



TOWN OF WEST BOYLSTON
PARKS FACILITIES COMMITTEE

REQUEST FOR PROPOSALS

GOODALE PARK OPEN SPACE PROJECT PHASE 1A: ARCHITECTURAL/ ENGINEERING SERVICES FOR GOODALE PARK, OPEN SPACE, TENNIS/ BASKETBALL COURT PROJECT LOCATED IN WEST BOYLSTON, MA.

The Town of West Boylston Board of Selectmen, acting through its Parks Facilities Committee, hereinafter referred to as the “Awarding Authority”, is seeking professional Architectural/ Engineering services for its Goodale Park Open Space Phase 1A project located at the corner of Crescent Street and Goodale Street in West Boylston, MA. The project calls for the design of sitework, drainage improvements, retaining walls, re-construction of the Tennis Courts to provide for 3 contiguous courts, re-construction of the Basketball Courts and improvements to existing Open Space. All architectural and engineering work shall include, but not limited to, conceptual drawings, site evaluations, field surveys, design, construction estimate, permitting, preparation of contract documents, construction drawings and construction services. In addition, the project calls for meeting regularly with Town Officials to discuss the progress of the project and overall design approval.

The architectural/engineering services being solicited in this RFP are not subject to the public bidding requirements of either G.L. c. 30B (the Uniform Procurement Act) or G.L. c. 7, sec. 38A1/2 through 38O (the Designer Selection Law.) Nevertheless the Town has determined that it is in its best interests to issue the Request for Proposals for the specified services, but the Town reserves the right to alter the procurement process at any if it is in the Town’s best interest to do so.

This procurement of services shall be accomplished using a two step process:

Step 1: Letter of Interest and Completed Designer Selection Board Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005

Step II: Proposals

Initial responses (Step I) shall be screened and numerically evaluated upon the information, architectural and engineering experience and qualifications submitted in the Letters of Interest and DSB Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005. A short list of Architects/ Engineers shall be established that shall be based upon the highest rated applicants. The short list generally numbers from five to ten firms and those firms shall be invited to submit full proposals (Step II), including proposed costs. The proposed costs of the selected firm are subject to negotiation and shall be established on a cost plus fixed fee basis, in accordance with MGL c.7 §38G. For both Step I responses and Step II proposals, the Awarding Authority reserves the right, upon the basis of such evaluations, to reject any or all responses or proposals, to waive any informality, and to make any decision deemed to be in the best interest of the Town of West Boylston. Should the selected Architectural/ Engineering firm, selected in Step II, fail to reach an agreement with the Awarding Authority, the Awarding Authority shall then seek an agreement with the Architectural/ Engineering firm with the second highest rating. No interpretation of the meaning of any element within the Scope of Services will be made to any prospective bidder orally. Every request for such interpretation shall be in



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writing addressed to Patrick W. Inderwish, Chairman, Parks Facilities Committee, 127 Hartwell Street, West Boylston, Massachusetts 01583 (FAX 508 835-4102), clearly marked on the outside as "**Request for Interpretation - RFP For GOODALE PARK OPEN SPACE PROJECT PHASE 1A**", and to be given consideration, must be received no later than **12:00 PM, on Wednesday, July 8, 2009**. Any and all such interpretations, and any supplemental instructions will be in the form of written Addenda to the Scope of Services and/or Proposal Requirements above, which will be mailed or FAXed to all prospective Consultants at the respective addresses or e-mail addresses provided for such purposes. Failure of any prospective bidder to receive any such Addenda shall not relieve such prospective Consultant from any obligation under the proposal as submitted. All Addenda so issued shall become part of the Scope of Services contained within the Specifications. At the same time of the opening of the proposals, each prospective bidder will be presumed to have read and be thoroughly familiar with the Scope of Services, including any and all Addenda. The failure or omission of any prospective bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation with respect to the proposal.

Only selected firms, short-listed during Step I, will be invited to proceed with Step II.

