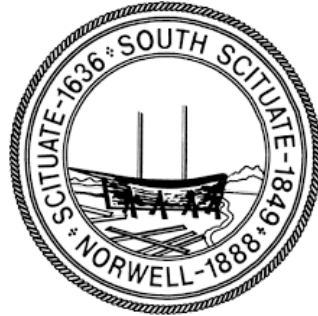


TOWN OF NORWELL



REQUEST FOR QUALIFICATIONS (RFQ)

OWNER'S PROJECT MANAGER: TOWN HALL RENOVATIONS

Contact:

Name & Title:	Ms. Barbara Mello, Procurement Specialist
Mailing Address:	345 Main Street, Norwell, MA 02061
E-Mail Address:	bmello@townofnorwell.net
Telephone Number:	(781) 659-8000

Proposers must register for a site visit no later than March 12.
See Section _5.1_ for Details.
Location: Norwell Town Hall, 345 Main Street, Norwell

Note: If you have not obtained this RFQ directly from Ms. Barbara Mello, please register with Ms. Mello in order to receive any addenda which may become available, and/or to receive notice of any change to time/date of site visit: bmello@townofnorwell.net. Please request confirmation of your registration. The Town of Norwell will not be responsible for information missed by proposers who have failed to register.

Submission Deadline (Date & Time):

March 31, 2021 at 12:00 PM (Noon)

KEY DATES FOR RFO

March 3, 2021	Notice Published in THE MARINER
March 3, 2021	Notice Published in Central Register
March 12, 2021	Deadline to Register for Mandatory Site Visit
Week of March 15, 2021	Mandatory Site Visits Conducted
March 22, 2021 @ Noon	Deadline for Questions
March 25, 2021	Last Day Addenda will be issued
March 31, 2021 @ Noon	Responses Due
April 17, 2021 (tentative)	CONSULTANTs Short-Listed
To Be Determined	Interviews for Finalists
To Be Determined	Fee Negotiations with Top-Ranked CONSULTANT
May 15, 2021	Notice of Award by this Date

Legal Advertisement

TOWN OF NORWELL
REQUEST FOR QUALIFICATIONS (RFQ)
OPM SERVICES
TOWN HALL RENOVATIONS

The Town of Norwell seeks the services of a qualified Owner's Project Manager (OPM) as defined in M.G.L. Chapter 149, Section 44A ½, for Town Hall renovations (Phase I). Total project cost for Phase I is \$4.96 Million. Initial scope of OPM Services includes a review of existing studies & preliminary designs, recommendations, budget development, designer selection, oversight of design development, and public outreach. Fee for the initial scope of OPM Services will be negotiated, but will not exceed \$31,500.00. At the option of the Town, and subject to appropriation by Town Meeting, the scope of OPM Services may be amended to include bid & award, construction management, and final closeout of the Project. Fee for these additional services will be negotiated and shall not exceed \$94,500.00. Prior studies and preliminary designs are included as part of the RFQ document. Proposed timeline for Phase I construction completion is June 2023. Also at the Town's option, and subject to Town Meeting appropriation, the scope of OPM Services may be amended to include additional phases of Town Hall Renovations. Estimated total project cost of additional phases is \$8.2 Million, with a proposed construction completion date of July 2024. Proposers must have current Mass. license and registration as an architect or professional engineer, with a minimum of 5 years supervisory experience in building construction; or must have 7 years supervisory experience in building construction. Mandatory site visits will be conducted during the week of March 15 at Norwell Town Hall, 345 Main Street. Proposers must register for a site visit no later than March 12 via email to bmello@townofnorwell.net. The RFQ is available immediately at www.townofnorwell.net/townadministrator. RFQ responses are due on March 31, 2021 at 12:00 PM (noon) in the Office of the Town Administrator, 345 Main Street. The Town of Norwell reserves the right to reject any or all responses, or to cancel this RFQ if deemed to be in the best interest of the Town. Questions may be directed to Barbara Mello, Procurement Specialist, at bmello@townofnorwell.net. Notice also available at www.masspublicnotices.org

1.0 INTRODUCTION

The Town of Norwell, hereinafter the TOWN, by and through its Board of Selectmen, is requesting Qualification Statements from qualified firms, hereinafter the CONSULTANT, to provide Owner's Project Management (OPM) services, as defined in Massachusetts General Laws Chapter 149, Section 44A ½ and as further defined in this RFQ, for renovations to Norwell Town Hall (Phase I). The TOWN is requesting the services of an Owner's Project Manager for a review of existing studies & preliminary designs, project recommendations, budget development, designer selection, oversight of design development, and public outreach. The contract between the TOWN and the OPM may be amended to include continued Project Management Services through bid and award, construction management and final closeout of the Project. The contract between the TOWN and the OPM may also be amended to include Project Management Services through additional phases of Town Hall Renovation (Phases II & III).

