Request for Qualifications
Designer Services for
Wellfleet Marina Buildings Needs Study

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 Marina Buildings Needs Study located at Kendrick Ave., Wellfleet**. It is anticipated that this design project will be completed by **December,** 2014.

Submittals will be accepted until 2:00 PM. EST on Thursday, **May 1, 2014** at the offices of the Town Administrator, 300 Main Street, Wellfleet, MA 02667. Six (6) copies of the application must be submitted in a sealed envelope marked "**Designer Services for Wellfleet Marina Buildings Needs Study.**" All written applications will be evaluated and a short list of finalists will be developed. The finalists will be interviewed and a final selection 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 evaluations and additional efforts 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, 300 Main Street, Wellfleet, MA 02667, email: harry.terkanian@wellfleet-ma.gov before 2:00 PM, Tuesday**, April 29, 2014**. Questions may be delivered, mailed, emailed, or faxed. Written responses will be mailed, emailed, or faxed to all bidders on record as having requested the RFQ. 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 will be negotiated. The Designer will execute a CONTRACT prepared by Town Counsel as attached in Attachment 2. 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. Background

The Town of Wellfleet is blessed with an extensive coastline on two sides that includes several beautiful beaches and an active pier and marina. It also has a strong shellfish industry, primarily oysters, for both commercial and private consumption.

Oversight of the operations of the marina (including slips, moorings, commercial fishing vessels, seasonal tourist vessels, wastewater pump out, and fueling services) and the pier (including parking, bathrooms with showers, restaurants, pedestrians, and boat storage) is administered by the Harbormaster. The Harbormaster is assisted by one year round full time employee, two part time year-round employees, and several seasonal employees. The Harbormaster is guided by an appointed 5-member Marina Advisory Committee. The operations office for the Harbormaster is a two story office, attached workshop/garage and an unattached bathroom/shower facility. See attached site map and building plan for the Harbormaster Office.

During the summer months (June-August) the Town sells beach parking permits to year-round and seasonal residents, as well as weekly and monthly cottage renters. A building at the pier is used for this purpose. The "Beach Sticker Building" is a fairly large two story building located at 255 Commercial Street at the Town's Marina. Seasonally about 3-5 employees are tasked to sell beach stickers to the seasonal visitors 7 days a week. During busy summer days there are large lines for beach stickers. The building also provides space for a seasonal Chamber of Commerce desk. The second floor is essentially not used. The building is not utilized the rest of the year. See attached site map and building plan for the Beach Sticker Building.

The availability of shellfish (oysters and clams) is principally on the west coast "bay side" of Wellfleet. Several inlets provide ample area for natural and cultivated shellfish habitat. Regulating the wide-ranging shellfish operations including an extensive commercial aquaculture and access to public shellfish is the responsibility of the Shellfish Warden and 2 full time staff. The Shellfish Department is guided by an appointed and active Shellfish Advisory Committee. The Shellfish Department utilizes a deteriorated building located at 35 Kendrick Avenue. It is near the pier and Mayo Beach, approximately 300 from the Beach Sticker Office and 900 feet from the Harbormaster Office. The "Shellfish Building" is used as an office for the Shellfish Warden and staff. From the Shellfish Building it is possible to see a significant portion of the aquaculture leases in front of May Beach and some of the vessels used for shellfish purposes. There is frequent visitation by fishermen with their trucks and similar vehicles. See attached site map and building plan for the Shellfish Building. In recent months the Shellfish Department has been relocated to the Beach Sticker Building and a temporary partition erected to separate their space from beach sticker sales operations.

III. Project Description

The Designer will develop a program, alternatives, conceptual plans and cost estimates for a facility or facilities to address the program needs of the Marina buildings that house the Harbor, Shellfish, and Beach Sticker operations. The major priority is to address the facility needs of the Shellfish Department.

IV. Challenges

- All three buildings are located in the FEMA flood plain and this will complicate any redevelopment in this area.
- Operational use by one department has the opportunity of conflict with other uses. For example,
- The competing and parochial interests of each department may also result in challenges to a shared-use facility solution.
- It may not be necessary to have one or more services provided at the marina. However any off-site solution has to address the programmatic needs of the affected department.

