



## TOWN OF BOYLSTON

### REQUEST FOR QUALIFICATIONS FOR DESIGNER SERVICES LIBRARY RENOVATION PROJECTS

The Town of Boylston (the “Town”), acting through its Board of Library Trustees, is requesting proposals/statements of qualifications from qualified architects/firms licensed to do business in Massachusetts as defined in M.G.L. c. 7C, §§44 et seq., for the full replacement of the roof, removal of two bulletstone chimneys, restoration of two gable ends, restoration of eaves, and various other repairs at the Boylston Library. Total estimated cost for work is \$125,000.

#### ANTICIPATED SCHEDULE

09/22/20 Advertise RFQ in Central Register of the Commonwealth of Massachusetts and a newspaper of general circulation in the area in which the Project is located or to be located (Worcester Telegram and Gazette).

09/29/20 Last day for questions from Responders

10/13/20 Responses due 2:00 pm

A full copy of the RFQ may be obtained beginning on September 22, 2020 by email at [mbulso@cmassprojects.com](mailto:mbulso@cmassprojects.com). Inquiries relative to this Request for Qualifications should be directly emailed to the OPM, Mary Bulso, [mbulso@cmassprojects.com](mailto:mbulso@cmassprojects.com) and must be received no later than September 15, 2020 at 10:00 A.M. A single response addressing all inquiries will be prepared and distributed to all qualifications holders.

Submissions of the Statement of Qualifications must consist of (1) one signed original, (6) six copies, and an electronic PDF file on a USB drive. Submissions must be delivered in a sealed envelope and clearly marked “Designer Services Proposal - Do Not Open” on the front. Proposals/statements of qualifications will be received until 10:00 A.M. on September 30, 2020. Late proposals/statements of qualifications will not be considered and emailed or faxed proposals/statements of qualifications will not be accepted. Delivery of proposals/statements of qualifications will be at the expense of the proposer. Any and all damages that may occur due to packaging, shipping or timely arrival will be the sole responsibility of the proposer. Submissions must be received at the Boylston Library, 695 Main Street, Boylston, MA 01505.

The Town reserves the right to select the firm or individual it feels is most qualified based on the information submitted, to waive any informality, and to choose a Designer determined to be able to perform in the best interest of the Town. The Town encourages women and minority-owned businesses to submit proposals/statements of qualifications. The Town hereby reserves the right to accept or reject all submissions or proposals/statements of qualifications and waive any

minor deviation if it is deemed in the best interest of the Town. The Town reserves the right to retain its current firm. No walkthrus will be permitted.

All proposals/statements of qualifications will be taken under consideration for award of contract at a later date. After receiving a recommended list of finalists from an Evaluation Team, the Board of Library Trustees may select a Designer using a qualifications-based selection process.

## **1. Purpose**

The Town of Boylston (the “Town”), acting through its Board of Library Trustees, is requesting proposals/statements of qualifications from qualified firms or qualified individuals for Designer services, as defined in M.G.L. c. 7C, §§44 et seq., for the full replacement of the roof, removal of two bulletstone chimneys, restoration of two gable ends, restoration of eaves and various other repairs at the Boylston Library. Total estimated cost for work is \$125,000.

## **2. Library Project Description**

The Project consists of the full replacement of the roof, removal of two bulletstone chimneys, restoration of two gable ends, restoration of eaves and various other repairs at the Boylston Library, 695 Main Street, Boylston, MA 01505.

## **3. Scope of Work**

The Successful Responder shall consult, shall coordinate, and shall work closely with the Committee, the OPM, and other Town officials to finalize and select a design option, including “green” building and energy efficiency components, and to develop construction bid documents for the project.

Value analysis of preliminary schematic designs is required, along with the development of updated construction and operation budgets for Committee approval. A well-developed and complete set of plans and specifications is expected to be subject to a second value analysis which may, at the sole discretion of the Town of Boylston, involve the participation of a project manager, prior to release for construction bidding. This second value analysis and constructability review shall be included in the scope of design and construction administration.

The Successful Responder is responsible for final design compliance with the Americans with Disabilities Act guidelines and all applicable building and life safety codes.

