

**Town of Wellfleet
Request for Qualifications
Designer Services for
Wellfleet Library Reading Room Addition**

I. General Scope of Work

Pursuant to G.L. c. 7C, s 44-58 and the Town’s Designer Selection Procedures, the Town of Wellfleet (“Town”) is requesting designers to submit applications stating their qualifications to provide designer services in connection with the following project: Wellfleet Library Reading Room Addition. It is anticipated that this design project will be completed by September 1, 2016 with the building construction completed by May 1, 2017.

Submittals will be accepted **until 2:00 PM. EST on May 27, 2016** at the office of the Town Administrator, 300 Main Street, Wellfleet, MA 02667. Ten (10) copies of the application must be submitted in a sealed envelope marked “Designer Qualifications for Wellfleet Public Library Addition.” All written applications will be evaluated and a short list of finalists will be developed. The finalists will be interviewed and a final selection will be made after the completion of the interview process.

The successful firm to this RFQ will be required to furnish the necessary personnel, materials, services, equipment, facilities (except as otherwise specified herein) to perform services as specified in the detailed **Scope of Services** issued hereunder as **Attachment 1** for design services for the Town.

Questions concerning this RFQ must be submitted in writing to: Harry Terkanian, Town Administrator, 300 Main Street, Wellfleet, MA 02667, email: harry.terkanian@wellfleet-ma.gov **before 2:00 PM on Friday, May 13, 2016**. Questions may be delivered, mailed, emailed, or faxed. Written responses will be mailed, emailed, or faxed to all bidders on record who have responded to the RFQ and shall be posted on the Town of Wellfleet website located at www.wellfleet-ma.gov. The selection process is governed by MGL Ch. 7C, § 49(a).

The minimum qualifications and comparative evaluation criteria are set forth below. Each applicant must be an architect registered in Massachusetts and must have experience in the design of municipal buildings.

The Town will evaluate all applications submitted, eliminate any applications that do not meet the Minimum Criteria, develop a ‘short list’ of approximately three applicants, and schedule interviews with those applicants. The contract will be awarded in accordance with the Designer Selection Statute. The Designer’s fee is a set fee of \$25,000. The Designer will execute a CONTRACT prepared by Town Counsel. The Designer will also be required to execute a Certificate of Non-Collusion and Certificate of Tax Compliance and to submit a completed DCAMM Standard Designer Application Form, all as required by law.

II. Project Description - Nerber Room - a quiet reading room housing our collection of local materials.

The purpose of this project is to construct a wood frame addition to the west side of the existing building to serve as both a reading room as well as a place to display the Library's collection of Cape Cod materials. Funding for this project will come from a bequest given to the library from Martin Nerber. The Board of Trustees are committed to fundraising for any additional monies that may be needed to complete the project.

This project is one outcome of the past two strategic planning processes, where the public identified their priorities for the library. In both strategic plans, the need for quiet reading space was at the top of the list.

Since the library was built in 1986, interior spaces have been reconfigured to accommodate computer stations and areas for laptops, thus eliminating areas that were once dedicated for reading as well as shelf space for books. The Nerber Room would remedy both situations.

The new reading room will be a 500 sq. foot, wood frame addition to the west end of the building off of the current adult stack area with 60 linear square feet of shelving for books and other local materials. A certified plot plan has been prepared by Slade Associates. The entire addition will have a high ceiling like the rest of the library. There will be some wall space for displaying some of the library's local art collection.

A list of specifications to be addressed in the RFQ are as follows:

Design a quiet reading room addition of up to 500 sq. ft. on the west side of the building. The addition should please the eye and harmonize with the rest of the building and the neighborhood.

The room needs to comfortably accommodate shelving for up to 1,000 volumes, furnishings that are appropriate for the space, and wifi must be available.

The room must be in compliance with all provisions of the American with Disabilities Act (ADA) and state and local code.

There should be separately controlled quiet, and efficient air-conditioning and heating zones, programmable for automatic operations from a secure, central location.

