

REQUEST FOR QUALIFICATIONS
Designer Selection

Project Title: Public Safety Programming

ISSUE: August 19, 2018

RESPONSES DUE: Oct. 09, 2018 at 11:00 A.M.

OWNER:

**TOWN OF WESTMINSTER
TOWN ADMINISTRATOR'S OFFICE
11 SOUTH ST.
WESTMINSTER, MA 01473**

**OPM
COLLIERS INTERNATIONAL
67 HUNT STREET, SUITE 119
AGAWAM, MA 01001**

**ANTHONY J. DILUZIO, PROJECT MANAGEMENT
Main 1-413-592-0030 x231 / Mobile 1-774-26-2770
Anthony.diluzio@Colliers.com**

ISSUED BY:

**Town Administrator
Westminster, Town of
11 South St.
Westminster, MA 01473
Karen Murphy
978.874.7400 Kmurphy@westminster-ma.gov**

Pre-Proposal Conference

**A briefing session will be held on October 2, 2018 at 10:00 AM
Location: Westminster Public Safety 7 South St. Westminster, MA 01473**

**Legal Advertisement
Designer Selection Request for Qualification
Westminster Public Safety Programming
Town of Westminster, MA**

The Town of Westminster is seeking proposals from qualified, experienced architectural firms to develop department programming for the Town's Police, Fire and EMS services. The scope of the project will be limited to department interviews and data collection to establish the appropriate special requirements for each of the departments. This initial scope is not intended to produce schematic design layout for any particular site(s). Qualification will be received at the office of the Town Administrator, Westminster Town Hall, 11 South St. Westminster, MA until October 09, 2018 at 11:00AM, and at that time and place opened and recorded.

This solicitation is being conducted in accordance with the provisions of Massachusetts General Laws Chapter 7C, §§ 44-57, the designer selection law, and any resulting contract will be strictly awarded in accordance with the requirements of the solicitation. A quality-based selection process will be used to select the Architect. The Board of Selectmen have appointed a Selection Committee to evaluate qualifications and experience and recommend an award. The fee for services is to be negotiated with the chosen Architect. **The selected firm may be retained through completion of design, bidding and construction phases pending additional funding authorization, without solicitation for up to 12 months.**

A briefing session will be held at the Public Safety Building at 7 South St. on October 02, 2018 at 10:00. A tour of the existing facility will take place at that time.

Specifications, Terms and Conditions and Forms may be obtained via the Town's website at www.Westminster-ma.gov, on the Board of Selectmen's page under "Open Bids, Quotes, etc.". Questions and clarifications shall be submitted in writing no later than October 04, 2018 at 11:00AM to Anthony DiLuzio (Anthony.diluzio@colliers.com). Proposers shall examine all information and materials contained in and with this solicitation. Failure to do so shall be at the proposer's risk. The Town of Westminster reserves the right to waive any informalities or irregularities in the proposals received, or to reject any and all proposals, wholly or in part.

Ms. Karen Murphy
Town Administrator

Advertised in Gardner News (9/19/18)
Advertised on the Town website (9/15/18)
Advertised on COMMBUYS (9/19/18)
Published in Central Register Bulletin of (9/19/18)

I. Project Overview

Project Background

The Town of Westminster is located in Northern Worcester County, bordered by Princeton, Fitchburg, Ashburnham, Gardner, and Leominster. The Town has a total area of 37.3 square miles and a population of (97 km²), of which 35.5 square miles (92 km²) is land and 1.8 square miles (4.7 km²) is water.

Principal highway access to Westminster is via Route 2, the old Mohawk Trail, which runs across northern Massachusetts. Westminster is serviced by a public transportation system that links the region, provided by the Montachusett Regional Transit Authority.

What can add about number of staff/ career and on call, number of incidents and make up of 911 calls; vehicles and apparatus etc. Good to give them some sense of size of departments.

The Westminster Police Department roster consists of approximately 20 Police Officers, between 6 and 8 Dispatchers and 2 civilian Administrative Assistants. Normal staffing levels are 2 on-duty Police Officers and 1 Dispatcher. During the day, Monday through Friday the Police Chief, Lieutenant and Detective are also on duty as well as a School Resource Officer assigned to one of the district's schools.