STEP 1: LETTER OF INTEREST

The purpose of this request for Letters of Interest and DSB Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005 from Architectural/ Engineering firms is to enable the Awarding Authority to first assess and rank their qualifications and experience in open space, drainage, tennis and basketball court architectural/ engineering services. Preference will be given to firms who provide proof of:

- Experience in major sitework, erosion control, drainage expertise, athletic facilities for existing passive and active recreational open space, tennis and basketball courts design
- Current Membership in the American Institute of Architects, American Society of Architects, American Society of Landscape Architects, Proof of Massachusetts Architectural Registrations and Massachusetts Engineering Licenses
- Experience in rehabilitating passive recreational open space, tennis and basketball courts
- Completion of at least 5 current and 5 similar projects, with references, situated in New England
- In-house staff holding professional licenses in the disciplines of the work called for in this project.
- Experience and names of any proposed sub-consultants
- Experience of working successfully with various Permitting Agencies
- Thorough knowledge of , and familiarity with, Massachusetts public construction statutes and requirements
- Established financial stability and maintenance of (or ability to acquire) prior to the signing of the contract:
 - a. Professional Liability Insurance in the minimum amount of \$2,000,000.00 coverage
 - b. Worker's Compensation Insurance , as required by law
 - c. Comprehensive General Liability Insurance with at least \$2,000,000.00 coverage
 - d. Excess Umbrella Coverage with at least \$5,000,000.00 coverage
- REAP Tax Compliance Certificate, Certificate of Corporate Authority, and Certificate of Non-Collusion, IRS Form W-9 Certificate



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Letters of Interest and supporting documentation shall not exceed one hundred (100) pages.

BACKGROUND

Goodale Park is the center of passive and active recreation in the Town of West Boylston. The Park contains three (3) Tennis Courts, two (2) Basketball Courts, two (2) Little League Baseball Fields, a Multi-Purpose Field with Concession Stand, paved Running Track, large Baseball Field, passive Open Space areas, Exercise Trail, Bandstand, Summer House, a large Pine Grove, and Town Pool. The majority of active recreation areas are irrigated. Due to the topography of the Park stormwater, drainage and erosion problems have contributed to the injury and destruction of existing Parks assets. Specifically, the passive recreation areas adjacent to the Tennis and Basketball Courts and the existing Tennis and Basketball Courts have incurred substantial damage due to frost heaves, erosion, stormwater runoff and existing soil conditions. The Awarding Authority is seeking a qualified and experienced Architectural/ Engineering firm to take immediate action to provide Architectural and Engineering services for the evaluation, survey, design, completion of the Goodale Park Open Space Project Phase 1A related work, permitting and specification development of the necessary sitework, drainage, landscaping and tennis/ basketball court construction to render the passive and active open space areas fully usable to the general public and to render the tennis and basketball courts playable during the spring, summer and fall seasons.

GOALS

The work shall be sensitive to the existing Park design. The ultimate goal for the Tennis and Basketball courts is restoration for tournament play and the passive open space areas to be rehabilitated for public use. The work shall be planned so as to preserve the natural environment, wherever possible, and minimize the potential for adverse environmental impacts. "Green" design considerations are recommended where appropriate.

BASIC SERVICES

The overall Project will include the phased repairing, upgrading, replacing and/ or providing new drainage, construction of retaining walls, the demolition of three (3) existing Tennis Courts, demolition of two (2) Basketball Courts, improvements to adjacent Open Space areas, re-construction of three (3) Tennis Courts and two (2) Basketball Courts. The work includes the survey, analysis, evaluation, design, plans, preparing specifications, permitting of the cleaning, repair or replacement of existing drainage, ditches and culverts as well as provision of all necessary drainage facilities. The drainage analysis must ensure that on and off-site wetlands are not impacted by changes in stormwater runoff patterns. Drainage maintenance activities include the removal of accumulated silts and organic debris from existing drainage channels and culverts and the addition of new drainage and culverts. Drainage may consist of, but is not limited to, raising or filling portions subject to flooding, erosion, stormwater runoff and installation of underdrains and other drainage facilities.

From a drainage standpoint, bearing in mind that additions to the irrigation system may be installed, the goal is to have the Tennis/ Basketball Courts and adjacent Open Space returned to top quality condition.



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SCOPE OF SERVICES

The Scope of Services as outlined below are to be performed by the Architect/ Engineer during the following phases of the Project:

(A) CONSULTATION, PLANNING AND PRELIMINARY DESIGN PHASE

The Architect/ Engineer shall prepare for the approval of the Awarding Authority, a drainage master plan, preliminary drainage design documents that shall include proposed drainage facilities, design of proposed tennis and basketball courts, seating and viewing areas for both tennis and basketball courts, ADA access, design of retaining walls, design of proposed open space improvements and additional services as the Awarding Authority deems necessary. The layout shall show the location of the tennis and basketball courts, summer house, little league baseball fields, concession stands, multi-purpose field, proposed lighting, pine grove, centerlines, drains, ditches, swales, culverts, proposed grading improvements, elevations and other such information as the Architect/ Engineer and the Awarding Authority deems necessary or desirable.

