

**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 #16-35 PROJECT MANAGER/THOMPSON SCHOOL ADDITION**

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 Renovation of the Gibbs School.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P. M., Monday, July 18, 2016** 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 #16-35 Project Manager/Thompson School Addition-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

June 29, 2016

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## 1. Introduction

The Town of Arlington invites proposals from qualified firms for Owner's Project Manager (OPM) services associated with the design and addition of the Thompson School located on 187 Everett Street. Qualified companies 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).

The term Owner's Project Manager is defined as "an individual, corporation, partnership, sole proprietorship, Joint Stock Company, joint venture, or other entity engaged in the practice of providing project management services for the construction and supervision of construction buildings." The OPM is prohibited from having any affiliation with the designer, contractor, or any other party having an interest in the project.

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 Monday, July 18, 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 Project Manager/Thompson 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 Monday, July 18, 2016 at 1:00 p.m. All outer envelopes/packages must be labeled Project Manager/Thompson 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: Adam W. Chapdelaine, Town Manager, Arlington Town Hall, 730 Massachusetts Ave., Arlington, MA 02476, or they may be emailed to [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us), questions/inquiries must be received by 4:00 p.m. on Tuesday, July 12, 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 4:00 p.m. on Thursday, July 14, 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

Construction of six (6) classroom, three story addition to the Thompson Elementary School. This addition will need to be constructed while school is in session and ready to open by September of 2017.

#### 7. Scope of Services

The Owner's Project Manager (OPM) shall work with the Town to provide advice and consultant services with respect to design, value engineering, scope of work, cost estimating, general contractor, and subcontractor pre-qualification/guidance pursuant to section 44D½ or 44D¾ when applicable, project construction and contract close out services.

The OPM will be responsible for, but not limited, to providing the following services:

- a) Gather information required to become familiar with the project and the various parties that must be communicated with during the design process.
- b) Meet with Town, architect/designer, and other interested stakeholders as necessary.
- c) Provide advice, consultation, and guidance to the Town relative to:
  - i. Preparation of the project scope, budget and schedule

- d) Oversee the architect/designer's work as it relates to quality of design, efficiency of design, and cost effectiveness.
- e) Monitor and control the overall project budget, make recommendations to the Town Manager concerning potential increases or decreases to the budget.
- f) Review and critique the architect/designer's cost estimates.
- g) Review the plans and specifications for cost, constructability issues, missing items, coordination, and compliance with the requirements of MGL c149, §§44A-44L and all other applicable laws and regulations.
- h) Maintain a complete project file.
- i) Be available to support the process and budget request at meetings of the Board of Selectmen, Finance Committee and Annual Town Meeting

The OPM is to become fully engaged in the project immediately upon award of this contract.

#### 8. Requirements for Application

Each applicant must submit a completed "Standard Designer Application Form for Municipalities and Other Public Agencies not within DSB Jurisdiction (updated February 2013)". The application can be downloaded from [www.mass.gov/cam](http://www.mass.gov/cam). The following information is specifically required:

- a) Firm/individual name, contact name, address, telephone and fax numbers;
- b) Firm/individual history including length of time the firm/individual has been in business;
- c) Names and titles of firm partners and/or officers;
- d) Key personnel that will be assigned to the project including: applicable registration numbers, resumes, professional designations, licenses held, and information on experience with similar projects;
- e) List of completed projects that would best illustrate qualifications for the project - references must be included;
- f) List of all ongoing projects with anticipated schedule(s) for completion;
- g) Names and qualifications of engineers and other consultants that may be used for the project;

- h) Statement of the scope and type of services proposed for the project. The applicant should describe the process and methodology to be used in the completion of services with specific reference to examples of similar projects in which this methodology has been used;
- i) Work plan and schedule which reflects timetable for completion of the project;
- j) Statement of any legal administrative proceedings pending or concluded adversely to the applicant within the past five (5) years that relate to the applicant's performance of this type of work;
- k) Appropriate certificates of insurance; and
- l) Demonstration that the firm has the financial capacity to fulfill its obligations if awarded the contract.

#### 9. Minimum Criteria/Qualifications

Each applicant must demonstrate that it meets the following minimum qualifications:

- a) The individual or principal doing the work of the OPM shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer, and who has at least five (5) years experience in the construction and supervision of construction of buildings or a person, if not registered as an architect, or professional engineer who has at least seven (7) years experience in the construction and supervision of construction of buildings. In documenting this qualification, the applicant should describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project and identify the anticipated role that each will play in the project.
- b) Knowledge of, and experience in, legal and administrative requirements, procedures, and practices related to the design, funding and construction of Massachusetts public building projects including the State Building Code, regulations of the Architectural Barriers Board and Massachusetts public building and procurement law.
- c) Possess all necessary current licenses and registrations, either within the firm or through independent consultants, to qualify under Massachusetts' law to perform the function of the Owner's Project Manager.
- d) Provide evidence of insurance for general liability, automobile, worker's compensation (statutory) and professional services liability, as required.
- e) Provide detailed description of at least one recent similar project on which the OPM has performed similar services, identifying references with the owners of those projects as well as the personnel who worked on them and stating whether those individuals will be assigned to the Project.

- f) Not be debarred under MGL c149, §44C or disqualified under MGL c7, §38D.
- g) Submission of required statements and forms.

10. Comparative Evaluation Criteria

All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:

<i>Highly advantageous</i>	5 points	Response excels on the specific criterion
<i>Advantageous</i>	3 points	Response meets evaluation standard for the criterion
<i>Least Advantageous</i>	1 point	Response does not fully meet the criterion or leaves a question or issue not fully addressed
<i>Does Not Meet</i>	0 points *	Does not address the criterion

\* Proposal is automatically eliminated from further consideration if “0 points” is received in any category.

