

**TOWN OF TYNGSBOROUGH
DESIGNER REQUEST FOR QUALIFICATIONS**

PROJECT: FIRST PARISH MEETING HOUSE RESTORATION

The RFQ Submission Deadline is:

Date: July 18, 2013

Time: 2:30 PM

Place: Town of Tyngsborough

Town Administrator's Office

Town Hall

25 Bryants Lane

Tyngsborough, MA 01879

TOWN OF TYNGSBOROUGH

PROJECT: FIRST PARISH MEETING HOUSE RESTORATION

1. REQUEST FOR QUALIFICATIONS (“RFQ”)

- 1.1 The Town of Tyngsborough (Town) is seeking sealed proposals pursuant to M.G.L. c. 7C, §§ 44 through 58, from registered architects and or engineers to provide designer services for the First Parish Meeting House Restoration (Project).

Qualified persons or firms are requested to submit proposals to the Town Administrator’s Office, Town Hall, 25 Bryants Lane, Tyngsborough MA 01879 no later than 2:30 PM on July 18, 2013. The Town, 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, informalities, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this RFQ if it is in the Town’s best interest to do so.

- 1.2 A pre-proposal meeting or briefing session will be held on July 11, 2013, at 2:00 PM, at the First Parish Meeting House, 214 Middlesex Road, Tyngsborough, MA 01879.
- 1.3 Proposers shall examine all information and materials contained or referred to in and with this RFQ. Failure to do so shall be at the proposer’s risk.

2. PROJECT DESCRIPTION

- 2.1 The First Parish Meeting House, located at 214 Middlesex Road, was built in 1836 and has had minor modifications and upgrades since that time. The First Parish Meeting House is a 3 x 3-bay, wood-framed, front-gabled Greek Revival style building with columns in antis and a square tower rising above the façade. The First Parish Meeting House Restoration Project plans include replacement of the roof, paint stripping and painting, structural repair of cupola and other minor structural or building repairs.

- 2.2 The intention of this preservation Project is to restore the building's aesthetical appearance and repair the structural integrity of the cupola, using historically consistent architectural methods while meeting Americans with Disabilities Act ("ADA") requirements.

3. SUBMITTALS

Submittals will be received as follows:

- 3.1. Five (5) sealed envelopes containing qualifications must be clearly marked: **SEALED QUALIFICATIONS – FIRST PARISH MEETING HOUSE RESTORATION.**
- 3.2. Proposal documents may be obtained on or after July 3, 2013, at the Town Administrator's Office, Town Hall, 25 Bryants Lane, Tyngsborough, MA 01879, from 8:30 a.m. to 4:00 p.m., Monday through Thursday, excluding holidays.
- 3.3. Designers must provide a thorough and complete response to the requirements of this RFQ. The proposal shall be a part of the contract resulting from the RFQ.
- 3.4. All proposals are subject to the laws of the Commonwealth of Massachusetts, and specifically M.G.L. c. 7C, §§ 44 through 58. The Town has adopted a Designer Selection Process, which is incorporated within this RFQ.

4. EXPECTED DURATION OF CONTRACT

- 4.1 Any contract resulting from this RFQ is expected to terminate 6 months from the date of execution.

5. USE OF CONSULTANTS

5.1 The selected designer must identify any consultants that will be used on this Project and describe the contractual arrangements that will exist with all consultants. The proposal submitting designer will be considered the prime contractor and will be fully responsible for the performance of any task pursuant to this contract, including the quality and timeliness of work performed by any consultant.

6. RETURN OF PROPOSALS

6.1 The Town will not return any proposals or materials submitted by designers in response to this RFQ.

7. EVALUATIONS OF QUALIFICATIONS AND CONTRACT AWARD

7.1. Minimum Requirements

The following are the minimum requirements for a Proposal to be considered responsive:

7.1.1 Designer shall have a minimum of 5 years of experience in designing historical renovations of municipal facilities.

7.1.2 Designer must exclusively commit an individual project manager with at least 5 years of project management experience, with 3 of those years spent in managing municipal facility projects in Massachusetts comparable in size and complexity to this Project. This individual must be a Massachusetts registered professional architect or engineer and must demonstrate availability to commit to this Project.

7.1.3 Proposed designer must demonstrate prior successful working relationships on similar type projects. A compact team is desirable and should have the capacity to undertake the Project in a timely manner.