The Westminster Fire Department is a 24/7 combination fire department. The staffing consists of two firefighters 24/7, 365 days a year who with a Chief, Captain and Department Administrator working Monday through Friday. The Department employs 23 on-call employees who are called to work on an as needed basis.

The Town functions under a Board of Selectmen-Town Administrator form of government, with three Board of Selectmen. The Building Committee will be acting in an advisory capacity to the Town Administrator who is charged with day-to-day operations of the Town.

History of Department and any other program requirements;

The original Police/Fire Station was built in the 1950s and consisted of a 2 story, 40' x 60' building. A small single story 15' x 40' extension was added a few years later. In the mid-1990s the Police/Fire Station was expanded to our current Public Safety Building however it was a scaled-back version of a larger proposed facility. It was projected that the two departments would outgrow the facility within 15 years. This projection proved accurate.

When the current public safety building was designed/built, the fire department did not have around the clock staffing or run an ambulance service. As the town and department have added, staffing around the clock the current living quarters is and remains inadequate for the department's needs. The department has also added an ALS Ambulance service with two ALS Ambulances which were not in operation when the current facility was built.

Since the buildings construction the department has gone from two firefighters and a Chief working 8-4 Monday through Friday to a 24/7 operation. The living quarters require firefighters to walk through the apparatus bays to reach bathroom/shower facilities, living quarters and kitchen facilities.

A. Project Schedule

The following is a preliminary tentative schedule noting target dates for phases and tasks to be completed.

08/19/2018	RFQ Available
10/02/2018	Pre-Response Site Visit and Briefing (7 South St) (10:00am)
10/04/2018	Last Day for Questions (1 pm)
10/09/2018	Responses to Designer RFQ due (11 am)
11/06/2018	Interviews for Pre-Selected Candidates (to be scheduled)
11/07/2018	Notification of Award
11/21/2018	Executed Contract
	Final Program Issued 6 weeks after contract award

B. Project Cost Estimate

The estimated construction cost of the project has not been established. This phase of the project is intended to produce a general square footage of building required and a program cost estimate escalated to the year 2020 as the mid-point of construction.

C. Pre-Bid Conference

A voluntary briefing session and site visit will be held at the Public Safety Building located at 7 South St. Westminster, MA on **October 4, 2018 at 11:00 a.m.**

D. Deadline to Submit Questions

Questions or clarifications regarding the RFP shall be submitted in writing by **11:00 AM, October 4, 2018.**

Submit questions to:

Anthony J DiLuzio, MCPPO, Project Manager, Colliers International

Anthony.diluzio@colliers.com

II. Scope of Design Services

A. Comprehensive Design Services

The Town of Westminster intends to commission one firm to provide all public safety programming services necessary to evaluate the facility needs for the Town Police, Fire and EMS services. The selected firm will have the responsibility to provide these services through the firm's own capabilities and approved sub-consultants as necessary. The selected firm must possess the skills and experience associated with public safety facilities through the commonwealth and construction

of public safety facilities utilizing MGL. C149. Other areas of expertise such as cost estimating, code research, or all as needed for the complete design of the project, are the responsibility of the design team commission. This expertise must be provided if, or as needed, by in-house personnel or through engaging sub-consultants.

Services shall include but not be limited to:

1. Provide all necessary requirements as is customary and defined by AIA Basic Services and as required under Mass General Law.
2. Meet with the Building Committee, Owner's Project Manager, Town Officials and other project stakeholders to gain a full understanding of the department's specific needs, goals and objectives to support the operations for the next 25 years.
3. Attend Town of Westminster Building Committee meetings as necessary to present the project findings, site selection and option considerations as necessary to inform the Town sufficiently for its decision-making process. Building committee meetings shall be anticipated at a minimum of monthly. More meetings may be required based on the phases and progress of the design services.
4. Provide an independent cost estimator with a minimum of five (5) years experience providing construction cost estimating services on similar public projects. Detailed construction cost estimates and total project cost shall be in sufficient detail based on the square footage and various spaces.
5. Develop final programming and cost estimate report of findings sufficient for presentation to hold public information meetings and to present to the Board of Selectmen.
6. Provide building engineering existing conditions reviews for Structural, HVAC, Plumbing, Electrical, Fire Protection, and Building Code to determine the current facilities ability to accommodate the findings or the program.