The Architect/ Engineer shall submit to the Awarding Authority a drainage master plan showing plan notes, drain sites, drain site notes, site components and a Statement of Probable Construction Cost broken out for the tennis courts, basketball courts and open space area sections, retaining walls, access points, any impacts on existing facilities or areas within Goodale Park and any additional services called for by the Awarding Authority. These costs shall represent the Architect/ Engineer's best judgment of the probable Construction Costs.

(B) PERMITTING PHASE

For the Basic Services, the Architect shall prepare, for the approval of the Awarding Authority and various other Boards of the Town of West Boylston, all documents required for permitting. The Architect shall also attend any meetings, as required by the permitting Authorities of the Town of West Boylston.

For any Additional Services that may be called for by the Awarding Authority, the Architect/ Engineer shall prepare, for the approval of the Awarding Authority, permitting Authorities of the Town of West Boylston, Massachusetts Environmental Protection Agency (MEPA), Massachusetts Department of Environmental Protection (DEP) and other State Agencies, all documents required to obtain the Order of Conditions and permits for irrigation and water withdrawals, if required.

The Architect/ Engineer shall be responsible for all notifications, mailings, filing fees, attendance at meetings, presentation materials, supplemental notifications, all recordings at the appropriate Registry of Deeds.

(C) CONSTRUCTION DOCUMENT PHASE

Upon approval by the Awarding Authority of the Preliminary Design plans, and subject to final Certification, the Architect/ Engineer shall prepare Construction Documents for the Awarding Authority's approval. They shall include the Working Drawings, Specifications and Cost Estimates necessary for construction of the Project. Plans shall be submitted for the Awarding Authority's approval at the completion stages of 50%, 90% and Final design upon receipt of all permits, conditions and licenses. All



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documents and drawings shall be stamped by a Massachusetts registered Architect and a Massachusetts registered Professional Engineer (P.E.) as required for the engineering discipline.

Included with the Construction Documents shall be specifications setting forth the requirements for the construction of the Project and the duties and responsibilities of the Architect and Engineer, the Awarding Authority, the Contractor and any Sub-Contractors.

Prior to the Bidding Phase and during the Construction Phase, the Architect/ Engineer shall notify the Awarding Authority of any and all cost adjustments to previous Statements of Probable Construction Cost indicated by changes in requirements or general market conditions.

(D) BIDDING PHASE

The Architect/ Engineer, following the Awarding Authority's approval of the Construction Documents, shall assist the Awarding Authority by printing necessary plans and specifications for obtaining bids, evaluating the bids and bidders, and in awarding a contract or contracts for the construction of the Project.

The Architect/ Engineer shall attend and prepare minutes of the pre-bid meeting(s) and assist the Awarding Authority in issuing any addenda or revisions to the Work that may arise from the pre-bid meeting(s).

(E) CONSTRUCTION PHASE

- (1) The Architect/ Engineer shall attend and prepare minutes of the pre-construction meeting.
- (2) During the Construction Phase the Architect/ Engineer shall make weekly visits to Goodale Park to familiarize himself/herself with the progress and quality of the Work and to determine, in general, if the Project is proceeding in accordance with the Contract Documents.
- (3) The Scope of Services of the Architect/ Engineer shall include, but not be limited to, periodic observations of the Contractor's work, interpretation of plans and specifications for correctness of workmanship and materials and appearance of the final product, weekly progress meeting with the Awarding Authority and General Contractor but without assuming any responsibility for the Contractor's means and methods. It shall also include preparing reports, issuance of certificates and the like, responding to requests for information, review and approval, in cooperation with the Awarding Authority, any requests for changes in the project, reviewing the progress of the project in relation to the project schedule, review and approval of applications for payment, and as mutually agreed upon by the Awarding Authority and Architect/ Engineer, and/ or as provided for in the Contract documents.
- (4) The Architect/ Engineer shall prepare any necessary design modifications for submittal to the Awarding Authority for issuance to the Contractor for changes in field conditions.
- (5) The Architect/ Engineer shall assist the Awarding Authority in approving, amending or rejecting submittals received from the Contractor.



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- (6) The Architect/ Engineer shall attend Site Meetings when asked to do so by the Awarding Authority.
- (7) The Architect/ Engineer shall complete an Operation and Maintenance Manual for Awarding Authority and train the DPW Director and his staff in operating and maintaining drainage, irrigation, and the tennis and basketball court facilities.

TOTAL ANTICIPATED DURATION OF CONTRACT:

Initial Contract Duration: 12 months

TOTAL ANTICIPATED EXPENDITURES (Amounts indicated are only estimates. Contract amounts during the period of any contract are subject to a selected Bidder's response, and may increase or decrease based upon contract negotiation, performance selected, appropriation or availability of funds.)