The addition should be planned so that it utilizes natural light and heat wherever possible and does not block the natural light coming in to the stack area near the room. All fixtures, furnishings, lighting, etc., should be as environmentally responsible as possible without detracting from the warm ambience intended for the project.

The design of the room should consider the security of users and staff. The design should create a sense of privacy for users, but there should be no hidden areas; the room should be easily supervised by staff walking by.

All construction materials that pose a health hazard should be avoided.

III. Site Description

The Wellfleet Public Library is located at 55 West Main Street in Wellfleet. It is a converted candle factory, acquired by the town, and completely renovated in 1987-1988. A copy of the complete renovation plans is available for review. The library contains approximately 10,000 square feet of floor space, all located on one level. In 2009 a solar array was installed at the library. In 2012 a complete new HVAC system was installed. The building has an on site septic system and a public water supply.

IV. Available Information

The following information is available on CD:

- 1) Wellfleet Library Construction Drawings prepared in 1986
- 2) Wellfleet Library HVAC design drawings prepared by Coastal Engineering in 2012
- 3) Survey completed by Slade Associates in 2013.

V. Scope of Services

A detailed Scope of Services is included as part of this RFQ as Attachment 1.

- 1) The Designer will perform the following services in connection with the Project:
- 2) Provide a program for the Wellfleet Library Addition
- 3) Provide a concept plan for the Reading Room.
- 4) Provide a cost estimate for construction
- 5) Prepare final plans and specifications
- 6) Complete and conduct the construction bidding process
- 7) Oversee project construction

VI. Minimum Qualifications of Designer

- 1) The Designer must meet the following minimum qualifications:
- 2) Demonstrate a minimum of five years experience in the design of public buildings in Massachusetts.
- 3) Completed the full architectural design of a minimum of three (3) public sector buildings in the past ten (10) years, including one (1) designed and constructed within the past five (5) years for which the designer has furnished construction administration services.
- 4) Possess knowledge of and experience in legal requirements of Massachusetts public building projects.

- 5) Possess all necessary current licenses and registrations to qualify under the Massachusetts law to perform the function of the designer and manager of the project.
- 6) Provide evidence of insurance for general liability (\$2 million combined single limit), automobile (\$2 million combined single limit), worker's compensation (statutory) and professional services liability (\$2 million minimum).

VII. Requirements for Application

Responding Designers are to address each of the following requirements in a clearly labeled section of their response and in the same order.

- 1) Name and address of applicant.
- 2) Brief resume of principals and of the staff to be assigned to the Project.
- 3) List of projects which would best illustrate qualifications for the Project. References for the three most recent projects must be included.
- 4) Names of engineers and other consultants that will be used for the Project.
- 5) Statement of the scope and type of services proposed for the Project.
- 6) Work plan and schedule which reflects timetable for completion of the Project assuming a notice to proceed is issued.
- 7) Statement of any legal or administrative proceedings pending or concluded adversely to the applicant within the past five (5) years which relate to the applicant's performance of this type of work.
- 8) Copies of all certificates of insurance required by this solicitation.

VIII. Evaluation Process

- 1) All statements of qualifications shall be received and evaluated in conformance with the requirements of MGL Chapter 7C Sections 44-57.
- 2) The Procurement Officer shall review each "Statement of Qualifications" to determine whether it meets the minimum requirements as set forth in the RFQ. Any application which fails to meet any of the minimum qualifications will be rejected as non-responsive. The Procurement Officer shall state in writing his reasons for disqualifying any designer.
- 3) After evaluating the minimum requirements, remaining designers shall be evaluated based solely on the comparative evaluation criteria specified in this RFQ (Shown in Attachment 2).
- 4) In analyzing responses to the evaluative criteria, the Town shall consider the qualifications of the designer as the sole determining factors in the determination of the designer, and make any investigations deemed relevant to the selection process. The minimum criteria shall be in

compliance with specifications and criteria set forth therein; quality of the services proposed, investigations into qualifications, prior relevant experience, and past performance. The Town will confirm claims of past experience. The comparative evaluation criteria are set forth in the qualifications specifications section of this document.

