

**TOWN OF TYNGSBOROUGH
DESIGNER REQUEST FOR QUALIFICATIONS**

PROJECT: TOWN BUILDINGS MASTER PLAN

ADDENDUM #1

The RFQ Submission Deadline is:

Date: September 12, 2013 (revised)

Time: 11:00 AM

Place: Town of Tyngsborough

Town Administrator's Office

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

TOWN OF TYNGSBOROUGH
PROJECT: TOWN BUILDINGS MASTER PLAN

1. The deadline for the submission of qualifications has been extended to September 12, 2013 at 11:00 AM.
2. A second briefing session will be held on Wednesday, September 4, 2013 at 2:00 PM in the Community Room, Town Offices, 25 Bryants Lane, Tyngsborough, MA 01879.
3. Section 7.1.2 is replaced in its entirety with the following: “Respondents must commit an individual project manager who has at least 5 years of project management experience with 3 of those years spent in managing municipal master planning projects in Massachusetts comparable in size and complexity to this Project. This person must be a Massachusetts registered professional architect or engineer. The respondent must also designate an American Institute of Certified Planners (AICP) certified planner with at least 3 years of municipal planning experience.”
4. Section 13.1 (f) is replaced in its entirety with the following: “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.”
4. Appendix A is attached.
5. Section 13 is modified by adding the following section (g) at the end thereto: “Respondents must include a completed “Standard Designer Application for Municipalities”.
6. “Standard Designer Application for Municipalities” is attached.

7. Respondents are requested to include an acknowledgement of receipt of Addendum #1 in their submittal.

**TOWN OF TYNGSBOROUGH
DESIGNER REQUEST FOR QUALIFICATIONS**

PROJECT: TOWN BUILDINGS MASTER PLAN

The RFQ Submission Deadline is:

Date: September 5, 2013

Time: 11:00 AM

Place: Town of Tyngsborough

Town Administrator's Office

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

TOWN OF TYNGSBOROUGH
PROJECT: TOWN BUILDINGS MASTER PLAN

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 master planning services for various Town buildings.

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 11:00 AM on September 5, 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 August 29, 2013, at 3:00 PM, at the Town Offices, 25 Bryants Lane, 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 Town Meeting approved an appropriation to fund a Master Plan for Town buildings. The Town owns multiple vacant or underutilized buildings, and the Board of Selectmen desires to develop a master plan for the potential use, re-use, or sale of Town-owned property.

2.1.1 Town buildings to be reviewed include, but are not necessarily limited to, the following:

Town Offices, 25 Bryants Lane

Tyngsborough Police Department, 20 Westford Road

Tyngsborough Fire Department, 26 Kendall Road

Station 2, 144 Lakeview Avenue

Station 3, 27 Chestnut Road

Highway Department, 89 Kendall Road

Multi-Service (Senior) Center, 180 Lakeview Avenue

Recreation Center, 120 Westford Road

Littlefield Library, 252 Middlesex Road

Old Town Hall, 10 Kendall Road

Adams Barn, 216 Middlesex Road

(Former) Winslow School, 250 Middlesex Road

(purchase in progress) First Parish Meeting House, 214 Middlesex Road

Buildings under the control of the School Committee are not proposed to be included in this master plan.

2.1.2 Senior Center: Special consideration and attention is to be paid to the Multi-Service Center. The Town is scheduled to be conveyed a privately-constructed 8,000 square foot, 2-story building for use as a senior center. This senior center is proposed for a location on Westford Road at Wyndbrook's 55-plus housing development. The Board of Selectmen, at the urging of the Council on Aging, desires to review the functionality of this potential space, as well as the needs of the senior citizen population in Tyngsborough. Respondents will be required to review available data regarding population and service trends, and to consult with the Council on Aging on at least one occasion regarding the populations' needs.

2.2 The intention of this master plan is to recommend alternatives for the use, re-use, or sale of Town-owned buildings. The plan may also include recommendations for the

acquisition of additional property.

3. SUBMITTALS

Submittals will be received as follows:

- 3.1. Five (5) sealed envelopes containing qualifications must be clearly marked: SEALED QUALIFICATIONS – TOWN BUILDINGS MASTER PLAN.
- 3.2. Proposal documents may be obtained on or after 11:00 AM on August 21, 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, and 8:30 a.m. – 12:30 a.m. on Fridays, 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 nine 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 master planning 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 master planning 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 master planning of municipal facilities.

- a. “Highly advantageous” rating for greater than 5 years of designer experience in master planning of municipal facilities or projects comparable in type, size and complexity.
- b. “Advantageous” rating for 5 years of designer experience in master planning of municipal facilities or projects comparable in type, size and complexity.
- c. “Not advantageous” rating for less than 5 years of designer experience in master planning of 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 master planning 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 municipal facilities.
- a. “Highly advantageous” rating for demonstrating a clear and thorough understanding of existing operations, functions, and needs of Town of Tyngsborough buildings.
 - b. “Advantageous” rating for demonstrating an adequate understanding of existing operations, functions, and needs of Town of Tyngsborough buildings.
 - c. “Not advantageous” rating for proposal that fails to demonstrate an understanding of existing operations, functions, and needs of Town of Tyngsborough buildings.

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 visit the various facilities included in item 2.1.1.
- 14.2 Attend monthly meetings as to the status of planning to keep Town staff involved and updated through all phases of the Project; further, attend three stakeholder meetings to obtain comment from interested parties.

- 14.3 Provide the Town with an initial draft master plan written by a registered architect or engineer for review and comment by the Town.
 - 14.4 Provide a final draft plan written by a registered architect or engineer for review and comment by the Town.
 - 14.5 Provide very rough, itemized cost estimates for implementation of the plan; a summary of potential funding sources for implementation; and a summary of recommended construction steps within the next five years.
 - 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.
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 None.

Tyngs/Request for Qualifications