7.1.4 Designer employee rates applicable to the proposed designer team.

7.1.5 Designer must demonstrate financial stability.

7.2. Rejection of Proposals

The Town will disqualify any proposal it determines to be unresponsive, including, but not limited to:

7.2.1 Proposals determined to be non-responsive to any material requirement of this RFQ.

7.2.3 Proposals that fail to meet the Minimum Requirements listed in this RFQ.

7.2.4 Proposals that are received after the submission deadline.

7.2.5 Proposals in which a designer misrepresents services or provides demonstrably false information.

7.2.6 Proposals submitted by a designer, that identifies a consultant who is currently subject to state or federal debarment order or like determination.

7.3 Comparative Criteria

7.3.1 The relative merits of each submittal will be evaluated using the following comparative criteria. Any ranking below “Non Advantageous” is unacceptable.

7.3.2 Designers’ and consultants’ past successful performance on design of municipal facilities will be evaluated. Indicate whether the project(s) obtained a desired or favorable outcome. This includes conclusion with budget, completing scope of services and functionality/usefulness of the final project. This will be based upon references provided in the designer proposal.

- 7.4 Designer shall have a minimum of 5 years of experience in designing renovations of municipal facilities.
- a. “Highly advantageous” rating for greater than 5 years of designer experience in designing historical renovations of municipal facilities or projects comparable in type, size and complexity.
 - b. “Advantageous” rating for 5 years of designer experience in designing historical renovations of municipal facilities or projects comparable in type, size and complexity.
 - c. “Not advantageous” rating for less than 5 years of designer experience in designing historical renovations of for municipal facilities or projects comparable in type, size and complexity.
- 7.5 Designer, who is a Massachusetts registered architect or engineer, must exclusively commit an individual project manager with at least 5 years of project management experience, with 3 of those years spent in managing municipal facility projects in Massachusetts comparable in size and complexity to this Project.
- a. “Highly advantageous” rating for a project manager to be committed throughout the entire project with greater than 5 years of experience in project management and 3 years managing projects comparable in type, size and complexity.
 - b. “Advantageous” rating for a project manager to be committed throughout the entire project with 5 years of experience in project management and 3 years managing projects comparable in type, size and complexity.
 - c. “Not advantageous” rating for a project manager to be committed throughout the entire project with less than 5 years of experience in project management

and less than 3 years managing projects comparable in type, size and complexity.

7.6 Proposed designer team must demonstrate prior successful working relationships on similar type projects. A compact team is desirable and the team should have the capacity to undertake the Project in a timely manner.

- a. “Highly advantageous” rating for greater than 5 projects of comparable size and complexity to this RFQ.
- b. “Advantageous” rating for greater than 3 projects of comparable size and complexity to this RFQ.
- c. “Not advantageous” rating for 3 or fewer projects of comparable size and complexity to this RFQ.

7.7 Proposed designer team must indicate whether the previous successful projects have been on time with the expected schedule.

- a. “Highly advantageous” rating for projects being completed prior to expected schedule deadline.
- b. “Advantageous” rating for projects being completed as indicated in expected schedule deadline.
- c. “Not advantageous” rating for projects being completed after the expected schedule deadline.

7.8 Response to Technical Scope of Services

- a. “Highly advantageous” rating for proposal that was very thorough, appeared consistent with project intent, and responded to needs expressed by the documents in all areas.
- b. “Advantageous” rating for proposal that was adequate, appeared consistent with project intent, and responded to needs expressed by the documents in all areas.
- c. “Not advantageous” rating for proposal that did not adequately explain all aspects of the included documents.

7.9 Demonstrated knowledge of renovating historic municipal facilities.

- a. “Highly advantageous” rating for demonstrating a clear and thorough understanding of existing operations, functions, and needs for the First Parish Meeting House.
- b. “Advantageous” rating for demonstrating an adequate understanding of existing operations, functions, and needs for the First Parish Meeting House.
- c. “Not advantageous” rating for proposal that fails to demonstrate an understanding of existing operations, functions, and needs for the First Parish Meeting House.

8. CLARIFICATION OF PROPOSALS

- 8.1 The Selection Committee is not required to seek clarification of proposals; therefore, designers should be as clear and unambiguous as possible in their proposals.

9. INTERVIEWS

9.1 The Town reserves the right to conduct or waive interviews based upon the qualifications of each designer as established through its proposal. Designers that are requested to do so may be asked to detail their qualifications and its ideas an approach to the Project further at the interview by a presentation. The Selection Committee may pose questions as a part of the interview. The parties who make the presentation must be the same as those named as assigned to the Project in the proposal.

10. AWARD RECOMMENDATION AND RULE

10.1 The Town shall determine the most advantageous proposal from a responsible and responsive designer, taking into consideration qualifications and evaluation criteria set forth in this RFQ.