- 5) The Town may choose to interview all the design finalists.
- 6) The contract will be awarded to the most advantageous designer as determined by the Town and shall be in the form as approved by Town Counsel. The Town reserves the right, upon basis of such evaluations, to reject any or all designers who do not, in its estimation, pass under such evaluations, or to select a designer if the investigations indicate that such action is in the Town's best interest.

Recent Relevant Experience: with projects comparable to the proposed project.

Describe relevant projects including municipal buildings.

Ability to manage project design schedule. Provide an outline and proposed project schedule.

Record of projects being completed as specified, on time and within budget and the degree of satisfaction of the owner. Provide past schedule performance history, project history of budget and final actual costs with dates.

Depth and breadth of experience and qualifications for personnel to be assigned to the Project

- 1) Key Personnel: Professional background, caliber and staff availability for project; quantify staff and discipline; describe the % of time to be committed to the project by the key members of the project team.
- 2) Outside Consultants: Qualifications and experience of firms regularly engaged by the architect; describe the % of time to be committed to the project by the leadership of the project team.
- 3) Team Organization: Provide organization chart and describe team organization, listing key individuals.
- 4) Ability to work with town, officers and contractors.

The Town will evaluate written applications and check such references as may be appropriate. The Town will develop a short list of finalists and interview those finalists. The final selection will be made after the interview process is complete.

IX. General Provisions

- 1) The Town reserves the right to reject any and all applications and to waive any informality whenever such rejection or waiver is in the best interests of the Town of Wellfleet.

- 2) The Town will not be responsible for any expenses incurred in the preparation or submission of applications by the applicants. Each application should provide a concise explanation of the applicant's capacity to satisfy the requirements of this RFQ. Emphasis should be placed on clarity of content.
- 3) The application, and any subsequent contract for services, shall be governed by applicable Massachusetts law.
- 4) Upon submission, all applications, plans and specifications will become the property of the Town of Wellfleet and will be subject to disclosure in accordance with the Massachusetts Public Records Law.
- 5) The selected Designer will be required to comply with all applicable federal, state and local laws, ordinances and regulations.
- 6) The Town of Wellfleet is and Affirmative Action/Equal Opportunity Employer. The Town encourages applications from qualified MBE/DBE/WBE firms.

X. Fees for Services

The fees for services is set at \$25,000 for all services (including indirect and out of pocket expenses) as delineated in the Scope of Services (Attachment 1). The designer shall provide the following information as part of the fee proposal:

Professional Personnel Rate Sheet

Each designer shall provide a rate sheet showing the hourly rate for all Professional Personnel positions to be assigned to the project.

Project Hours

The designer shall provide a table showing the estimated project hours for each professional position for each task listed in the scope of services. Designer will provide a detailed listing of the staff hours and cost per hour for each staff position.

Reimbursables

Listed on the rate sheet shall be the rates to be charged for all reimbursable expenses necessary for the project such as telephone, mileage, printing, photocopying, postage, etc.

Additional Fees for Services

Provide the hourly fee for attending an additional meeting in Wellfleet. Indicate whether the meeting fee would include travel time and reimbursable expenses such as mileage.

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CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this quote 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.

(Signature of individual submitting proposal)

(Name of Business)

COMMONWEALTH OF MASSACHUSETTS

County of _____ ss.

On this the _____ day of _____, 2016 before me,

_____, the undersigned Notary Public,
Name of Notary Public

personally appeared _____,
Name of Document Signer

proven to me through satisfactory evidence of identity, which was:

Description of Evidence of Identity

to be the person(s) whose name (es)
was/were signed on the preceding or
attached document in my presence.

Signature Notary Public

Printed Name of Notary

Place Notary Seal and/or any Stamp Above

My Commission Expires: _____

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TAX COMPLIANCE CERTIFICATE

Pursuant to M.G.L. c. 62C, s 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

(Signature of individual submitting proposal)

(Name of Business)

COMMONWEALTH OF MASSACHUSETTS

County of _____ ss.

