

**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 # 20-30 OWNER'S PROJECT MANAGER/DEPARTMENT OF PUBLIC WORKS (DPW) NEW FACILITY AND RENOVATION OF EXISTING BUILDINGS**

The Town of Arlington, acting through its 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 New Construction of the DPW Facility and Renovation of the existing buildings within the town yard area.

Proposals are invited and will be received by the Town Purchasing Officer, Town of Arlington, Massachusetts on or before **June 17, 2020, 1:00 PM** at the Purchasing Department, Town Hall, 730 Massachusetts Avenue, Arlington MA 02476-4908.

One (1) hard copy and One (1) electronic copy of the technical proposal shall be submitted in a sealed envelope marked "**Bid #20-30 Project Manager/New DPW Facility and Renovation of Existing Buildings-Technical Proposal**".<sup>1</sup>

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 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 Chapdelaine  
Town Manager

May 27, 2020

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<sup>1</sup> In light of the present COVID-19 Emergency, hard copies of bids should be provided in the drop-box located in the Town Hall Parking Lot near the Town Hall Annex. Electronic copies shall be considered the time-stamped copy, but the drop box will be checked at 1:00 p.m.



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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, new construction and renovation of the DPW Facility located at 51 Grove 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), COMMBUYS, 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 June 17, 2020 to be considered. Proposals submitted by fax will not be considered. One hard copy and one electronic copy of the proposal must be submitted. All proposals must be submitted to:<sup>2</sup>

Mr. Domenic Lanzillotti, Purchasing Officer  
Arlington Town Hall  
730 Massachusetts Ave.  
Arlington, MA 02476  
[dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us)

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 Owner's Project Manager/New DPW Facility and Renovation of Existing Buildings, with the applicant's name and address on the front. Applicants should provide one (1) signed original proposal and One (1) electronic copy. Fax submissions will not be accepted.

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<sup>2</sup> Due to the present COVID-19 Emergency, Applicants may deliver packages via dropbox in the Town Hall Parking Lot located near the entrance to the Town Hall Annex.

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 outer envelopes/packages must be labeled Owner's Project Manager/New DPW Facility and Renovation of Existing Buildings and mailed or hand delivered to the following address: <sup>3</sup>

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 June 3, 2020 to be considered. Questions/inquiries may be delivered, mailed, or emailed. 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 June 10, 2020.

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.

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<sup>3</sup> Due to the present COVID-19 Emergency, Applicants may deliver packages via dropbox in the Town Hall Parking Lot located near the entrance to the Town Hall Annex.

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 RFQ.

#### 5. Pre-Proposal Conference/Briefing

Due to COVID-19 pandemic, there is not a scheduled pre-proposal walk through for this project.

#### 6. General Project Description

See Appendix A – Schematic Design Package Update and Project Narrative

#### 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 44D<sup>1</sup>/<sub>2</sub> or 44D<sup>3</sup>/<sub>4</sub> when applicable, project construction and contract close out services.

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

- a) Manage the project architect and associated sub-consultants.
  
- b) Gather information required to become familiar with the project and the various parties that must be communicated with during the design process, including town departments, and related third parties.

- c) Meet with Town, architect/designer, and other interested stakeholders as necessary throughout the entirety of the project, close out period and warranty period.
  
- d) Provide advice, consultation, and guidance to the Town relative to the preparation of the project scope, constructability of project scope, budget and schedule.
  
- e) Oversee the architect/designer's work as it relates to quality of design, efficiency of design, constructability and cost effectiveness.
  
- f) Monitor and control the overall project budget, make recommendations to the Town Manager concerning potential increases or decreases to the budget.
  
- g) Review and critique the architect/designer's cost estimates.
  
- h) 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.
  
- i) Maintain a complete project file including all written communication via mail or email, weekly photos of project progress, budget and schedule updates and all invoices and paid to date budgets.
  
- j) Be available to support the process and budget request at meetings of the Board of Selectmen, Finance Committee, Permanent Town Building 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 July 2016)". The application can be downloaded from <https://www.mass.gov/service-details/designer-selection-procedures-for-municipalities-and-public-agencies>.

The following information is specifically required:

- a) Firm/individual name, contact name, address, telephone and email;
- 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 two (2) recent similar projects 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 or like capacity in the Commonwealth of Massachusetts over the last five (5) years:<sup>4</sup>

◆ Experience in successfully completing six (6) or more OPM contracts will be considered Highly Advantageous (5 points)

◆ Experience in successfully completing three (3) but less than six (6) OPM contracts will be considered Advantageous (3 points)

◆ Experience in successfully 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, constructability, 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 beginning of June 2020 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 beginning of June 2020 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 June 2020 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)

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<sup>4</sup> Applicants are advised to provide their substantive OPM experience in as much detail as possible.