The Owner may engage the services of other consultants, as needed, outside the architect's contractual obligation, as well as hazmat consultant, or other consultants the Owner deems necessary beyond the contractual requirements of the Architect.

B. Minimum Qualifications

All applicants must meet the following list of minimum qualifications to be considered for the project. The applicant is responsible to present their qualifications in a clear and concise manner. The minimum qualifications are as follows:

1. Massachusetts registered architect with a minimum of five (5) years of relevant experience in the design and construction administration of public safety construction projects. Massachusetts registration and licensing in all other applicable disciplines.
2. A thorough knowledge of the Massachusetts State Building Code, Massachusetts Architectural Access Board, the Americans With Disabilities Act, and all other local, state and federal codes that would apply to this project.
3. A thorough knowledge of all public bid laws, including to but not limited to M.G.L. Chapter 149A, Section 44A-1/2.
4. Prior experience in design and construction of projects of similar size, cost and complexity.
5. Financial and operational ability to perform the design services on this project.

6. Experience relating to “green” building design and construction.
7. Experience with renovation of buildings with historical characteristics.
8. Submission of a completed Certificate of Non-Collusion by the applicant.
9. Submission of a completed Certificate of Tax Compliance Certification by the applicant.
10. Submission of a completed Certificate of Corporate Authority by the applicant.
11. The selected entity shall be required to carry at their expense professional malpractice and/or errors and omissions insurance with limits of at least \$1,000,000 per claim and \$3,000,000 aggregate, with a deductible of no more than \$25,000.00 per claim. The selected entity shall also carry general liability and motor vehicle insurance policies listing the Town as additionally insured in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury and property damage liability.
12. The selected entity shall also agree to indemnify and hold harmless the Town, Town Officials, employees, boards, commission, agents and representatives against all claims, course of actions, suits, damages and liability of any kind which arise out of the negligence or willful misconduct of the selected entity.

C. Owner/Architect Agreement

All firms submitting responses must include a statement in the cover letter indicating the review and acceptance or exceptions of the terms and conditions of the attached Owner - Designer Agreement. The Town will negotiate the full extent of scope of services and deliverables as an attachment to the contract with the top ranked firm.

III. Design Team Selection Process

A. Review Process

The Town of Westminster plans to select a design firm for the Public Safety Programming project through a “Quality Based Selection Process” utilizing a combination of written proposal evaluation and interview process in accordance with M.G.L.c.7 §§38A1/2-O as amended. The Building Committee will evaluate the written proposals and rank the firms in order of qualifications. The Committee will take into account all available information, including but not limited to: the scope of work; project specific criteria; reference information; project specific information; performance of applicants on previous public and private work; and the information contained in the firm’s application. The Committee will then invite the top finalists for a presentation and interview before the Committee.

B. Evaluation Criteria of Written Proposals

The following criteria, listed in random order, are likely to be considered in evaluating firms to be interviewed based upon written proposal submissions:

1. Compliance with the submission requirements.
2. Quality of proposal, project approach and organization.
3. Experience of firm in design of municipal projects of similar size and complexity to this project and assigned personnel.
4. Ability to begin immediately after Notice to Proceed and complete work within the given time frame as outlined on the attached schedule.

5. Success of completed projects, including adherence to schedule and budget.
6. Satisfaction of former or present Public Safety clients.
7. Creativity, appeal and timelessness of designs of past projects.
8. Experience and reputations of proposed consultants and assigned individuals, specifically with regard to the MEP/FP and Structural Engineering team members with similar buildings.
9. Financial stability of the firm.
10. Familiarity and understanding of CM@Risk procedures and regulations with projects of similar size, complexity and schedule.

C. Presentation and Interview

The Building Committee may elect to interview firms that submit proposals and receive high reviews from the written proposal process. Key members of the proposed design teams are expected to participate in the interview/presentation including the Principal-in-Charge, Project Architect, and/or other individuals proposed to play key roles in the planning and design of the project and that will likely be interfacing with the Town's Building Committee for the duration of the Project. The Committee will send their recommendations to the Town Administrator as to the ranking of design consultants.