The general scope of work shall include, but shall not be limited to, the following tasks:

A. Design Development. This phase shall consist of preparing detailed design and program documents and related services. The program documents shall include, but not be limited to, the following:

1. Complete and well detailed drawings and outline specifications, and elevation drawings.
2. Capital construction cost estimates and schedules, including phasing, site work and construction staging areas.

3. The Successful Responder shall be required to cooperate with the Committee in the provision of services for the project, which shall include, but which shall not be limited to, value engineering, construction phasing, and overall coordination.

#### B. Construction Documents

1. The Successful Responder shall prepare complete working drawings and specifications with sufficient detail to permit firm bids within the M.G.L. Chapter 149 in open competition for construction of the Project.

2. Detailed cost estimates for the Project shall be further developed and shall include quantities of all materials and unit prices for labor and materials as well as cost estimates for each item of work.

#### C. Bidding - M.G.L. Chapter 149. The Designer shall coordinate review and comments with the Owners Project Manager prior to the release of the following:

1. The Successful Responder shall prepare the final construction contract documents, including advertising for receipt of bids from construction contractors.

2. The Successful Responder shall assist in distributing the bidding documents to prospective proposers and shall assist the Town in prequalifying proposers.

3. The Successful Responder shall prepare and shall distribute all addenda and shall conduct a pre-bid conference.

4. The Successful Responder shall review all bids and shall make a recommendation of award to the Town.

#### D. Construction Administration Services

1. The Successful Responder shall be charged with the general administration of the construction contract, although the Committee reserves the right to contract with a separate project management firm for certain services.

2. The Successful Responder must be present and active on the site periodically during the lifetime of the project. Construction oversight should be coordinated with the Owner's Project Manager to assure work is in accordance with specifications until the completion and acceptance of the project.

3. The Successful Responder shall participate in on-site project meetings with General Contractor, Site Coordinator and the Library Planning Committee and others as required by the Town.

4. The Successful Responder shall require each consultant employed by the Successful Responder to make site visits periodically for the same purposes during the progress of that portion of the construction to which the consultant's services relate; and to report in writing thereon to the Successful Responder.

5. The Successful Responder shall check and approve samples, schedules, shop drawings and other submissions by the General Contractor.

6. The Successful Responder shall recommend condemnation of all project work observed by the Successful Responder that fails to conform to the contract documents.

7. The Successful Responder shall decide all questions regarding interpretation of or compliance with the construction documents, except as the Town may, in writing, otherwise determine.

8. The Successful Responder shall review and shall act upon all requests for changes in the plans, specifications or contracts for the project.

9. The Successful Responder shall report to the Town, in writing, on the progress of the construction.

10. The Successful Responder shall conduct semi-final and final inspections of the construction project and report the results of such inspections in writing to the Town.

11. The Successful Responder shall provide construction close out documents at the completion of the project in PDF format and paper copies.

12. The Successful Responder shall perform and prepare a punch list of the building and site once it has been determined that the project is substantially complete. The Successful Responder shall prepare a monetized punch list as needed.

#### **4. Proposal Content**

Each proposal shall be organized as outlined below and shall contain the following (as a minimum):

4.1. Letter of Interest: Indicate interest in serving as Designer, commitment to provide the professional services noted above.

4.2. Firm or individual background: General, brief description of the firm's/individual's professional capabilities, staff, organizational structure, and financial stability.

4.3. Resumes of key staff and sub-consultants who will work on each Project. Include the name of the individual who will have primary responsibility for each Project.

4.4. Related Experience: Description and photographs of at least three recent and similar projects completed by the Designer with an emphasis on historic public building projects. For each project listed include:

- (a) Contact person's name, location, phone number and e-mail address.
- (b) Current status of project.
- (c) Cost of construction.
- (d) Scope of the project.

4.5. List of all public projects undertaken in Massachusetts in the past five (5) years, including professional references (including names and telephone numbers) for each.

4.6. Disclosure of any current or pending litigation or claim regarding alleged failure to comply with the terms of any designer service contract (including an OPM services contract).

4.7. Certifications: completed "Certificate of Non-Collusion" and "Tax Compliance Certification" forms.

4.8. Insurance: provided evidence of insurance for general liability (\$1 million combined single limit), automobile (\$1 million combined single limit), worker's compensation (statutory) and professional services liability (\$1 million minimum).