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 with experience directly relevant to this building type 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, correct use of grammar and syntax, 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 RFQ, 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 relates to the quality, efficiency, and cost effectiveness of design, and demonstrate an understanding of the project and use correct spelling, grammar and syntax 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 and use correct spelling, grammar and syntax, 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. Labor Rates

This is a qualification-based selection process. The fee shall be subject to negotiation. Fee structures shall not be submitted in the response to the RFQ. Please only include hourly labor rates for all proposed staff assigned to the project.

## 12. Awarding of Contract

The Town, at its sole discretion, may schedule interviews with the three highest scoring firms or individuals. In lieu of the interview process, The Town may elect to commence negotiations with the highest qualified firm. 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. The selected Owner's Project Manager will be required to execute the Town's 'Contract for Project Management Services'. It is the Town's intent to finalize and execute all contract documents with the selected firm during the month of June 2020.

**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

**CERTIFICATE OF VOTE**

At a duly authorized meeting the Board of Directors of the \_\_\_\_\_  
held on \_\_\_\_\_ it was

VOTED, THAT

\_\_\_\_\_  
(Name) (Officer)

of \_\_\_\_\_ be and hereby is authorized to execute contracts and bonds in the  
name and on behalf of said \_\_\_\_\_, and affix its corporate seal hereto; and  
such execution of any contract or obligation in the name of \_\_\_\_\_ on its  
behalf by such officer under seal of \_\_\_\_\_, shall be valid and binding upon  
\_\_\_\_\_.

I hereby certify that I am the clerk of the above named \_\_\_\_\_ and that  
\_\_\_\_\_ is the duly elected officer as above of said  
\_\_\_\_\_, and that the above vote has not been amended or rescinded and  
remains in full force and effect as the date of this contract.

\_\_\_\_\_  
(Date) (Clerk)

Appendix A – Schematic Design Update and Project Narrative

The project scope is based on the report by Weston & Sampson dated October 30, 2019 labeled  
Town of Arlington, Massachusetts Department of Public Works – Schematic Design Package  
Update. This report is not the final design, but the beginning of the re-programming of the site. OPM  
Services were provided through the bid phase, and partially through the design phase under a  
previous OPM.

**The following is a narrative of the project:**

This project is a renovation / new construction of an existing DPW facility for the Town of Arlington. The existing site consists of a number of public works facility buildings, including four masonry buildings, salt shed and fuel facility. The site is listed on the National Register of Historic Places since 1985. The site was formerly known as The Arlington Gaslight Company, which is within a historic industrial complex on 51 Grove Street in Arlington, Massachusetts. It is one of Arlington's large-scale examples of industrial architecture, built for a local fuel company in 1914. The former power station occupying a significant portion of the back section of the property, is a prominent local example of Romanesque Revival architecture, with corbelled brick decoration on its cornices, terracotta tile roof and other unique historical features. The facility presently houses the town's public works department, inspectional services department, municipal fueling station and parking for school buses.

The existing site is comprised of four existing buildings. Building A, the original Arlington Gas Company fronting on Grove Street, was originally constructed in 1914, with an interior remodel completed in 1977. The building is an existing two-story, 8,400 SF structure and currently houses Inspectional Services, DPW administrative offices and DPW shop/material storage functions. Building B is adjacent to Building A. This was also constructed in 1914, with a 1926 addition, and also renovated in 1977. This building is a two-story, 5,400 SF brick masonry building, and currently houses DPW and Town Engineering offices and support spaces. Building C is an accessory building on the site constructed in 1977, not included in the historic designation. This building is a one-story, 6,400 SF brick masonry utility building, used to store DPW vehicles and equipment. Building D is an original historic three-story, main structure built in 1914, with subsequent additions in 1926, 1927 and 1977. The current size of the building, with the additions, is 20,150 SF. The building currently houses DPW vehicle maintenance operations, DPW workshop spaces and equipment storage.

The proposed project development includes the rehabilitation of buildings A, B, C and D. A newly constructed DPW Operations Building is being proposed within the site development. This building will be comprised of administration office space, employee facilities, Town Engineering, maintenance shops, storage and an automated wash bay. The proposed new building is approximately 34,350 SF, excluding any mezzanine support/storage space, and consists of a two-story administrative office portion.