Estimated Value of Procurement : \$ 20,000

Compensation will be Subject to Quotes by List of the selected Architectural/ Engineering Firm

INSTRUCTIONS FOR SUBMISSION OF RESPONSES:

STEP I ; Letters of Interest

Seven (7) bound copies and one unbound original copy of the Letter of Interest and Completed Designer Selection Board Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005 shall be submitted to:

Town of West Boylston
Parks Facilities Committee
c/o Town Clerk
127 Hartwell Street
West Boylston, MA. 01583

DEADLINE FOR SUBMISSION OF STEP 1 LETTERS OF INTEREST:

Deadline for submission of STEP I Letters of Interest is Monday, July 22, 2009 at 12:00PM

Will a Bidders Conference be offered?

NO YES (Indicate Date, Time and Place):

12.00 P.M., Saturday June 27, 2009
Town of West Boylston, Goodale Park
Crescent Street
West Boylston, MA.



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Will Opportunity for Written Questions be Offered: NO YES (Indicate Deadline Date, Time and place for submission):

12:00PM, Monday, July 8, 2009

**Town of West Boylston Parks Commission
127 Hartwell Street
West Boylston, Ma. 01583**

**Copies of written questions SHALL be faxed to:
Town of West Boylston, Parks Facilities Committee
FAX # (508) 835-4102 for the Attention of: Patrick Inderwish, Chairman**

If the Architectural/ Engineering firm is short-listed during Step I, it will be invited to proceed with Step II. For an appointment, please call Patrick Inderwish, Chairman, Parks Facilities Committee at (508) 835-3490.

STEP II: PROPOSALS

ONLY TO BE COMPLETED BY FIRMS SHORT-LISTED AFTER STEP 1.

- Letter of Submittal
- Summary of Proposal including list of tasks
- Project Narrative including conceptual drawings, your approach to the project scope and performance
- Project Management and Personnel. Describe the organization of the project team including any sub-consultant participation. Name and provide a resume for key project personnel including the Principal in Charge, the Project Manager and the Project Architect/Engineer. This shall be a commitment of those personnel for the duration of the project.
- Schedule. Estimate the total time required to complete the work, the total person days involved on a separate table, show the level of effort of professional and sub-professional **person-days** per task. The successful selected Architect/ Engineer shall be required to convert the person days to hours when preparing the final contract schedules.
- Costs. Describe briefly each of the tasks necessary to complete the full scope of services, the level of effort associated with each task and its total cost including hourly rates, overhead rate, profit, and direct expenses. Provide a total cost for each task and for all services. Include a contingency estimate. Provide an estimated cost of construction for your firm's proposed design.
- Related experience. Present three examples of recent work similar in content and extent as evidence of related experience. Provide individual references including the name, address, telephone number and relationship to project of persons to be contacted.
- Firm Qualifications. A brief statement or brochure describing your firm's and any sub-consultant's qualifications to perform this work.

If Sub-Consultants are to be employed they must be identified, qualifications noted and the nature of their work and effort in person-days must be described. The use of local area, small business and minority firms as sub-contractors is encouraged.



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The proposal shall not exceed one hundred (100) pages in length (excluding documents required in Section 11 below) and shall be submitted as seven (7) bound copies and one unbound, original copy. **At the discretion of the Awarding Authority interviews may be scheduled as part of the selection process.**

Seven (7) bound copies and one unbound original copy of the proposal shall be submitted to:

**Town of West Boylston
Parks Facilities Committee
c/o Town Clerk
127 Hartwell Street
West Boylston, MA 01583**

DEADLINE FOR SUBMISSION OF STEP II PROPOSALS:

The deadline for submission of STEP II Proposals shall be Wednesday, August 26, 2009, at 12:00PM.

GENERAL EVALUATION CRITERIA:

The purpose of this request for Letters of Interest is to create a short list of Architectural/ Engineering firms deemed qualified to undertake the work described. Responses will be evaluated on the basis of qualifications and experience information provided in the required Letters of Interest and Completed Designer Selection Board Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005 and other applicable documentation and references. (Awarding Authority would prefer that the work be done by a Member of the American Institute of Architects. Membership in the A.I.A. is therefore preferred and will be counted as highly advantageous when evaluating the Architectural firms.)

Step I Evaluation Criteria

Profile of Firm's Experience, Last Five Years (20 points).

Employees by Discipline (10 points).

Proposed Team anticipated for this Project (15 points).

Resumes of Key Personnel Proposed for this Project (15 points).

Work by Proposed Team which best illustrates Current Qualifications Relevant to this project (20 points)

Additional information or Description of Resources Supporting Firm's Qualifications Relevant to this project (10 points).