D. Interviews/Presentation Evaluation Considerations

The following criteria, not listed in priority order, are likely to be considered in evaluating and selecting the design team after presentation interviews:

1. Experience with multi-year projects commencing with programming and culminating with project delivery.
2. Experience with Police, Fire, EMS facilities designed and constructed under MGL 149/149A.
3. Knowledge of this building type by consultant design team members.
4. Sensitivity to Town of Westminster, plan, culture, geography and ability to assist the Building Committee in presenting the project to the voters.
5. Clarity and method of presentation.
6. Track record of delivering projects on time and budget from concept to completion.
7. Cohesion and clarity of role of design team members including consultants.
8. Experience creativity and sensitivity in problem solving.
9. Personal chemistry and energy of design team members.

E. Designer Selection & Negotiation

Following interviews, the finalists shall be ranked in order of qualification and a rationale for selection and ranking shall be recorded for the record. The Town then anticipates negotiating an acceptable, lump sum, not-to-exceed fee, with the top-ranked finalist and award a contract. The fee shall include all expenses, including but not limited to, travel, meeting attendance, preparation and production of reports, phone calls, and faxes. If an acceptable fee cannot be negotiated with the top-ranked finalist the Town will negotiate with the other finalists in order of their ranking.

IV. Instructions for Submission of Design Service Proposal

A. Submission Logistics

Qualification submissions must be received by October 9, 2018 at 11:00 am. One sealed envelope or container containing one original un-bound, ten (10) copies, and one electronic version (USB/thumb-drive) of the Qualifications submittal marked “**Westminster Public Safety Programming**” must be received per the time frame outlined in the legal advertisement. It is the sole responsibility of the proposer to ensure that the Qualification submittal arrives on time and at the designated place.

Within your Qualification submittal, please supply each of the following items and clearly structure and label your Qualification submittal:

Cover Letter including name of Agency/Firm, address and telephone number, signed in ink by someone authorized to sign such documents.

Attach a Financial Statement for the two previous calendar years attested by a CPA or Bank Officer. In respect of confidentiality, this may be submitted (one copy) in a separate envelope. This information will only be used if financial information provided in the Qualification submittal is not adequate to communicate financial capabilities. If you do not provide financial statements, you must include a letter to that effect and provide some other means to determine the financial status of your company.

Submissions received late or submissions received at other than the designated location will be returned to the submitter unopened.

B. Contents of Written Proposals

Care should be taken by the proposing firms to present a succinct but informative proposal. The following is a list of minimum information to be included in the written proposals to be submitted:

1. **Description of Firm:** Name, address, phone number, fax number and email address. History and description of the firm, including number of personnel in each discipline and a description of in-house services.
2. **Certificate of Legal Existence:** Including name and addresses of persons controlling the legal entity.
3. **Financial Stability:** Submit an audited financial statement for the most recent fiscal year. The financial information submitted shall remain confidential and shall not be a public record.
4. **Organization:** Proposed project organization, including resumes of key personnel proposed for this project, and an organization chart delineating internal relationships and external consultant responsibilities. Resumes shall indicate years of experience and length of employment.
5. **Consultants:** List any and all consultants, including their disciplines, which the firm plans to utilize on this project. A description of each consultant’s firm must be supplied. Consultants are to be included as part of basic services.
6. **Project Specific Thoughts and Ideas:** Provide any materials that will demonstrate your design team’s sensitivity, creativity, and insight into the issues related to the project.