Phase I renovations include but are not limited to: elevator installation, third-story modifications, asbestos removal, HVAC improvements, electrical upgrades, and window replacements.

2.0: MINIMUM REQUIREMENTS

2.1: **Experience**: The CONSULTANT must certify in its cover letter that the Proposed Project Director has a current Mass. license and registration as an architect or professional engineer, with a minimum of 5 years supervisory experience in building construction; or that the Proposed Project Director has 7 years supervisory experience in building construction.

2.2: **Good Standing**: The CONSULTANT must be in good standing with the Commonwealth of Massachusetts.

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects.

3.0 BACKGROUND, GOALS, FUNDING & TIMELINE

3.1 **Background and Exhibits**: The building at 345 Main Street was originally built in 1950, and was used as an elementary school. In 1984, its use was converted to municipal offices. In 2019, the Town began planning Town Hall Renovations, with the

goal of improving the functionality of the building as a Town administration building. These improvements include mechanical systems upgrades, the creation of additional meeting space, and the reconfiguration of several departments. The initial concept was comprised of four phases, and included a lobby/elevator addition. Exhibits 1 & 2, attached to this RFQ, contain a narrative description of the four phases and a cost estimate. Further study, summarized as a slide presentation in Exhibit 3, resulted in a three-phase concept where the proposed elevator is located within the existing building envelope. Exhibit 4 consists of additional concept drawings of the three-phase approach. Finally, Exhibits 5 and 6 detail Hazardous Materials and Systems Assessments performed on the building.

The number of phases eventually required to accomplish the Town Hall Renovation as a whole will be decided by the Town in collaboration with the Owners’ Project Manager and Designer (once selected), in accordance with the best interests of the Town and available funding.

3.2: **Phase I Goals:** The primary goal of Phase I is to increase the functionality of the building as a Town Hall to the extent possible within the allowable budget. The Town is especially desirous of being able to use the building’s third level. This will require asbestos removal on the third level, as well as the installation of an elevator. Other improvements will include HVAC and electrical upgrades, as well as window replacement.

3.3 **Funding:** On February 10, 2020, \$360,000.00 was appropriated by the Norwell Special Town Meeting for Phase I Design and Engineering costs. Additional funds will be requested from Town Meeting once plans have been developed.

3.4 **Proposed Timeline:**

<u>TASK</u>	<u>ESTIMATED COMPLETION DATE</u>
Execute OPM Contract	May 2021
Review of Studies, Recommendations, Budget Development	July 2021
Designer Selection; Execute Designer Contract	September 2021
Schematic Design Completed	November 2021
Final Design Completed	March 2022
Public Outreach for Town Meeting	March-May 2022

Bid & Award	June 2022
Substantial Completion	June 2023

4.0 ESTIMATED PROJECT COST

Estimated cost of the Phase I project (including but not limited to: design, construction, oversight, and close-out) is \$4.96 Million.

5.0 GENERAL REQUIREMENTS

5.1: **Mandatory Site Visit:** Site visits are scheduled for March 16 and March 18, 2021 at 10:00 AM. Proposers must register for and attend one of the two sessions. Registration deadline is March 12, 2021. Registration is via email to bmello@townofnorwell.net. Due to COVID-19 safety precautions, only one person may attend from each entity submitting a proposal. Sessions will be limited to four (4) potential proposers each. If all attendance slots are filled, additional sessions will be scheduled. Masks must be worn by all participants.

5.2: **Due Date and Time:** Response packages are due on March 31, 2021 at 12:00 PM (Noon). Please see the important note on Page 7 of this document with regard to Covid-19 precautions for Town Hall deliveries. Responses must be delivered in person or via mail carrier to:

Ms. Barbara Mello, Procurement Specialist
 Office of the Town Administrator
 Town of Norwell
 345 Main Street
 Norwell, MA 02061

Postmarks will not be considered. Neither telephone nor email transmission of responses will be accepted. The BOARD shall not be responsible for responses arriving late due to couriers, deliveries to wrong addresses, express mailing service errors, etc. If, at the time that responses are due, the office is closed due to uncontrolled events, responses will be accepted until Noon on the next day that the office is open. For the purposes of determining whether a respondent has met the deadline, the clock on the computer of the Town Administrator shall indicate the official time. No individual extensions of this deadline will be granted. Late responses will be deemed “non-

responsive” and will not be opened. They may be picked up by the respondent if so desired.

