

**REQUEST FOR QUALIFICATIONS**  
**“ARCHITECTURAL/DESIGN SERVICES”**  
**FOR THE**  
**NORWELL PUBLIC LIBRARY PROJECT**

TOWN OF NORWELL  
TOWN CLERK  
2016 APR 28 PM 1:34  
RECEIVED

The Town of Norwell invites qualified architectural (or architectural/engineering) firms to submit proposals to provide design services for all phases and construction of the Norwell Public Library Project. All respondents must be able to comply with all of the RFQ requirements and follow all instructions in preparing RFQ responses. Failure to respond properly may result in the rejection of the proposal(s).

The RFQ guidelines may be obtained in the following manner: at the Norwell Town Offices, Town Procurement Offices, 345 Main Street, Norwell MA 02061 during the following hours: Monday and Tuesday from 8:00am-4:15pm; Wednesday from 8:00am-7:30pm; Thursday from 8:00am-4:00pm; or, Friday from 8:00am-12:00pm; or by calling 508-896-3701. Or you could also contact the Owner’s Project Manager at:

Pomroy Associates LLC, c/o Richard W. Pomroy  
P. O. Box 445  
East Bridgewater, MA 02333  
E-mail; [rpomroy@pomroyassociates.com](mailto:rpomroy@pomroyassociates.com)  
Phone; (508) 456-4232

All procedures related to this process are in accordance with Massachusetts M.G.L. C. 149, as it relates to designer service selection, and, Massachusetts GL C.7, as amended. A mandatory briefing and tour will be completed on May 17, 2016 at 5:00pm at the Norwell Public Library, 64 South Street, Norwell MA 02061.

**Nine (9) copies** of the proposal should be submitted with all information as required in the RFQ and any supplementary materials, if desired.

Proposals must be submitted in a **sealed envelope** and must be labeled on the outside as: **“Proposal for Architectural/Design Services – Norwell Public Library Project”**, and must list the date and time of the proposal opening and sent or delivered to:

**Peter Morin, Town Administrator & Procurement Officer**  
**Town of Norwell**  
**345 Main Street**  
**Norwell, MA 02061**

**Complete proposal packages must be received at the above address by:**

**Date: May 24, 2016**  
**Time: 2:00pm Eastern Standard Time**

***All proposals received after the stated opening date and time will be judged to be unacceptable and will be returned unopened to the sender. Facsimile of proposals is **NOT** permitted.***