On this the _____ day of _____, 2016 _____ before me,

_____, the undersigned Notary Public,
Name of Notary Public

personally appeared _____,
Name of Document Signer

proven to me through satisfactory evidence of identity, which was:

Description of Evidence of Identity

to be the person(s) whose name (es)
was/were signed on the preceding or
attached document in my presence.

Signature Notary Public

Printed Name of Notary

Place Notary Seal and/or any Stamp Above
My Commission Expires: _____

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BID SIGNATURE AUTHORIZATION PAGE

Name of Company

Telephone Number

Name and Title of Individual Authorized to Sign

Fax Number

Signature

Date

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PRICE PROPOSAL FORM

Price Proposal \$ _____
Total Project \$ _____

Having fully examined, read, and in understanding of the requirements for this job and being familiar with all of the conditions surrounding the proposed work, including any addenda for which receipt of is acknowledged below, the undersigned proposes to complete all work as specified in this invitation to bid for the price stated above.

Date _____

By _____

(Name/Title of person signing proposal)

(Company)

(Business Address)

(City, State, Zip Code)

ATTENTION: YOU MUST SUBMIT THE PRICE PORTION OF YOUR PROPOSAL SEPARATELY FROM THE TECHNICAL PROPOSAL TO AVOID DISQUALIFICATION FROM FURTHER CONSIDERATION

Attachment 1

Scope of Services

Wellfleet Library Addition Design Services

Designer Services: Standard Scope of Work

SCOPE OF SERVICES

The project will proceed in two phases as described below and applicants are asked to provide a proposal that addresses both phases. Please note that funding for Phase 2 is in place, and that Phase 2 will only continue if the proposed construction costs come in after bidding within the limits of the funding available. It is assumed that all reimbursable costs unless otherwise stated are part of the stipulated fee.

PHASE 1: Schematic Design, Design Development thru Project Bidding Services for Phase 1 shall include but not be limited to:

I. Programming Phase

1. Utilizing the existing survey plan created by Slade Associates the designer will prepare a Site Plan showing all existing structures, drainage, subsurface structures, all utilities, lot lines, set backs, rights of way, easements, parking, etc. The site plan shall show the location of the 500 sq. ft. addition. The site plan shall be sufficient for Town of Wellfleet Planning Board and Zoning Board of Appeals consideration and approval.
2. Obtain Boundary and Topographical Survey for the property. Review, survey and alert Town to any issues found. Coordinate with civil engineer for design.
3. Meet with Town representatives and discuss the proposed program.
4. Create a program for the Library addition including: basic information such as sizes, space requirements, workflows, activities and special uses.
5. Coordinate structural and civil engineer as related to the design.
6. Provide a schematic cost estimate and conceptual project schedule.
7. Prepare and submit three (3) sets of site plan program of spaces and adjacencies layout for review and approval.

II. Schematic Design Phase

1. Facilitate meetings with Town representatives to review library addition required utilities, drainage, and zoning sufficient to develop Schematic Design Documents.
2. Obtain and review applicable Town standards and guidelines for design and provide design that meets Town codes.
3. Attend Pre-Development meeting and address points of clarification regarding the project.
4. Prepare and submit three (3) sets of Schematic Design Documents, Preliminary Specifications, Schematic cost estimate and schedule to the Town

representatives for review and approval. (30% plan review). Components to include:

- a. Site plans, paving layouts, traffic circulation
 - b. Floor plans, building circulation
 - c. Exterior elevations, rendering and color palette
 - d. Critical building sections and details
 - e. Relevant right of way information such as easements, building set backs etc.
 - f. Location of utilities and sizes
5. After receiving schematic design comments, meet with Planning Board, building officials and Fire officials, Dept. of Public Works to review project requirements.
 6. Respond in writing to all Town comments on plans.
 7. Coordinate with private utilities and service providers.