11. NOTIFICATION OF AWARD

11.1 A written Notice of Award will be sent to the awarded designer approved by the Town.

11.2 A notice will be sent to each designer who is not approved for award including those designers disqualified during the evaluation process.

12. AMENDMENTS TO THE CONTRACT

12.1 The Town reserves the right to negotiate mutually acceptable amendments to the contract arising from this RFQ and, in particular, with respect to additional services that are consistent with the services solicited by this RFQ. The right to negotiate mutually acceptable amendments applies for the term of this contract and any extensions.

13. QUALIFICATIONS CONTENT

13.1 Designer must provide qualifications that meet or exceed all requirements listed in this RFQ. At a minimum, the following should be included:

- a. Letter of Interest/Project Approach – Indicating interest in Project, ability to staff Project, proposed schedule and Project approach. Summarize what the Proposer can offer that is unique from other designers in this field.
- b. Designer Background – General brief description of the person or firm, including history, size of the office, and staff make-up.
- c. Related Experience – Description of similar projects including work performed for client, project scope, budget and year work was completed. Be sure to include projects that show the proposer’s public sector knowledge relative to bidding, building codes, public facilities, and replacement design.
- d. Resumes – Resumes of key staff who will work on the Project, highlighting the proposed manager and his or her experience on similar projects.
- e. References – the name, title, address, telephone numbers and e-mail addresses of client contacts of projects outlined in related experience.
- f. Certifications/Insurance – Completed and notarized copy of Appendix A for “Taxes, Non-Collusion, and Signing Authority”. “Certificate of Insurance” covering general liability, worker’s compensation, and professional liability.

14. SERVICES REQUIRED

Services under this contract will include:

- 14.1 Attend introduction meeting with designer team and Town Officials. This meeting will include an agenda from the designer team with the Project’s schedule. Following the meeting, the team will do a walking tour of the facility.

- 14.2 Attend monthly meetings as to the status of design and attend weekly meetings during construction until completion of the Project, to keep Town staff involved and updated through all phases of the Project.
- 14.3 Provide the Town with 75% design plans and specifications stamped by a registered architect or engineer to include any changes or modifications requested by the Town to the existing design.
- 14.4 After written approval by the Town of 75% design plans, begin completion of the work and provide the Town with 100% design plans and specifications stamped by a registered architect or engineer and include any changes or modifications requested by the Town to the existing design.
- 14.5 Provide initial and final estimate for construction.
- 14.6 The designer may be asked to prepare presentation materials for Town use in presentations during Town Meetings, Board of Selectmen and/or awarding authority meetings.
- 14.7 Assist with bidding for construction including advertisement in central registry, provide location for plans and specification pick-up, supply copies of the plans and specifications for bidding and opening bids, perform background investigations of contractor, make recommendations to awarding authority, and assist with and process the letter to award.
- 14.8 Upon the award of the construction contract, the designer and its consultants shall, for the purpose of protecting the Town against defects and deficiencies in the work of the Project, be charged with general administration of the construction contract; furnish the general contractor with necessary information, check and approve samples, schedules, shop drawings, and the like; visit the site of the Project and observe the progress of the

work; report to the Town weekly in writing on the progress of construction, decide all questions regarding interpretation of or compliance with contract documents.

14.9. As-built drawings of the First Parish Meeting House Restoration will be required upon completion of the Project. This submission must be in hard and digital copy. Two paper copies will be required.

15. NEGOTIATED FEE

15.1 The Town intends to negotiate the fee with the selected designer based on qualifications, experience and the Project approach and level of effort that best meets the Town's needs.

16. GENERAL

16.1 The Tyngsborough Town Meeting has authorized the Board of Selectmen to purchase the Meeting House property, but the property has not been conveyed to the Town; and until the Town obtains title, it will be unable to issue a notice to proceed. Any agreement will be subject to the Town's acquiring title.

Tyngs/Request for Qualifications

APPENDIX A

TAXES, NON-COLLUSION, AND SIGNING AUTHORITY

Pursuant to M.G.L. c. 62C, § 49A, the undersigned certifies under the penalties of perjury that the company named below has filed all Massachusetts State tax returns and paid all State taxes required by Massachusetts.

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 undersigned certifies under penalties of perjury that he/she is authorized on behalf of the company named below to bind the bidder contractually. If the bidder is a corporation, a clerk's certificate of vote and minutes of a Director's meeting will be provided.

Social Security Number or Federal Identification Number

Company Name

Printed Name of Signer

Signature

Date

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS

On this ____ day of July____, 2013, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification or personally known to me to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

, Notary Public
My Commission Expires: