

**TOWN OF ARLINGTON
MASSACHUSETTS**

REQUEST FOR PROPOSAL

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

BID #15-01 PROJECT MANAGER/COMMUNITY SAFETY BUILDING RENOVATION

The Town of Arlington, acting thru the Permanent Town Building Committee (PTBC) is seeking proposals from qualified individuals and firms for a Project Manager to perform construction related services related to the Interior Renovation of the Community Safety Building.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **4:00 P. M., Thursday, March 12, 2015** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Five (5) copies of technical proposal shall be submitted in a sealed envelope marked "Bid #15-01 Project Manager/Community Safety Building Renovation-Technical Proposal" and two (2) copies of the price proposal in a sealed envelope marked "Bid #15-01 Project Manager/Community Safety Building Renovation – Price Proposal".

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

TOWN OF ARLINGTON

Adam W. Chapdelaine
Town Manager

February 24, 2015

REQUEST FOR PROPOSALS
Town of Arlington
**Project Manager-Advisor (PM) Services
Community Safety Building Renovation**

The Town of Arlington, acting thru the Permanent Town Building Committee (PTBC), seeks proposals from a Project Manager-Advisor (to be called Project Manager) to perform Construction Services related to the renovation of the Community Safety Building.

The Project and Schedule:

The project consists of the following work:

Architectural Services Review and Renovation of the Central Fire Station on the same site including site work and utilities. Construction is scheduled to start **July 2015** with Substantial Completion by **Dec. 2016**.

Construction cost is estimated at \$7,600,000.00.

Purpose

Provide Project Management services to coordinate and manage the renovation process to assure that Design, Budget, Construction and Schedule are implemented, monitored and maintained. The PM shall be the primary contact person on behalf of the Permanent Town Building Committee and the Architect, the Contractor and Town Agencies.

1. Assist in developing and implementing of plans for the temporary relocation during construction phase.

Construction Phase:

1. Solicit RFP for Construction Phase testing and construction monitoring.
2. Estimated time to be 10 – 15 hours per week.
3. Conduct weekly construction progress meetings. Take minutes of meeting, establish action list and distribute.
4. Review and make recommendations to the owner on the Contractors CPM schedule, including monthly schedule updates. Manage potential delays in the schedule, including proposal of Contingency plans to avoid or mitigate potential delays.
5. Review and **make recommendations and coordinate with the Architect** the Contractors Monthly Application for Payment including monitoring payment of Prevailing Wages and Release of Liens on behalf of the Town.

Maintain all documentation including prevailing wages, affirmative action compliance and other documentation required by the PTBC and Submit to the Purchasing Officer in a timely manner.

6. Provide "Clerk of the Works" function on behalf of the Owner, including:

- Oversee the activities of the General Contractor in order to maintain schedule, control cost, assure quality, minimize disruptions and generally assure the project is constructed according to approved Contract Documents **subject to the final authority of the Architect.**
- Monitor contractors daily performance including maintaining a daily log of activity and manpower on the site.
- Maintain a daily photographic record of the work.
- Maintain Owners correspondence and submittal files.
- Review construction documents in order to be able to **recommend approval or rejection of work** not in conformance with the documents and to **coordinate answers to contractor questions for a response from the Architect. Maintain log to assure timely responses by all parties and maintain copies of actual submittals.**
- Coordinate independent Testing and Inspection services.
- Monitor changes to contract work including Time and Material changes.
- Coordinate and monitor contractor's start-up and testing of building systems. Monitor architects punch list for completion including collection of Operations and Maintenance (O&M) Manuals for the Owner **including as built drawings.**

7. Coordinate the Owner's schedule including moving out of the existing fire station, relocation of the temporary apparatus shed, the occupancy of the modular building, and moving back in upon completion including the relocation of Owners services such as Telephone, Fax and Data networks.

8. **Anticipate and** review potential changes to the contract including cost, value to the project and schedule impact and recommend action to the Building Committee.

9. Monitor the Total Project Budget on a monthly basis for the Owner.

10. Coordinate delivery and installation of Furnishings and Equipment including Technology Equipment, including the relocation of Owners services such as Telephone, Fax and Data networks.

11. Submit monthly written report to Town Manager and Building Committee to include:

* Schedule Status Update and recommendations. Reconcile monthly with the project log and Update **by use of rolling spreadsheets and coordinate with the Town Manager and/or his Designee.**

* Action Items with recommendations.

12. Monitor Architect's submittals in a log and report to the PTBC late submittals.

13. Attend bi-weekly PTBC meetings or as scheduled.

Qualifications:

1. General Building Construction, Construction Management, Architectural or Engineering background, in order to assure knowledge of and experience with municipal construction and knowledge of Massachusetts permitting, codes and regulations as related to construction and building.
2. Minimum of five (5) completed projects as a PM involving municipal construction in Massachusetts demonstrating timely completion and completion within budget involving same services.
3. Familiarity with Massachusetts General Laws, Chapter 149, governing Public Bidding Process including experience with Filed Sub-Bid procedures as well as experience with Chapter 30B Procurement procedures.

Submittal Requirements:

1. Proposals are due by 4:00 P.M. Thursday March 12, 2015 at the Office of the Town Manager/Purchasing Agent, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA. 02476-4908
2. Provide Five (5) copies of the Technical Proposal. Each copy shall be bound and identified on the cover as "PM Proposal-Community Safety Building Renovation" with the name of the submitter clearly visible.
3. Include a history of the firm, **or individual**, names and qualifications of all specific personnel to be assigned to this project, including indication of time to be assigned to this project.
4. Include a statement of understanding of the projects and schedule and a written description of the approach to be utilized by the PM in achieving the desired scope of work.
5. Include references from prior municipal projects experience, including Project Name, Owner, Architect, Contract Amount, date of construction and a brief description of your scope of work.
6. **Provide a Lump Sum fee proposal.**
7. The Town of Arlington reserves the right to void the Project Manager Services for the Highland Fire Station if it is deemed to be in the best interest of the Town and/or subject to funding. The Town of Arlington will submit the cancellation to the vendor with a written notice no later than thirty (30) days prior to start of project.

Evaluation Criteria:

1. Extent to which the Proposal addresses the General Scope of Work.
2. Experience and qualifications of the Company and personnel assigned to the project.
3. Quality of past work based upon recommendation from past clients.
4. Fee proposal.

Selection:

Finalists may be required to attend an interview with the Arlington Permanent Town Building Committee, based upon a review of all proposals received.

Fee:

It is the intention of the Arlington Permanent Town Building Committee to establish a lump sum fee for each project.

The Town Manager reserves the right to accept any submittal in whole or in part or to reject any and all submittals if it be in the best interest of the Town to do so.

Signature of Authorized Bidder

Printed Name of Authorized Bidder

Company Name and Address:

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.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

**NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID**