

**TOWN OF ARLINGTON  
MASSACHUSETTS**

**REQUEST FOR QUALIFICATIONS**

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

**BID #16-13 ARCHITECTURAL DESIGN SERVICES – THOMPSON ELEMENTARY SCHOOL  
ADDITION**

The Town of Arlington, acting thru the Permanent Town Building Committee (PTBC) seeks proposals for Architectural design services in connection with an addition to the existing Thompson Elementary School, 187 Everett Street, Arlington, MA.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P.M. Thursday April 7, 2016** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

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.

March 23, 2016

TOWN OF ARLINGTON  
Adam W. Chapdelaine  
Town Manager

## 1. Introduction

The Town of Arlington invites proposals from qualified firms for Architectural Design Services associated with the design of an addition to the Thompson Elementary School located at 187 Everett Street. Qualified firms are requested to submit their proposals to the Purchasing Officer at the Town Hall, 730 Massachusetts Ave., Arlington, MA, 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 Arlington Advocate (a newspaper of general circulation) and posted on the Town website ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)).

The Town will accept proposals delivered in person or by mail. All proposals must be received by 1:00 p.m. on Thursday, April 7, 2016 to be considered. Proposals submitted by fax or by electronic mail will not be considered. All proposals must be submitted to:

Mr. Domenic Lanzillotti, Purchasing Officer  
Arlington Town Hall  
730 Massachusetts Ave.  
Arlington, MA 02476

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 Arlington 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 Arlington.

## 2. Submission Deadline and Instructions

Qualified persons or firms are requested to submit proposals marked Architectural Design Service/Thompson Elementary School Addition, with the applicant's name and address on the front. Applicants should provide one (1) signed original proposal and four (4) copies. Fax or electronic submissions will not be accepted.

Applicants must also execute and include in the sealed submission the Certificate of Vote, Certificate of Non-Collusion, and the Certificate of Tax Compliance. The Town of Arlington, through the Town Manager, 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 Proposals if it is in the Town of Arlington's 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.

All proposals must be received and registered by the Town Manager's office/Purchasing Dept. by Thursday, April 7, 2016 at 1:00 p.m. All outer envelopes/packages must be labeled Architectural Design Service/Thompson Elementary School Addition and mailed or hand delivered to the following address:

Mr. Domenic Lanzillotti, Purchasing Officer  
Arlington Town Hall  
730 Massachusetts Ave.  
Arlington, MA 02476

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 12:00 p.m. on the next normal business day.

### 3. Questions, Addendum or Proposal Modification

Questions concerning this RFQ must be submitted in writing to: Domenic Lanzillotti, Purchasing Officer, Arlington Town Hall, 730 Massachusetts Ave., Arlington, MA 02476, or they may be emailed to [dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us), questions/inquiries must be received by 4:00 p.m. on Wednesday, April 30, 2016 to be considered. Questions/inquiries may be delivered, mailed, emailed or faxed. Written responses will be posted on the Town's website ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)) by Addendum by 12:00 p.m. on Friday, April 1, 2016.

If any changes are made to this RFQ, an addendum will be posted on the Town's website. 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 ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)) 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 Arlington, 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 through the Town website ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)), including, and without limitation the form and attachments.

### 4. Modifications to Proposal

A vendor may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal opening. Proposal 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 no pre-proposal submission conference/briefing for this project

### 6. General Project Description

The Thompson School was rebuilt with the partnership of the MSBA and occupied for the 2013-2014 school year. Since that time, enrollment in Arlington has increased dramatically, particularly in the Thompson School district. While the Thompson was designed to house three classrooms per grade K-5, our enrollment now dictates that we need a building that will house four classrooms per grade, an increase of five classrooms. Additionally, there is need for additional space to accommodate flexible use. Our current thinking is a six classroom addition, with two of the classrooms potentially connected with a removable divider to accommodate a variety of usages.

Ideally, we would like this project completed in time for occupancy at the start of the 2017-2018 school year.

**Scope of Services:**

1. Prepare a Project Schedule including all major decision points and significant activities.
2. Prepare a Project Budget.
3. Meet with faculty and staff as required.
4. Provide Design services, as described in AIA Document B141; Standard Form of Agreement Between Owner and Architect.
5. Provide independent cost estimate.
6. Review and approval of plans and specifications by all required authorities including local Building Inspector and Fire Dept, Mass. Architectural Access Board.
7. Assistance with Bidding phase, review and evaluation of sub-bids and general bids received, assistance with the execution of a General Contract for Construction.
8. Administration of the construction phase of each school project including coordination with the Owners Project Manager, progress meetings with the General Contractor, review and approval of submittals, review of work in progress and approval of proposed changes to the work, certification of payments to the Contractor, determination of Substantial Completion and project closeout.

**The designer shall meet on a regular basis with the PTBC as required in order to receive direction and to present the progress of the project.**

**Schedule:**

Design Services to start no later than May 1, 2016. Bidding to be in the fall of 2016, construction schedule is November 2016 thru August 2017.

**Qualifications:**

**All applicant firms must possess the following minimum qualifications:**

1. Massachusetts registration and licensing in all applicable disciplines;
2. Minimum of five (5) completed elementary school projects involving the renovation of Public School buildings in Massachusetts. Include Project Name, Owner, Architect, Contract Amount, Date of construction and a brief description of the scope of work.
3. Familiarity with the Chapter 579 of the Acts of 1980; The Omnibus Construction Reform Act, Massachusetts Public Bidding Laws, Chapter 149, including experience with Filed Sub-Bid procedures. Include experience with Chapter 30B Procurement procedures.
4. Knowledge of the Massachusetts State Building Code including Chapter 13: Energy Conservation, Architectural Access Board Regulations and Americans with Disabilities Act.
5. Proof of financial stability including Professional Liability insurance in the amount of \$2,000,000.

**Submittal Requirements:**

1. Provide five (5) copies of the Submittal. Each copy shall be bound and identified on the cover as "Proposal for Architectural Services" with the name of the Architectural Firm clearly visible.
2. Include a history of the firm, names and qualifications of all specific personnel, including resumes, to be assigned to this project, including indication of time to be assigned to this project.
3. Submit a complete Designer Selection Board Application (Form DSB-1)
4. Submit a list of key Consultants to be utilized on this project, including professional registration.
5. Include a statement of understanding of the projects and schedule.

**Briefing Session**

There will be no briefing session.

**Selection and Fee:**

Fee to be negotiated with the awarded firm. Fee not to exceed \$250,000.00.

**Questions:** Any questions on this proposal shall be directed to Domenic R. Lanzillotti, Purchasing Officer (781) 316-3003 or [dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us).

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.

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.

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**(Signature of individual submitting bid or proposal)**

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**(Name of individual submitting bid or proposal)**

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**Name of Business**

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**Date**

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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**