Important Note: Due to COVID-19 precautions, Town Hall is open during regular business hours (see below)* by appointment only. This means that proposers must call the **Town Administrator’s office: (617) 659-8000** prior to making an in-person proposal delivery. Firms wishing to obtain a receipt for their delivery should prepare a receipt and request that staff members stamp such receipt with the date and time. Masks must be worn in the building at all times.

*Town Hall Business Hours (visitors must call first): Monday & Tuesday: 8:00 AM to 4:15 PM; Wednesday: 8:00 AM to 7:30 PM; Thursday: 8:00 AM to 4:00 PM; and Friday: 8:00 AM to 12:00 PM.

5.3: **Marking of Responses:** Response materials must be placed in a sealed envelope, and labeled on the outside with: “**RFQ: Town Hall OPM Services**”, followed by the CONSULTANT’s name, address, and contact name. No responsibility shall be attached to any person or persons for the premature openings of Responses not properly marked.

5.4: **Modification/Withdrawal of Responses:** A CONSULTANT may correct, modify, or withdraw a Response by written notice received by the TOWN prior to the due date and time. Each modification package must be sealed and marked with the CONSULTANT’s name and address, and “**RFQ: Town Hall OPM Services, Modification # ___**”. The Modification must be a complete Response. The highest numbered modification will be taken as the only submission by a CONSULTANT. No modifications or requests for withdrawal will be accepted after the Response due date and time.

5.5: **Questions:** If CONSULTANTS have any questions to ask about the project, or about terms of the RFQ, they must be received in writing by Ms. Barbara Mello, no later than the date shown for questions in “Key Dates for RFQ”, via US Mail or e-mail (bmello@townofnorwell.net). No further consideration of questions will be given after the deadline for questions. Owing to the presence of mail delays, SPAM filters etc., CONSULTANTS are responsible for making sure that their questions have been received prior to the deadline. Questions may not be directed to any other person. Violations of this provision may result in the dismissal of a proposal.

5.6: **Addenda**: In order to maintain a fair procurement environment, all responses to questions and comments received will be issued in the form of written Addenda. Addenda must be acknowledged in the Cover Letter. Failure to acknowledge the receipt of Addenda in the Cover Letter may result in a rejection of that Response.

5.7: **Contract & Insurance**: The successful CONSULTANT must execute a contract and provide insurance documentation within five (5) business days of a Notice of Award. The contract will be in the form as shown in Attachment C to this RFQ. The contract includes a Scope of Services. **Substantial changes in contract terms and scope will not be allowed after the last day for questions to the Procurement Specialist (see Key Dates for this RFQ.)** If the successful CONSULTANT(s) fails to execute a contract within five (5) business days of a Notice of Award, the TOWN may by option determine that the CONSULTANT has abandoned the contract and award the contract or begin negotiations with the next highest ranked CONSULTANT. CONSULTANTS should pay careful attention to **Insurance Requirements**, which are listed in the Sample contract. Please note that all members of a joint venture and any sub-consultants will be required to meet the same obligations with regard to insurance, including the obligation to provide a certificate of insurance within five days of a Notice of Award.

5.8: **References**: The TOWN may check references, as listed on the OPM application form (Attachment A), to determine if the proposing organization submitting the response is a responsible CONSULTANT. The TOWN reserves the right to request references and to check references. At the discretion of the TOWN, any unfavorable reference checks or lack of experience with the required service may result in a Response rejection.

5.9: **Signature**: Important! Responses must be signed by one of the following:

- a) A corporate officer/partner/manager as listed with the MA Secretary of State;
- b) An individual who is authorized by a Corporate Certificate of Vote (Certificate must be provided with the Response);
- c) An individual who is authorized by a Certificate of Authorization (see Appendix B2).

Note: CONSULTANTS often have questions about who may sign a Response. A salesperson or branch manager may sign a Response, but only if they have written authorization from a Corporate Officer* to do so. This authorization may take the form of 5.9(b), or 5.9(c) above. If you are unsure, please contact Ms. Barbara Mello for clarification. Questions about who may properly sign a Response will be accepted until the due date/time for Responses.