7. **Project Approach:** A management plan and detailed task schedule outlining the firm's intended approach to this project and plan for working with the Owner to ensure a successful project should be presented.
8. **Massachusetts Project Experience:** A list of all public projects in Massachusetts's for which the applicant has entered into contract for architectural services within the past 5 years.
9. **Similar Project Experience:** Description of similar Public Safety projects, at least three (5) projects having been fully funded and built. Include the following reference information at a minimum:
 - Name of Project
 - Owner, Owner's Representative, telephone numbers
 - Dollar value of the project
 - Design schedule
 - Completion date
 - Principal-in-Charge and Project Architect
10. **Current Workload:**
 - Name of projects
 - Owner's Representative and telephone number
 - Dollar value of the project
 - Design schedule
 - Completion date
 - Principal and Project Architect in charge
11. **Standard Designer Application Form:**
 - In accordance with M.G.L.c.7 §38K(b) proposals from designers must include the form "Standard Designer Application Form for Municipalities and Public Agencies Not with DSB Jurisdiction".
12. **Certificates:** Submission of the following Certificates:
 - Certificate of Tax Compliance
 - Certificate of Non-Collusion
 - Certificate of Corporate Authority. The Certificate of Authority provided or the firm's corporate vote will satisfy this requirement.
13. **Insurance:** Statement that the applicant and any consultants presently have, or can obtain, the insurance requirement listed under Minimum Qualifications.
14. **Litigation:** List any and all lawsuits you have been a party to in the last five years, and the position your firm has taken.
15. **Owner-Architect Agreement:** The Town intends to enter into a design agreement for limited programming services based off the standard AIA Owner-Architect agreement as amended and modified to meet the statutory requirement of MA General law.
16. **Addenda:** Applicants must acknowledge the receipt of any addenda issued by the Town of Westminster. Failure to acknowledge any addenda will result in disqualification of the applicant. It is the applicant's responsibility to ensure receipt of any addenda.

The Town of Westminster reserves the right to reject any and all proposals in whole or in part, and to waive minor informalities, when at its sole discretion is deemed to be in the best interests of the Town and to the extent permitted by law.

C. Fee Proposals – Fee for Service

Fee negotiations will take place with the most qualified proposer as determined by the Committee and as approved by the Town Administrator. The selected and approved proposer shall provide the Awarding Authority with a fee proposal that includes a proposed lump-sum fixed fee along with a detailed breakdown of the estimated labor and expenses the successful proposer believes are necessary to perform each task. All related cost information requested by the Awarding Authority shall be furnished by the successful proposer for the purpose of complete disclosure during negotiations. This cost information includes, but is not limited to:

Breakdown of Design fee by phase with specific deliverables from prime and subconsultants by ;

Hourly rates for the design and subconsultant personnel with any projected increases over the duration of the project;

An itemized breakdown of all other costs included in the fee proposal.

If the Town of Westminster is unable to negotiate a contractual Agreement, including the fee, with the top-ranked finalist, the Town of Westminster will then commence negotiations with the next ranked finalist and so on, until a contract is successfully negotiated and approved by the Town of Westminster.

The Town of Westminster reserves the right to award the contract to the responsive and responsible proposer who submitted the Qualification submittal which best meets the Town's needs, taking into account the Qualification submittal quality and evaluation criteria. The Town's decision or judgment on these matters shall be final, conclusive and binding.

THE CONSULTANT SHALL CERTIFY TO THE FOLLOWING

CERTIFICATION OF GOOD FAITH

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.

COMPANY NAME

DATE

BY: SIGNATURE AND TITLE

PRINT NAME

STATEMENT OF TAX COMPLIANCE

Pursuant to Massachusetts General Laws Chapter 62C, Section 49A, I certify under the penalties of perjury that, _____ to the best of my knowledge and belief, has complied
(name of bidder)

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

COMPANY NAME

DATE

FEDERAL ID#

BY: SIGNATURE AND TITLE

PRINT NAME

Approval of a contract or other agreement shall not be granted unless this certification clause is signed by the applicant.

Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended.

CERTIFICATE OF AUTHORITY*

At a duly authorized meeting of the Board of Directors of the _____ held on _____ Directors were present or waived notice,
(name of corporation) (date)
it was voted that _____ of this company be and hereby is
(officer and title)
authorized to execute contracts and bonds in the name and behalf of said company, and affix its
Corporate Seal thereto, and such execution of any contract or bond of obligation in this company's
name on its behalf of such _____ under seal of the company shall be valid and binding
upon this company. (officer)

A TRUE COPY,

ATTEST:

Place of Business:

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)
that _____ is the duly elected _____
(Name of Officer) (Title)
of said company, and the above vote has not been amended or rescinded and remains in full force and
effect as of the date of this contract.

Signature: _____

Name/Title: _____

Date: _____

(Corporate Seal)

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS.

, 2016

Then personally appeared the above named _____ and acknowledged the
foregoing instrument to be his/her free act and deed before me.

Notary Public

My commission expires:

*The company's Corporate Vote may be substituted for the Certificate of Authority.