## **5. Selection Process**

The Library Board of Trustees or its designee shall assemble an Evaluation Team of consisting of the Library Board of Trustees, the Owners Project Manager and Library Director to review and rank proposals/statements of qualifications received in response to this Request for Qualifications. Proposals/statements of qualifications will be uniformly evaluated. Selected Town officials may contact references provided by each proposers and may contact the proposers for additional information or clarification of any responses. In evaluating proposals/statements of qualifications, due consideration will be given to the personal experience, skills, existing work load, personnel resources and back-up availability. Based on the review of the proposals/statements of qualifications, proposers may be interviewed by the Evaluation Team. Firms or individuals will be notified at least three business days prior to their scheduled interview.

The Evaluation Team will evaluate proposals/statements of qualifications and assign the rank of "highly advantageous," "advantageous," "not advantageous," or "unacceptable" for each of the Criteria listed below. Any proposal that receives an "unacceptable" rating for any of the criteria may be rejected.

### Criteria:

Evaluation of the proposers will be based on the following criteria:

- (a) Prior similar experience with Massachusetts municipal building construction/renovation projects governed by multiple-member boards.
- (b) Past performance on similar projects, including at least three (3) public library or similar renovation projects.
- (c) Evidence of completing public projects within budget.
- (d) Knowledge of and experience in cost estimating, scheduling quality control and management capabilities.
- (e) Documented financial stability of the proposer.
- (f) Use of appropriate technological tools for efficiency and effectiveness of services.
- (g) Identity and qualifications of members of the firm or the individual who will work on the Project with demonstrated project management capabilities and experiences, including professional registration where required, resumes, licenses held and the organizational structure of the staffing for the Project.
- (h) Current workload and clearly established capacity to undertake the Projects in compliance with the timelines determined by the Town.
- (i) Thorough knowledge of the State Building Code, laws and regulations relative to municipal public building construction, the Americans with Disabilities Act, environmental laws including wetlands requirements, state highway access permitting, and storm water management.
- (j) Evaluation of references for similar type projects and reputation.

(k) Any other criteria that the Board of Library Trustees considers relevant to the Project and in the best interest of the Town.

Once the proposals/statements of qualifications have been reviewed, the evaluation team may recommend firms or individuals to be interviewed by the Board of Library Trustees. Proposers may be asked to detail their qualifications further and their ideas and approach to the project at the interview.

The Board of Library Trustees may select a Designer following interviews. Upon selection, a contract and a fee will be negotiated with the selected firm by the Town.

The selected firm will be required to enter an agreement with the Town in the form to be deemed acceptable to the Town, within ten (10) days of the notice of award, said time to be extended by mutual agreement between the Town and the selected proposer. The Town reserves the right to modify the form of agreement as necessary. All fees shall be stated in the contract and in any subsequent amendment thereto as a total dollar amount.

**6. Attachments**

- A. Certification of Good Faith
- B. Certificate of State Tax Compliance
- C. Certification that the Designer has internal accounting controls as required by M.G.L. c. 30, § 39R(c) and that the Designer has filed and will continue to file an audited financial statement as required by subsection (d) of said section 39R.
- D. Commonwealth of Massachusetts DSB Application Form (Updated July 2016)

**ATTACHMENT A**

**CERTIFICATION OF GOOD FAITH**

The undersigned certifies under pains and penalties of perjury that this contract has been obtained 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.

CONTRACTOR

By:\_\_\_\_\_

Name:\_\_\_\_\_

Title:\_\_\_\_\_

**ATTACHMENT B**

**CERTIFICATE OF STATE TAX COMPLIANCE**

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A \_\_\_\_\_  
(name of signatory)

authorized signatory for \_\_\_\_\_, whose  
(name of contractor)  
principal place of business is at \_\_\_\_\_,

does hereby certify under the pains and penalties of perjury that \_\_\_\_\_ has paid  
(name of contractor)

all Massachusetts taxes and has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_

Federal Identification No. of \_\_\_\_\_ : \_\_\_\_\_  
name of contractor number



**ATTACHMENT C**

**CERTIFICATION OF ACCOUNTING STANDARDS**

I hereby certify that financial records for all costs associated with any contract entered pursuant to this Proposal will be created, maintained and stored in accordance with the standards and requirements set forth in Section 39R of Chapter 30 of the general laws.