*A Corporate Officer must be currently listed with the MA Secretary of State.

5.10: **Response Rejection/Cancellation**: The TOWN, acting through the Norwell Town Administrator, reserves the right to reject any or all Responses, to waive informalities, to cancel the RFQ and/or to award a contract in the best interest of the Board.

5.11: **Time for Performance**: RESERVED

5.12: **Rule for Award**: An award shall be made pursuant to the Model Designer Selection Procedures adopted by the TOWN on February 26, 2020. (See Attachment D).

5.13: **Subject to Law**: The procurement, contract and contract performance are subject to all applicable federal, state and municipal laws, regulations, codes, and ordinances as if fully written out here.

5.14: **Affirmative Action/Equal Opportunity**: The TOWN is an affirmative action/equal opportunity owner/purchaser. The CONSULTANT's attention is directed to all applicable State Laws and rules and regulations regarding affirmative action/equal employment opportunity requirements. Failure of a CONSULTANT to comply with any such law, bylaw, rule or regulation shall constitute grounds for the TOWN to reject a Response or to otherwise reject or terminate the award of the contract pursuant to these contract documents. The BOARD encourages full participation in the RFQ process by minority, women, veteran, service-disabled veteran, disability and lesbian, gay, bisexual and transgender-owned businesses.

5.15: **Background Checks**: Since some of the work for this project will take place where vulnerable persons are likely to be located (Recreation Department), background checks will be required for all consultants and sub-consultants.

5.16: **Fee**: Prior to execution of the Contract for Design Services, the fee for services shall be negotiated between the BOARD and the selected CONSULTANT to the satisfaction of the BOARD, within its sole discretion and within the following limitations:

The fee for the initial scope of work (review of existing studies & preliminary designs, budget development, designer selection, oversight of design development, and public outreach) shall not exceed \$31,500.00. At the option of the Town, and subject to appropriation by Town Meeting, the scope of work may be amended to include OPM services through bid and award, construction management, and final closeout of the Project. The fee for these additional OPM services shall not exceed \$94,500.00.

Amendments to the OPM contract will provide for equitable adjustments if the scope of services is changed.

5.17: **Public Record:** All responses and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4 § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

5.18: **Waiver/Cure of Minor Informalities, Errors and Omissions:** The TOWN reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a CONSULTANT, and to conduct discussions with any qualified CONSULTANTS and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the TOWN and its beneficiaries.

6.0 REQUIRED CONTENTS OF PROPOSAL PACKAGE:

Note: Although the initial contract will be for initial project phases through Design Development and Public Outreach only, respondents should highlight their abilities to cover all phases of the project through project closeout.

Each proposer must submit one sealed proposal package, marked with the proposer's name and address, and "**RFQ: Town Hall Renovations**". **One original and six (6) copies must be in the package.** In addition, a USB drive ("thumb drive" or "flash drive") must accompany the package, said drive to include the entire application.

Required Contents of each copy:

- 6.1: Cover Letter, see below
- 6.2: Attachment A: OPM Application Form
- 6.3: Required Certifications (Attachments B1, B2, B3, B4 and B5)

Cover Letter. Cover letter shall be a **maximum of three pages** in length and include:

1. An acknowledgement of any addendum issued to the RFQ.
2. An acknowledgement that the CONSULTANT has read the Request for Qualifications.
3. An acknowledgement that the CONSULTANT has read the Town of Norwell Contract for Owner's Project Management Services (Attachment D), including the Scope of Project Management Services;

4. A specific statement regarding compliance with the minimum requirements identified in Section 2.0 of this Request for Qualifications, to include identification of registration or certification (if applicable), number of years of experience and where obtained (as supported by the resume section of Attachment A).
5. A description of the CONSULTANT's organization and its history.
6. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
7. A specific statement describing the ability of key personnel to be on-site within one hour if needed during the construction phase.
8. A specific statement about the approach you would take to this project, and your firm's particular suitability to the work.
9. A specific statement about the public procurement experience and qualifications of key personnel, including any courses taken through the MCPPO program. (Attach completion certificates if available. These do not count against page limit.)
10. A description of services to be performed by Subconsultants. Provide description of the firm's history of working with those Subconsultants.
11. A specific statement about the firm's knowledge and familiarity with the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project.
12. A statement about the financial strength of the proposer, including disclosures of any financial conditions which could affect the ability of the proposer to complete the project (bankruptcies, pending lawsuits, etc.). Proposer must include documentation of financial capability to complete this project (through Phase III). Such documentation is not counted against page limit. Documentation may be a bank reference letter, balance sheet & income statement, or other suitable documentation. The Town reserves the right to request additional documentation if needed.