III. Design Development Phase

1. Facilitate meetings with Town staff to develop Design Development Documents.
2. Prepare and submit three (3) sets of Design Development Documents including Detailed Specifications, Cost Estimate and schedule to the town representatives for review and approval. (60% plan review). Components to include:
 - a. Site plan
 - b. Floor plans, structural, fire protection and landscaping
 - c. Exterior elevations, rendering and color palette
 - d. Building sections and details
 - e. Interior elevations, casework and millwork elevations
 - f. Drainage study and calculations as needed
 - g. Report addressing all town design criteria and code requirements
3. Respond in writing to all town comments on plans.

IV. Construction Documents Phase

1. Prepare complete Construction Documents and Specifications and submit three (3) sets to Town representatives for code and general review and approval (90% plan review).
2. Attend follow up meetings with fire and building officials.
3. Prepare and submit three (3) complete sets of Construction Documents, including 90% written responses, Specifications and Architect's Cost Estimate and schedule to Town representatives for review and approval (100% plan review)
4. Correct plans to reflect issues noted.
5. Receive approval by town representatives.
6. Obtain necessary building permits and construction approvals.

PHASE 2: Construction Administration and Close-out
Deliverables from Phase 2 shall include but not be limited to

I. Bid Phase

1. Provide Notice to Bidders. The Town is responsible for advertising.
2. Reproduce and disseminate bid sets – two (2) sets to the Town and to all interested bidders
3. Distribute plans to interested bidders and keep record of plan holder's list
4. Chair pre-bid meeting and attend the Bid Opening
5. Respond in writing to questions from bidders and prepare addenda as necessary.
6. Be present during bid opening and review bids submitted.
 - a) Check for math errors and reconcile any mathematical discrepancies
 - b) Review for unbalanced bid items
 - c) Provide Certified Bid Tabulation including Engineer's estimate
 - d) Review contractor's financial standing and references provided
 - e) Provide an explanation of discrepancies between the Engineer's estimate and bids
 - f) Prepare a Recommendation of Award
 - g) Prepare Award Letter and send it to the successful contractor.
- 7) Attend Board of Selectmen meeting and provide recommendation for award of Contract for Construction.
- 8) Produce and transmit to selected contractor five (5) sets of complete contract documents manuals ready for execution with the Town's Notice of Intent to Award

II. Construction Administration Phase

1. Facilitate Pre-Construction meeting and conduct monthly construction progress meetings.
2. Provide Construction Administration.
 - a. Review, log and approve submittals, shop drawings, Request for Information etc.
 - b. Review Construction Materials Testing reports.
 - c. Review and approve applications for payment.
 - d. Coordinate with Construction Manager or Project Manager on all Requests for Change Proposals, Change Orders, etc. including maintaining a log of all such documents.
 - e. Provide direction for questions and concerns from the contractor and Construction/Project Manager in resolution of problems.
 - f. Administer Prevailing Wage requirements.
3. Provide Field Services for the entire construction period
 - a. Architect's Construction Administrator to conduct a site visit a minimum of three (3) times per week, including observation of structural concrete placement, underground piping installation and inspections, mechanical/electrical/plumbing cover-up, masonry installation, ceiling cover-ups, etc.
 - b. Provide monthly site visit report to the Town.

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4. Conduct Substantial Completion Inspection, coordinate with Construction Manager/Project Manager to create punch list, substantiate that items noted are completed, and issue Substantial Completion Certificate.

III. Project Close Out

1. Provide Warranty Administration Services during the entire Warranty Period. Architect to issue Warranty Reports and review items after the Contractor has notified the town that these items are complete.
2. Provide support services as needed during the project close out process.
3. Obtain and review close out submittal from the contractor for completeness before transmitting to the town which include but are not limited to:
 - a. Contractor's red lines and as-built notes
 - b. Warranty information
 - c. Material Safety Data Sheet (MSDS)
 - d. Operating Manuals
 - e. Start up and testing reports
 - f. Building commissioner report
 - g. As-Built record drawings (in hard copy and digital format)
4. Issue Final Completion and Acceptance letter to the Town recommending acceptance.
5. Prepare "as built" drawings and provide three (3) hard copies and one electronic version to the Town.