Name of Company, Firm or Individual: \_\_\_\_\_

By: \_\_\_\_\_ (signature of duly authorized officer or individual).

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT D**

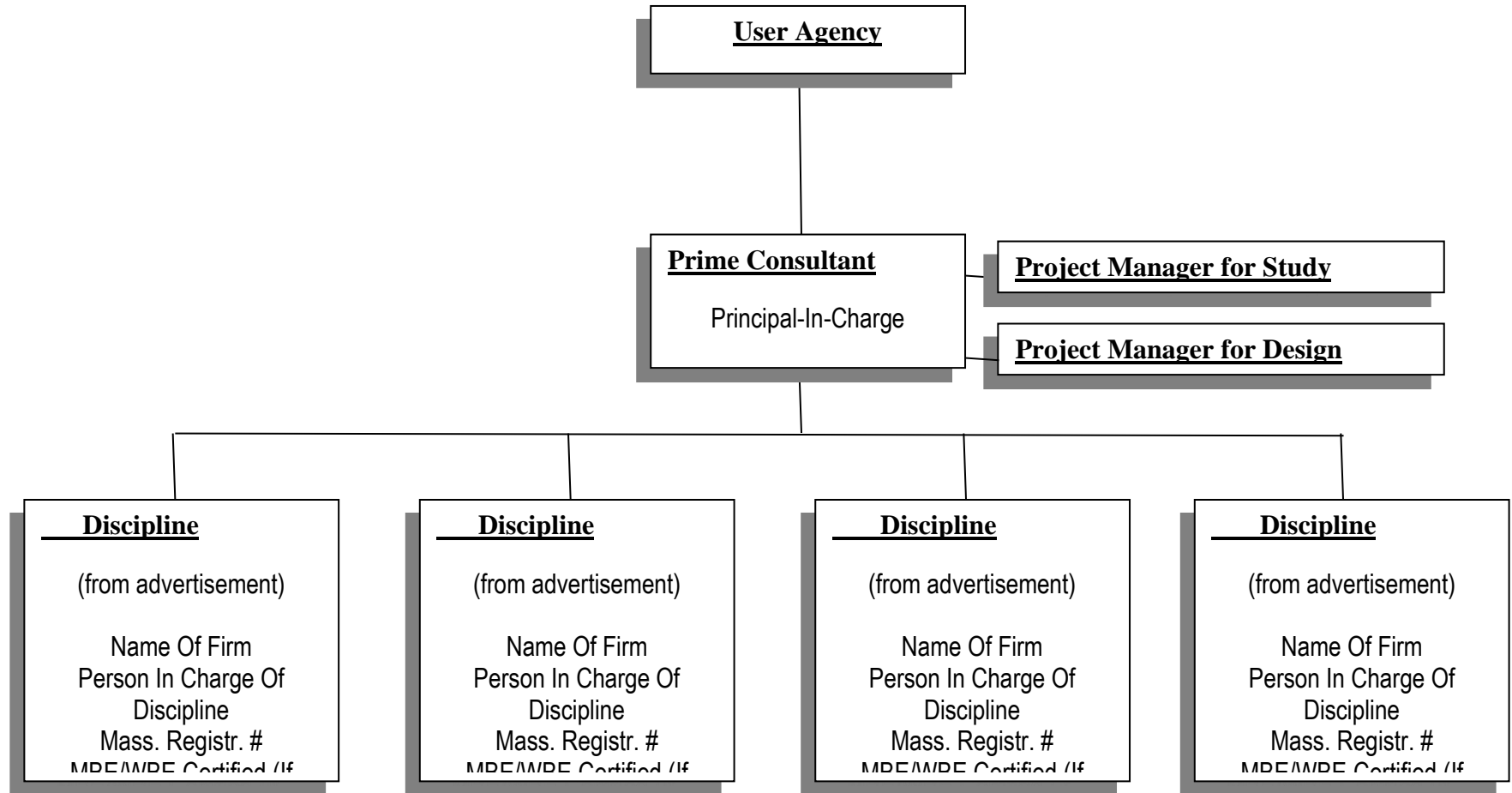
**Commonwealth of Massachusetts DSB Application Form (Updated July 2016)**