7.0. SELECTION PROCESS

The TOWN will use its DESIGNER SELECTION PROCEDURES, included here as Attachment D. The Board of Selectmen will appoint an OPM Selection Panel to make a final recommendation to the Board. The Selection Panel will first evaluate each proposal

for adherence to the Minimum Qualifications described in Section __2.0__. Those proposals meeting the minimum qualifications will be evaluated according to the following criteria. All qualified respondents may be subject to reference checks, requests for additional information, and/or interviews.

EVALUATION CRITERIA

Criteria	Highly Advantageous	Advantageous	Non-Advantageous
Qualifications of Respondent	Respondent substantially exceeds the minimum qualifications for participation in RFQ.	Respondent exceeds the minimum qualifications for participation in this RFQ.	Respondent meets only the minimum qualifications for participation in this RFQ.
Experience with similar projects	Excellent performance on similar projects, including timely completion. Minimal change orders, accidents, safety violations, and legal actions on prior projects.	Very good performance on similar projects, including timely completion. Minimal change orders, accidents, safety violations, and legal actions on prior projects.	Adequate/mediocre performance on similar projects, including timely completion. Evidence of excessive change orders. Avoidable accidents, safety violations, and legal actions on prior projects.
Three References of Respondent, Chosen for Similarity to Norwell project	Three excellent references.	Two excellent references, no poor references.	Less than two excellent references and/or one or more poor references.
Financial Outlook	Outstanding evidence of financial stability.	No pending conditions affecting firm's ability to perform.	Presence of a condition which could affect the firm's ability to perform.
Multi-Disciplined Firm	Many disciplines represented on-staff, as shown in Section 3 of Application.	Disciplines not on staff are available as consultants to the OPM firm.	Access to some disciplines is unclear.
Qualifications of project team	Project team has experience with 10 or more similar projects. Evidence of superior familiarity with State Building Code, ADA, and all other pertinent codes and regulations.	Project team has experience with 5 or more similar projects. Evidence of adequate familiarity with State Building Code, ADA, and all other pertinent codes and regulations.	Project team's experience is primarily in dissimilar projects. Lack of clear evidence of familiarity with State Building Code, ADA, and all other pertinent codes and regulations.
Procurement Experience	One or more members on the Project Team holds a current MCPPO certification, and demonstrates substantial familiarity with laws regarding Designer Selection, contractor selection, and project management.	Substantial experience with public procurement laws. No current MCPPO designation on Project team.	Unable to demonstrate substantial familiarity with laws regarding designer selection and construction bidding in MA.
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Overall approach to project	Response demonstrates a clear understanding of and ability to meet project goals	Response demonstrates a clear understanding of and ability to meet project goals; some detail may be lacking	Proposal does not demonstrate a clear understanding of and ability to meet project goals.
Availability to be on-site as needed	Clear evidence of ability to be on-site within one hour if needed, for all key personnel	Clear evidence of ability to be on-site within one hour if needed, for most key personnel	Location of key personnel would make emergency on-site attendance within one hour problematic

Exhibits: (Prior Studies)

1. Program Description: Forte Architecture, July 31, 2019
2. Town Hall Cost Estimate: PM&C LLC, July 31, 2019
3. Program Revision Slides: Forte Architecture, October 30, 2019
4. Revision Concept Plans: Forte Architecture, September 24, 2019
5. Asbestos & Hazardous Materials Inspection, FLI Environmental, July 20, 2019
6. MEP/FP Systems Assessment: Vlachos Associates, Inc., August 7, 2019

Attachments:

- A: OPM Application Form---Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated March 2017); Modified for Norwell Town Hall project
- B: Required Certifications
 - B1: Conflict of Interest Statement
 - B2: Certificate of Authorization
 - B3: Non-Collusion Statement
 - B4: Tax Compliance Certificate
 - B5: Non-Debarment Certificate
- C: Contract Package
 - C1: Town of Norwell Contract for Project Management Services
 - C2: Attachment A to Contract---Scope of Services
- D: Town of Norwell Designer Selection Procedures, February 26, 2020.

END