- a) Project Management Experience: Successful experience of firm or individual in the role of Owner Project Manager in the Commonwealth of Massachusetts over the last five (5) years:
  - ◆ Experience in completing six (6) or more OPM contracts will be considered Highly Advantageous (5 points)
  - ◆ Experience in completing three (3) but less than six (6) OPM contracts will be considered Advantageous (3 points)
  - ◆ Experience in completing one (1) but less than three (3) OPM contract will be considered Least Advantageous (1 point)
  - ◆ No experience in OPM contracts will be considered as Does Not Meet (0 points and elimination from further consideration)
- b) Project Design and Construction Oversight: Ability of firm or individual to begin work immediately and maintain an intensive schedule to meet the Town’s timetable, and oversee the architect’s work as it relates to quality of design, efficiency of design, cost effectiveness, bidding, and construction oversight:
  - ◆ Developing presentation materials for this project and able to devote sufficient resources to complete the project according to the Town’s timetable, and available by the end of July 2016 to begin contract work will be considered Highly Advantageous (5 points)



- ◆ Some experience in these areas but information provided leaves unsure of ability to devote sufficient resources and to meet the project's timetables, and available by the end of July 2016 to begin contract work will be considered Advantageous (3 points)
  - ◆ Demonstrate limited construction management or limited design oversight ability, but may be able to devote sufficient resources to complete the project in accordance with Town's timetable, and available by July 2016 to begin contract work will be considered Least Advantageous (1 point)
  - ◆ Have not overseen a designer's work as it relates to quality of design, efficiency of design and cost effectiveness or unable to devote sufficient resources to meet the project's timetable will be considered as Does Not Meet (0 points and elimination from further consideration)
- c) Team and Key Staff: Qualifications and involvement of key personnel to be assigned to this project and the experience of such personnel in relation to successfully completing the role of OPM for projects similar in size and/or nature:
- ◆ Key staff that have at least seven (7) years of relevant experience in construction and supervision of buildings or an individual within the firm having nine (9) years relevant experience in construction and supervision of construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Highly Advantageous (5 points)
  - ◆ Key staff that have at least five (5) years of relevant experience in construction and supervision of buildings or an individual within the firm having seven (7) years relevant experience in construction and supervision of construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Advantageous (3 points)
  - ◆ Key staff that have less than five (5) years of relevant experience in construction and supervision of buildings or an individual within the firm having less than five (5) years relevant experience in construction and supervision of construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Does Not Meet (0 points and elimination from further consideration)
- d) Quality of References: References will be evaluated to identify the ability and quality of previous work as an OPM on municipal building projects in the Commonwealth of Massachusetts over the last five (5) years:
- ◆ Achieving successful OPM experience from six (6) or more previous contracts will be considered Highly Advantageous (5 points)
  - ◆ Achieving successful OPM experience from three (3) but less than six (6) previous contracts will be considered Advantageous (3 points)

- ◆ Achieving successful OPM experience from one (1) but less than three (3) previous contract will be considered Least Advantageous (1 point)
  - ◆ No successful experience in any previous OPM contract will be considered as Does Not Meet (0 points and elimination from further consideration)
- e) Quality of Written Materials: Responses will be reviewed in conjunction with any materials provided to determine relative quality, readability, responsiveness to RFQ, and understanding of the projects and the role of the OPM:
- ◆ Proposals that organize their response according to the minimum and comparative criteria in the RFP, make it easy to evaluate the response, communicate a work plan that demonstrates the manner in which the OPM oversees the designer's work as it related to the quality, efficiency, and cost effectiveness of design, and demonstrate an understanding of the project will be considered Highly Advantageous (5 points)
  - ◆ Proposals that demonstrate an understanding of the role of the OPM in similar projects, and that demonstrate an understanding of this project but do not organize their response according to the minimum and comparative criteria will be considered Advantageous (3 points)
  - ◆ Proposals that demonstrate an understanding of the role of the OPM in similar projects, but do not demonstrate an understanding of this project, and have multiple spelling and/or grammatical errors will be considered Least Advantageous (1 point)
  - ◆ Proposals that simply reiterate the preliminary scope of services or do not demonstrate an understanding of the role of the OPM for this project, and have multiple spelling and/or grammatical errors will be considered as Does Not Meet (0 points and elimination from further consideration)

#### 11. Initial Fee proposal

The fee shall be subject to negotiation, NTE \$175,000.00. The proposed fees should include all direct and indirect expenses as well as the costs of all sub-consultants and reimbursable expenses. Hourly rates for all proposed professional personnel assigned to the project should be indicated on the fee proposal.

#### 12. Awarding of Contract

The Town may schedule interviews with the three highest scoring firms or individuals. The Town will rank the finalists based on consideration of the minimum criteria/qualifications, the comparative evaluation criteria, and the interview (if applicable).

The Town will begin discussion of final scope of services and fee negotiations with the top ranked firm or individual. If unsuccessful in the negotiations, the Town may attempt to negotiate with the next higher scoring respondent (and repeat that process) until successful. If negotiations

with one or more of the finalists prove unsuccessful, the Town may reject all responses and may choose to re-advertise for OPM services if deemed in the best interest to do so. It is the Town's intent to finalize and execute all contract documents with the selected firm by the end of July 2016.

**CERTIFICATIONS**

**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 natural person, business, partnership, corporation, committee, union, club or other organization, entity, or group of individuals.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Company Name

**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A (b), I

\_\_\_\_\_, authorized signatory for \_\_\_\_\_

*Name of individual*

*Name of contractor*

do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts, and the Town of Arlington, relating to taxes, permit or other fees, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