Attachment 2

Wellfleet Public Library Addition Designer Services

Minimum Evaluation Criteria and Technical Questions

Each designer shall indicate his/her agreement with each of the following questions. To merit further consideration of a proposal by the Town, proposer must indicate "yes" and comply, where appropriate, with each statement below:

1. Has the proposer conformed in all material respects to the submission requirements as set forth in the RFQ?

_____ Yes _____ No

2. Does the designer have a minimum of three (3) designs of municipal buildings in Massachusetts within the past ten (10) years including one (1) designed and construction management provided within the past three (3) years?

_____ Yes _____ No

3. Does the designer have a minimum of five references for confirmation of quality performance standards?

_____ Yes _____ No

Comparative Evaluation Criteria

The following section contains an explanation of the comparative evaluation criteria that will be used in measuring the relative merits of each design firm that has met the Minimum Criteria established.

Highly Advantageous - Designer excels on specific criterion.

Advantageous - Designer fully meets the evaluation standard that has been specified.

Not Advantageous - Designer does not fully meet the evaluation standard, is incomplete or unclear, or both.

Unacceptable - Designer does not meet the specification criterion.

Following the individual ranking for each of the individual comparative criterion, designers shall receive a composite rating corresponding to the above-listed scale.

1. Evaluation of the Scope of Services

The Town places a premium on the designer's approach to the project and the ability to present a program of services that complies with the required scope of services in a manner that is clear, concise and complete with respect to required activities. Under the section of this RFQ entitled, "Requirements for Application" designers are required to submit a scope of services addressing the administrative requirements of the Town. This scope of services will be used in the evaluation of proposals.

The Town will find it unacceptable if a scope of services section is not included, or is included in an incomplete manner. Designers who address required items, but only in general or vague terms that do not adequately represent tasks to be performed will be given the rating of not advantageous. Designers who address all required items in an adequate manner but are unclear in some respects which leave questions on the part of the Town as to key aspects of the manner in which tasks will be performed will be given the rating of advantageous. Designers that excel in all respects in clearly and concisely addressing all required elements of the scope of services shall be given the rating of highly advantageous.

2. Experience

The Town places a premium on the experience of the designer in providing municipal building design and contract administration services in Massachusetts. In evaluating proposals, the Town will consider the experience of designers in this area.

The Town shall find it unacceptable if the designer has not completed three (3) designs of municipal buildings in Massachusetts in the past ten (10) years and has not completed the design and construction management of at least one (1) municipal building in the past three (3) years; if the designer has completed three (3) designs of municipal buildings in Massachusetts in the past ten (10) years and has completed the design and construction management of at least one (1) municipal building in Massachusetts in the past five (5) years the designer shall be given the rating of not advantageous; if the designer has completed five (5) designs of municipal buildings in Massachusetts within the past ten (10) years and has completed the design and construction management of at least two (2) municipal buildings in Massachusetts in the past three (3) years shall be given the rating of advantageous; a designer who has completed the design of more than five (5) municipal building designs in Massachusetts within the past ten (10) years and has completed the design and construction management of more than two (2) municipal buildings in Massachusetts in the past five (5) years shall be given the rating of highly advantageous.

3. Past Performance Work History

The Town places a premium on the experience of the designer in providing quality projects, completed as specified, on time, and within budget and the degree of satisfaction

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of the owner. *Projects reviewed by the Town may include projects not listed within the reference list of the designer.*

The Town shall find it unacceptable if the designer has two (2) municipal projects that were not completed as specified, on time, and within budget and not to the satisfaction of the owner. If the designer has completed one (1) municipal project that was not completed as specified, on time, and within budget and not to the satisfaction of the owner the designer shall be given the rating of not advantageous. If the designer has completed three (3) municipal design projects within the past ten (10) years and completed as specified, on time, and within budget and to the general satisfaction of the owner shall be given the rating of advantageous; if the designer has completed more than three (3) municipal design projects within the past ten (10) years and completed as specified, on time, and within budget and with high satisfaction of the owner shall be given the rating of highly advantageous.