



OFFICE OF THE PURCHASING AGENT

TOWN OF ARLINGTON  
730 Massachusetts Avenue  
Arlington, MA 02476

Telephone (781) 316-3003

Fax (781) 316-3019

DATE: March 5, 2015

TO ALL BIDDERS

BID NO. 15-01

SUBJECT: Project Manager/Community Safety Building

**ADDENDUM NO. 1**

TO WHOM IT MAY CONCERN:

With reference to the bid request relative to the above subject, please note the following:

**SUBMISSION DEADLINE HAS BEEN EXTENDED TO MARCH 16, 2015, 3:00 PM.**

**SEE ATTACHED:**

**\*REVISED REQUEST FOR PROPOSAL DOCUMENT**

**\*ANSWERS TO QUESTIONS SUBMITTED**

**BIDDER MUST ACKNOWLEDGE ADDENDUM WITH SUBMISSION**

All other terms, conditions and specifications remain unchanged.

Very truly yours,

Town of Arlington

Domenic R. Lanzillotti  
Purchasing Officer

**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 **3:00 P. M., Monday, March 16, 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".

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 Interior Renovation of the Community Safety Building.

**The Project and Schedule:**

The project consists of the following work:

Architectural Services Review and Renovation of the Community Safety Building 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 of the Town of Arlington Community Safety Building 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 12 – 20 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 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. 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.

**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:**

Fee to be negotiated. Not to exceed \$215,000.00.

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.

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Signature of Authorized Bidder

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Printed Name of Authorized Bidder

Company Name and Address:

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**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**

## QUESTIONS/ANSWERS

1. Who is the designer for the project? **Ammondson Architects, Inc.**
2. Who acted as the OPM during the design stage? **PMA Consultants**
3. Were their independent cost estimates performed – by whom and at what stage(s)? **The architect's consultant, VJ Associates provided cost estimates at 65% CD's and at 95% CD's.**
4. At what stage(s) of the design were the documents reviewed and by whom (OPM?) **The OPM reviewed the documents at 65% CD's and at 95% CD's .**
5. Is it possible to review the current design documents (drawings/specifications)? **Yes**
6. Are there any Alternates contemplated for the project? **No.**
7. Since the construction phase is scheduled to begin July, 2015 and assuming the project will require filed sub-bids, what is the schedule for advertising, sub-bids and GC bids?

**Advertise 3/18/2015    Filed sub-bids 4/7/2015        General Bids 4/23/2015**

8. How many filed sub-bids are contemplated by the Designer? **12.**
9. Will the clerk-of-works will be required full time/part time? **Part Time**
10. What facilities will be provided by the Town for the Clerk-of-the-works? **The GC is to provide a construction trailer for the GC site office and the OPM site office.**
11. The projects has an 18-month construction schedule for It a \$7.6 million construction cost – is the project to be phased and will the building be partially occupied? **Yes Phased/Yes Occupied**
12. What is the total approved project budget? **8.1 million**
13. Is the funding for the approved project budget in place?

### **Construction Budget subject to approval at Town Meeting**

14. On page 1 of the RFQ under the subtitle "Purpose", the RFQ requires the OPM to assure that the Design, Budget, Construction and Schedule are implemented, monitored and maintained. Who has maintained the budgets on behalf of the Owner to date? **Town & Architect**
15. On page 1 of the RFQ under the subtitle "Purpose", Sub-para 1 requires the OPM to Assist in developing and implementing of plans for temporary relocation during construction phase. What language is included in the current version of the phasing plans and what information will be furnished to the GC for bidding purposes? **The CD's include phasing plans describing the recommended sequencing of the work and temporary occupancy.**

16. On page 1 of the RFQ under the subtitle "Construction Phase", Sub-para 2 states estimated time to be 10-15 hours per week. We assume this is for the OPM and not the COW (per sub-para 6.) Please clarify. **OPM/ Adjusted to 12-20 hours/week**
17. On page 2 of the RFQ under the subtitle "Construction Phase", Sub-para 7 provides information about the scheduling some of the moves. Will this work be included in the GC bid or be performed by others? **The GC is responsible for construction scheduling, sequencing and phasing. The Owner is responsible for scheduling the temporary relocation of the occupants.**
18. Is the project to be LEED certified? **Minimum Silver Commercial Interiors**
19. Is there a Commissioning agent for the project? **Yes.**
20. Is there a walk thru and/or briefing session scheduled? **No**
21. Is the project being bid to a General Contractor or CM at Risk? **General Contractor**
22. Are there plans to prequalify general bidders and/or filed sub-bidders? **No**