Commonwealth of Massachusetts  DSB Application Form  <b>(Updated July 2016)</b>	1 Project Name/Location for Which Firm is Filing: .	2a. DSB #                      Item #
		2b. Mass. State Project #
3 Firm (Or Joint-Venture) - Name and Address Of Primary Office To a. Perform The Work:	3 Name Of Proposed Project Manager: e. For                      (if applicable) Study: For                      (if applicable) Design:	
3 Date Present and Predecessor Firms Were Established: b.	3f Name and Address Of Other Participating Offices Of The Prime Applicant, . If Different From Item 3a Above:	
3 Federal ID #: c.	3 Name and Address Of Parent Company, If Any: g.	
3 Name and Title Of Principal-In-Charge Of The Project (MA Registration d. Required):	3 Check Below If Your Firm Is Either: h. (1) SDO Certified Minority Business Enterprise (MBE)                      → (2) SDO Certified Woman Business Enterprise (WBE)                      →  (3) SDO Certified Minority Woman Business Enterprise (M/WBE)                      → (4) SDO Certified Service Disabled Veteran Owned Business Enter                      → (SDVOBE)                      → (5) SDO Certified Veteran Owned Business Enterprise (VBE)	
Email Address:  Telephone No:                      Fax No.:		
4. <b>Personnel From Prime Firm Included In Question #3a Above</b> By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):		

Admin. Personnel	( )	Ecologists	( )	Licensed Site Profs.	( )			( )
Architects	— ( — )	Electrical Engrs.	— ( — )	Mechanical Engrs.	— ( — )	—	—	( — )
Acoustical Engrs.	— ( — )	Environmental Engrs. <b>Engrs. Engrs.</b>	— ( — )	Planners: Urban./Reg.	— ( — )	—	—	( — )
Civil Engrs.	— ( — )	Fire Protection Engrs. eNEngrs.	— ( — )	Specification Writers	— ( — )	—	—	( — )
<b>ode Specialists</b>		Geotech. Engrs.	— ( — )	Structural Engrs.	— ( — )	—	—	( — )
Construction Inspectors	— ( — )	Industrial Hygienists	— ( — )	Surveyors	— ( — )	—	—	( — )
Cost Estimators	— ( — )	Interior Designers	— ( — )		— ( — )	—	—	( — )
Drafters	— ( — )	Landscape Architects	— ( — )		— ( — )	Total Personnel	—	( — )
	— —		— —		— —	I	—	—

5. Has this Joint-Venture previously worked together? → Yes → No

6. List **ONLY** Those Prime and Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm and Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;">           MBE →            WBE →            SDOVB →            E →            VBE         </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;">           MBE →            WBE →            SDOVB →            E →            VBE         </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project
h. <b>1. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</b>	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

2.	
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8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include **ONLY** Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

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List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.

Sub-Consultant Name:

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					

(5)

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9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.  
 (Add/Subtract Rows Or Pages As Needed)

<b># of Total Projects:</b>	<b># of Active Projects:</b>	<b>Total Construction Cost (In Thousands) of Active Projects (excluding studies):</b>
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Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C. *	Project Name, Location and Principal-In-Charge:	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, or Estimated if Not Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			

		8.			
		9.			
		10.			

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

**Be specific – No Boiler Plate**

11. Professional Liability Insurance:

Name of Company Date	Aggregate Amount	Policy Number	Expiration
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12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name Status/Discipline	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #
a.				d.		
b.				e.		
c.				f.		

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name Status/Discipline	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #
a.				d.		
b.				e.		
c.				f.		

15. Names Of All Owners (Stocks Or Other Ownership):

Name and Title Status/Discipline	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#
a.				d.		
b.				e.		
c.				f.		

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By \_\_\_\_\_ Printed Name and \_\_\_\_\_ Date \_\_\_\_\_  
(Signature) \_\_\_\_\_ Title \_\_\_\_\_ e \_\_\_\_\_

a.

b. The following forms MUST be attached

to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.

2.

2.1. DSB  (a) S-  CA	Commonwealth of Massachusetts Designer Selection Board <b>SUB-CONSULTANT ACKNOWLEDGMENT</b>
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3. Project:

4.

Applicant Designer:

Sub-consultant:

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5.

6.

7. **SUB-CONSULTANT ACKNOWLEDGMENT**

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

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**Signature of Sub-Consultant Duly Authorized Representative**

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**Print Name and Title**

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A.     Date

**It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.**

a.