respect to the Project;
- xii. Upon final approval of the Design Development phase materials, Provide Complete Construction drawings and specifications, certified by the Designer as having satisfied the applicable quality control review, in sufficient detail to permit fixed-price bids in open competition for construction of the Project;
- xiii. Submit an updated environmental assessment, building code analysis, ADA/MAAB analysis, and a certified list of all required testing and all required Permits as well as a certification that all applicable local, state and utility officials have been contacted by the Designer regarding each utility connection and that the persons responsible for permits or connection approval has agreed to the systems' use;
- xiv. Submit updated structural and energy calculations, building code analysis, ADA/MAAB analysis;

- xv. At the 60% stage of completion of the final drawings and specifications, submit a Construction Cost Estimate prepared using the Uniformat II Classification to Level 3, including quantities of all materials and unit prices of labor, equipment, and materials as well as a cost estimate for each item of work, for review by the Town;
- xvi. With OPM, Provide Construction Bidding Assistance including but not limited to, Prequalify Multiple Prime Contractors (if necessary); Assemble and issue bid packages; Conduct pre-bid meeting/site walk-thru and issue meeting minutes; Receive RFI's and facilitate issuing addendum; Review and tabulate bids; Make recommendation of award; Prepare contracts and issue NTP to contractors;
- xvii. With OPM, During Construction and Close Out Phase, Assist Owner with obtaining building permit and coordination of utility service connections/upgrades; Conduct pre-construction meeting with successful Prime Contractor at the project site; Prepare and maintain Master Project Schedule incorporating the activities of Owner, the Design Team and each Prime Contractor
- xviii. With OPM, provide On-site Construction Administration and Construction Representative Services; Provide part-time on-site construction representative services to observe progress of construction. Conduct regular on-site construction meetings as needed and issue meeting minutes; Coordinate Owner's 3rd Party Materials Testing and Special Inspections work with the Contractors.; Monitor and facilitate the RFI, submittal, shop drawing process; Negotiate all change orders with Contractor; Prepare daily construction logs; Facilitate construction close-out procedures including assembling of punch lists, operations and maintenance manuals, record drawings, warranties/guarantees, 3rd party commissioning, start-up and testing, training, etc.

## 8. EVALUATION OF COMPARATIVE CRITERIA

The Town, through its Permanent Building Committee, will evaluate proposals and assign the rank of "highly advantageous," "advantageous," "not advantageous," or "unacceptable." Any proposal that receives an "unacceptable" rating for any of the criteria may be rejected. In addition to the material submitted within the proposal for all firms deemed to have submitted responsive and responsible proposals, the Town reserves the right to contact any and all of the listed references and may ask for additional information or a clarification of any responses.

The Town will evaluate responses based upon the minimum and comparative criteria in this RFQ.

After evaluating the responses, the Town will schedule interviews with at least the three (3) highest scoring individual or firms. A list of interview topics and format will be provided prior to the interview.

In some cases there may be a valid reason to skip the top ranked finalists and choose one of the other finalists for negotiation; in such cases the Town shall clearly document the reason for such a decision in the procurement file.

Finalists will be ranked based on their total scores and in consideration of the specific minimum and comparative evaluation criteria and the interview.

#### 9. FEE PROPOSALS & NEGOTIATIONS

The Town of Millis reserves the right to contact any firm in order to clarify any aspect of a submitted proposal. The overall goal of the evaluation process shall be to recommend award of the contract to the person or firm whose proposal best meets the requirements of the RFQ in the opinion of the Town and is at the same time cost-effective and within the budget allocated for the project.

If the Town is unable to negotiate a satisfactory fee with the first-ranked applicant, negotiations shall be terminated and undertaken with the remaining applicants, one at a time, in the order in which they were ranked by the Committee until an agreement is reached. The Town will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations.

If the Town is unable to negotiate a satisfactory fee with any of the finalists, the Town may interview additional finalists from the original pool of applicants or re-advertise the RFQ.

Once successful negotiations have concluded (for a not-to-exceed fee), the Town will prepare the contract and submit it to the successful applicant for signature.

#### 10. AWARD SELECTION

Upon identifying the most responsive, responsible, and advantageous proposal, the Permanent Building Committee will recommend the selected firm for award to be made by the Board of Selectmen. A contract for Designer services will be awarded by the Town of Millis to the person or firm submitting the proposal of qualifications most beneficial to the Town of Millis and the Permanent Building Committee.

The Town reserves the right to reject any and all responses if it determines that it is in the best interest of the Town to do so.

The selected Design firm shall execute the Town's Standard Contract for Design Services attached hereto within ten (10) days of the notice of award.

#### 11. Minimum Criteria/Qualifications

Each applicant must demonstrate that it meets the following minimum qualifications:

- A. Minimum of five years' experience in public building design and construction projects of a similar scope and size for the principals assigned. In documenting this qualification, the applicant should describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project and identify the anticipated role that each will play in the project.
- B. Knowledge of, and experience in, the legal and administrative requirements, procedures, and practices related to the procurement of design and construction services for public buildings in Massachusetts.

- C. Possess all necessary current licenses and registrations, either within the firm or through independent consultants, to qualify to perform the function of the engineer designer of the projects.
- D. Provide evidence of insurance for general liability, automobile, worker's compensation (statutory) and professional services liability, as required.
- E. Provide detailed description of at least two recent similar projects on which the engineer has performed similar services, identifying references with the owners of those projects as well as the personnel who worked on them and stating whether those individuals will be assigned to this Project.
- F. Submission of required statements and forms.

12. Comparative Evaluation Criteria

- A. All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the following comparative evaluation criteria. Design Experience: Successful experience of firm or individual in the role of design engineer in a similar project over the last five (5) years.
- B. Availability: Ability of firm or individual to begin work immediately and maintain an intensive schedule to meet the Town's timetable.
- C. Team and Key Staff: The Town will review the qualifications and involvement of key personnel to be assigned to this project and the experience of such personnel in relation to successfully completing the role of designer for projects similar in size and/or nature.
- D. Quality of References: References will be contacted and those responses evaluated to identify the ability and quality of previous work as a designer on public building design and construction projects during the last five (5) years.

13. Interview.

After reviewing responses and at its sole discretion, the Town may interview individuals/firms that meet the minimum and comparative criteria. The interview will:

- 1. Determine the direct professional experience of the individual/firm
- 2. Discuss previous work relationships with designers, contractors, and municipalities during the design phase and the construction phase
- 3. Rate overall presentation/communication skills

END OF RFQ

FORMS AND SAMPLE STANDARD CONTRACT FOLLOW

CERTIFICATE OF NON-COLLUSION

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 individual submitting bid or proposal

\_\_\_\_\_  
Name of business

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: \_\_\_\_\_

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.

----insert Standard Application Form ----

----insert CONTRACT FOR DESIGNER SERVICES MILLIS DPW ----