V. Available Information

The following information is available:

- Dec., 2013 Marina Building Location Plan
- April, 2003 Shellfish Building (referred to as Mayo Beach Bathhouse) location plan
- April, 2003 Shellfish Building (referred to as Mayo Beach Bathhouse) 1st floor existing condition plan
- April, 2011 Beach Sticker Office site plan
- April, 2003 Shellfish Building (referred to as Mayo Beach Bathhouse) Study, Bourne Consulting Engineering
- Microbial Inspection Report of the Wellfleet Shellfish Building, 35 Kendrick Ave.

VI. Scope of Services

A detailed Scope of Services is included as part of this RFQ as Appendix 1. The Designer will perform the following services in connection with the Project:

- Provide a program for the 3 Marina Buildings
- Provide a concept plan for the selected alternative
- Provide an estimate of construction costs.

VII. Minimum Qualifications of Designer

The Designer must meet the following minimum qualifications:

1. Demonstrate a minimum of five (5) years of experience in the design of public buildings in Massachusetts.

2. Completed a minimum of one (1) needs study within the past eight (8) years involving multiple public buildings and a variety of alternatives.

3. Completed the full architectural design and provided construction administration for a minimum of three (3) municipal buildings in Massachusetts in the past ten (10) years.

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 Massachusetts law to perform the function of the designer of the project.

6. Provide 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.).

VIII. 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. Identify the key personnel and the specific responsibility each will be assigned for this project and the % of time to be committed to the project by each of these key members of the project team.

3. Names of engineers and other consultants and subcontractors that will be used for the project. Describe the specific tasks and the % of time to be completed by outside firms.

4. List of projects which would best illustrate qualifications for the Project. References must be included. The designer is to include all relevant projects involving marina type structures. Describe the project, whether it was completed on time and within budget.

5. Statement of the scope and type of services proposed for Project. Describe how the designer will work with town officials, town committees, and town employees.

6. Work plan and schedule which reflects timetable for completion of Project.

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. Appropriate certificates of insurance.

IX. 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 Appendix 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 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. The Town reserves the right, upon basis of such evaluations, to reject any designer and all designers or to select a designer if the investigations indicate that such action is in the Town's best interest.

X. General Provisions

1. The Town of Wellfleet 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 of Wellfleet 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.

XI. Fees for Services

The fees for services will be negotiated with the successful design firm selected. The fees for services will not exceed $25,000 for all services (including indirect and out of pocket expenses) as delineated in the Scope of Services (Attachment A).

The selected designer will be required to 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 reimbursables 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.

CERTIFICATE OF NON-COLLUSION

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 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 person signing bid or proposal

_____

Name of Business

TAX COMPLIANCE CERTIFICATION

Pursuant to MGL Ch. 62C, §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 child support.

_____ _____

Federal Employer ID Number Name of Corporation

By: _____

President's Signature

Date: _____

Attachment A

Scope of Services

1. Review Information and Facilitate Stakeholder Meeting
Review the existing information, facilities, and history. Identify and interview stakeholders (see attached list). Facilitate a group meeting of stakeholders at which participants will identify goals and objectives for the three operations.

2. Program Development
Develop a program for each of the operations; shellfish administration, harbor administration, and beach sticker administration taking into consideration the goals, long-term program needs, and existing constraints. The Designer will take into consideration projected changes, if any, in the size of the staff, technology innovations, and anticipated changes in the mission of each department.

3. Identify and Evaluate Alternatives
The Designer shall prepare a report detailing alternatives and a recommended solution, assuming different approaches for providing the building facilities for the three programs. These are some of the identified alternatives:

- Combine all three programs into one building at the Marina.
- Combine Harbor and Shellfish facilities at the Marina. Keep beach sticker sale operations separate; either at the existing building or some other on or off site location.
- Combine shellfish operations and beach sticker sale operations at the present Beach Sticker Building at the Marina and renovate it. Keep Harbormaster operations at their present building. Demolish the Shellfish Building.
- Build a new or renovated Shellfish Building for the shellfish operations at the existing location. Do nothing with the other two buildings at this time.
- Relocate beach sticker operations from the Marina. Move Shellfish operations to the former Beach Sticker Building and renovate it. Demolish the Shellfish Building and keep the harbor operations at their present location.
- Combine Harbormaster Office and Shellfish facilities at the Beach Sticker Building. Relocate beach sticker sale operations off site. Demolish the Shellfish Building.