General overall evaluation (10 points).

If the Architectural/ Engineering firm is short-listed during Step I, the firm will be invited to proceed with Step II.



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Phase II Proposal Evaluation Criteria

1. Quality and responsiveness of the proposal – is it clear concise and complete? (15 points).
2. Understanding and technical approach (15 points)
3. Managerial approach including adequacy of procedures, use of resources and adequacy of budget and schedule. (10 points)
4. Experience of companies and individuals (20 points)
5. Past performance and references on similar projects (10 points)
6. Competitive fee proposal (10 points)
7. Overall strength of the firm in the relevant open space, drainage, tennis and basketball court architecture, engineering and design disciplines. (20 points)

RFP Additional Requirements:

All bidders must complete, execute and submit a Revenue Enforcement and Protection Certification, Certificate of Non-Collusion, IRS Form W-9 Certificate, and Certificate of Corporate Authority.

END



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ADDENDUM #1

DATE: JUNE 4, 2009

REQUEST FOR PROPOSALS

GOODALE PARK OPEN SPACE PROJECT PHASE 1A: ARCHITECTURAL/ ENGINEERING SERVICES FOR GOODALE PARK, OPEN SPACE, TENNIS/ BASKETBALL COURT PROJECT LOCATED IN WEST BOYLSTON, MA.

1. **A MANDATORY SITE VISIT AND BIDDERS CONFERENCE WILL BE HELD ON:**

12.00 P.M., Saturday June 27, 2009

Town of West Boylston, Goodale Park
Corner of Goodale Street and Crescent Street
West Boylston, MA. 01583

All interested bidders are required to attend and acknowledge this addendum in their Letter of Interest submission (Step 1). Any bidder who does not attend the Site Visit/ Bidders Conference and acknowledge this addendum will be disqualified.

2. Proposed Lighting: All electrical power lines to the Tennis and Basketball Courts shall be underground and serviced from Goodale Street. Coordination with the West Boylston Municipal Light Department is required.
3. Any modification to existing underground irrigation lines within Goodale Park shall be detailed in the bidder's proposal. Every attempt shall be made by the Bidder to maintain the existing irrigation lines.

END



TOWN OF WEST BOYLSTON
PARKS FACILITIES COMMITTEE
CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of _____ held on

_____ Directors were present or waived notice, it was voted that _____ of this Company be and hereby is authorized to execute proposals, contracts, bonds and other documents in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any proposal, contract, bond or other documents 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

A TRUE COPY,

Place of Business:

I hereby certify that I am the _____ of _____, and that
(name of officer) (name of corporation)

_____ is the duly elected _____ of said Company, and the above vote
(name of officer) (title)

has not been amended or rescinded and remains in full force and effect as of the date of this proposal.

Signature: _____

Name/ Title: _____

Date: _____

(Corporate Seal)

COMMONWEALTH OF MASSACHUSETTS

Worcester County: _____, 2009

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)



**TOWN OF WEST BOYLSTON
PARKS FACILITIES COMMITTEE
MASSACHUSETTS DEPARTMENT OF REVENUE
REVENUE ENFORCEMENT AND PROTECTION (REAP) ATTESTATION**

Pursuant to Massachusetts General Laws Chapter 62C, Section 49A, I certify under the penalties of perjury that,

_____, to my best knowledge and belief, has complied with all laws of the Commonwealth of
(Name of Bidder)

Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

COMPANY NAME

DATE

FEDERAL ID#

BY: SIGNATURE/ 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 or federal tax identification 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.



TOWN OF WEST BOYLSTON
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NON-COLLUSION AFFIDAVIT

State of: _____

County of: _____

Being first duly sworn deposes and says the following:

1. He/ She is _____ of _____,
The proposer that has submitted the attached Proposal;
2. He/ She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Proposer nor any of its officers, partners, agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham proposal in connection with the Request for Proposals for which the attached Proposal has been submitted or to refrain from bidding in connection with such Request for Proposals, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix overhead, profit or cost element of the Bid price or the Bid price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of West Boylston, or any person interested in the proposed Contract; and
5. The prices or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its officers, partners, agents, representatives, employees or parties of interest, including this affidavit.

Signature

Title

On this ____ day of _____, 2009, before me, the undersigned Notary Public, personally appeared _____, duly designated by the Board of Directors and proved to me, through satisfactory evidence of identification, which was _____, that s/he is the person whose name is signed on the foregoing documents, and acknowledged to me that s/he signed it voluntarily for its stated purpose and that it was her/ his free act and deed.

Notary Public

My Commission Expires