4. Prepare Conceptual Plan

Based on the alternative selected by the Town the Designer will develop a conceptual plan for the operations of the three programs. This may be one or more facilities at the marina or utilization of other off-site town buildings. The Designer will prepare a conceptual plan to scale showing the location of the various offices, program areas, and other spaces.

The Conceptual Plan will include;

- site plans, paving layouts, and traffic circulation
- floor plans, offices, programs spaces, and building circulation
- exterior elevations and rendering
- critical building sections and details
- Relevant right of way information such as easements, building set backs etc.
- Location of utilities and sizes

The Designer will attend three (3) meetings at which the initial conceptual plan will be presented including a public meeting before the Board of Selectmen.

Deliverables:

Five (5) Copies of the Conceptual Plans, plus one copy on a CD or in PDF form. One copy of each of the sheets of the Conceptual Plans shall be mounted on boards for public presentation.

5. Prepare a Cost Estimate for the Marina Building Facility

Upon approval of the Conceptual Plan by the Town the Designer will prepare a cost estimate for the proposed program and space. The cost estimate will provide detail for all systems and building components.

Deliverables

Twelve (12) copies of the Cost Estimates plus one copy in PDF form.

Attachment B

Wellfleet Marina Buildings Needs Study

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. Has the designer completed at least one (1) needs study within the past eight (8) years involving multiple public buildings and a variety of alternatives. _____ Yes _____ No

3. Has the designer completed the full architectural design and provided construction administration for a minimum of three (3) municipal buildings within the past ten (10) years. _____ Yes _____ No

4. 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. Designers who fail to meet the minimum qualifications will be deemed Unacceptable and will not be evaluated using the Comparative Evaluation Criteria.

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 by reviewing the following:

- Recent Relevant Experience: with projects comparable to the proposed project. Designer to describe relevant projects including the design of marina type 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. Proposers 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 including; 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. 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. Team Organization: Chart and describe team organization, listing key individuals.
- Ability to work with town, officers and contractors. This project will involve numerous stakeholders with varying agendas. The ability of the designer to work through this challenge as demonstrated by the designer's past experiences or proposed approach for this project will be evaluated.

Not Advantageous: 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.

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.

Highly 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 evaluating proposals, the Town will consider the experience of designers in this area.

Massachusetts Municipal Public Building Experience
Not Advantageous: Designer has more than five (5) years of experience in the design of municipal buildings in Massachusetts but less than eight (8) years of experience.

Advantageous: Designer has more than eight (8) years of experience in the design of municipal buildings in Massachusetts but less than twelve (12) years of experience.

Highly Advantageous: Designer has thirteen (13) or more years of experience in the design of municipal buildings in Massachusetts.

Massachusetts Municipal Public Building Needs Study Experience
Not Advantageous: The designer has completed one (1) needs study within the past eight (8) years involving multiple public buildings and a variety of alternatives.

Advantageous: The designer has completed at least two (2) needs studies within the past ten (10) years involving multiple public buildings and a variety of alternatives.

Highly Advantageous: The designer has completed at least three (3) needs studies within the past ten (10) years involving multiple public buildings and a variety of alternatives.

Massachusetts Municipal Public Building Design and Construction Administration
Not Advantageous: The designer has completed the full architectural design and provided construction administration for three (3) municipal buildings within the past ten (10) years.

Advantageous: The designer has completed the full architectural design and provided construction administration for four (4) municipal buildings within the past ten (10) years.

Highly Advantageous: The designer has completed the full architectural design and provided construction administration for five (5) municipal buildings within the past ten (10) years.

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

Not Advantageous: If the designer has completed two (2) municipal projects that were not completed as specified, on time, and within budget and not to the satisfaction of the owner.

Advantageous: If the designer has completed one (1) municipal projects that was not completed as specified, on time, and within budget and not to the satisfaction of the owner.

Highly Advantageous: If the designer has completed zero (0) municipal projects that were not completed as specified, on time, and within budget and not to the satisfaction of the owner.