

**REQUEST FOR QUALIFICATIONS  
OWNER'S PROJECT MANAGER SERVICES  
POLICE DEPARTMENT FACILITY**

**I. Project Overview**

The Town of West Boylston's Board of Selectmen is seeking proposals for Owner's Project Manager (OPM) Services , which includes the oversight of architectural, engineering and the construction of a building for new police facility. This is PHASE II of Owner's Project Services with PHASE I having been completed with a successful Town Meeting and Debt Exclusion vote.

The project has a not-to-exceed total cost of \$2,700,000.00. The estimated time frame, which includes 2 to 4 months of design and bidding and 10 months for construction, will be 14 months to ribbon cutting. Respondents must demonstrate how they will manage this project to meet this timeline.

**II. Background**

After many years of studying the needs of our Town buildings, Town of West Boylston voters approved construction and related costs of a new police building on October 17, 2015. The immediate tasks of the OPM will be to provide owner's project manager oversight for all tasks, duties and responsibilities related to design and construction of the police building.

**PHASE II- Scope of Services**

Consult with Owner's personnel on all aspects of project development including, but not limited to, established and agreed-upon space program, budget, schedule, schematic design of building and site, traffic and related items.

Advise Owner on the Architect's conformance with established project parameters including program requirements, budget and schedule.

Coordinate with all Town departments as necessary to facilitate the completion of the project, including but not limited to attending official and work group meetings. Specifically, manage communication of design and engineering responses to project requirements to insure project requirements are fully understood by all parties.

Represent Owner at design and coordination meetings among architect and engineering team, and participate in weekly construction meetings.

Provide at least one (1) independent confirmation of Architect's periodic cost estimates during development of the projects final design phases.

Monitor permitting activities.

Assist with pre-qualification of bidders and filed sub-bidders.

Assist the Owner and Architect with the solicitation of bid(s) for construction work, as well as all required filed sub-bids in accordance and compliance with all public bidding requirements and General Laws of the Commonwealth of Massachusetts.

Act as the Owner's Representative during the construction of this project.

Monitor budget compliance and coordinate on-site issues with Architect and Contractor.

Perform oversight of project close out including punch list, instructions to Owner's personnel on operation and maintenance.

Assist with evaluations of contractors and sub-contractors upon completion of the project(s).

Oversee the work of the Designer and complete Designer Evaluation upon completion of the project.

#### **IV. Minimum Requirements**

In order to be eligible for selection, each Respondent must certify in its cover letter that it meets the following minimum requirements.

The OPM shall meet the following minimum criteria: be a registered architect or professional engineer with at least five (5) years of experience in the construction and supervision of the construction and design of public buildings or, if not registered, have at least 7 years experience in the construction and supervision of construction of buildings of similar size and scope of complexity. Certified OPM credentials are preferred. The OPM must be independent of both the architect and construction firm and will be selected prior to the bidding of the construction contract. The OPM will have this project as its primary responsibility and will be available at all times to the Town and contracted entities. The OPM shall include in its submission a statement of its experience (by the firm and key personnel) on similar type and size projects in the last five (5) years at least two (2) of which shall be public projects; documented and demonstrated knowledge of MA State Building Code and all pertinent codes and regulations related to the successful and timely completion of projects; demonstrated knowledge of MA procurement laws (MCPPO certification preferred). The OPM shall also include evidence of its capacity and financial stability to perform the project, documentation that all consultants and key personnel have any required certifications and licenses and documented evidence that the firm has met deadlines and estimated budgets regarding the successful completion of public construction projects.

#### **V. Evaluation Criteria**

Proposals will be evaluated in accordance with the following evaluation criteria:

1. Compliance with the minimum qualifications.

2. Compliance with the submission requirements.
3. Prior successful experience within the public sector, especially in police station design and construction. Demonstrated ability to work with municipalities and police station building committees.
4. Evaluation of references for similar projects.
5. Proposed approach to this project which will minimize project management costs while assuring high quality standards of performance in meeting the Town's goals and objectives for completion of a well constructed building within budget and on time and giving maximum value for money.
6. Depth and breadth of experience and qualifications of the personnel and consultants to be assigned to this project.
7. Evaluation of the financial stability and insurance requirements of the firm and that of any of the sub-consultants.
8. Applicants experience in applying LEED certification standards.
9. Any other criteria the Town deems relevant.

The Town may request that one or more applicants provide additional information during the selection process. The Town will review and evaluate all proposals in accordance with the selection criteria, and will select and rank three finalists. Once the three finalists are chosen, the Town will commence negotiations with the top-ranked finalist to negotiate a fee, and if the Town cannot, in its sole discretion, negotiate a reasonable fee with the top-ranked finalist, it will cease such negotiations and begin negotiations with the second ranked proposer, and so on until a reasonable fee is negotiated.

## **VII. Fee**

The Town will negotiate a fee for services with the selected OPM.

A final construction cost in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

## **VIII. Additional Information**

1. The Town Administrator, working along with the Police Chief and the Board of Selectmen will be responsible for oversight of this project. The primary contact for the Town will be determined prior to award of a contract, and will work with the selected OPM throughout the project.
2. All communication and correspondence shall be directed through the Chairman of the Town's Board of Selectmen or his designee unless otherwise specified in writing.
3. The Town of West Boylston is an Affirmative Action/Equal Employment employer, which encourages the utilization of minority and women-owned enterprises.
4. The Town of West Boylston's Board of Selectmen reserves the right to reject any proposal which, in its judgment, fails to meet the requirements of the RFQ; or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or in which errors occur; or if determined to be in the best interest of the Town to do so.

5. The Town of West Boylston may cancel this RFQ, in whole or in part, at any time whenever such act is deemed in its best interest. The Town of West Boylston's Board of Selectmen reserves the right to waive minor discrepancies or permit an applicant to clarify such discrepancies and so conduct discussion with all qualified applicants in any manner necessary to serve the best interests of the Town.
6. Finalist may be required to meet with the Town of West Boylston's Facilities Implementation & Strategic Planning, Police Chief, Town Accountant and Town Administrator for an interview.
7. If the RFQ is obtained from the Town's website, it is the sole responsibility of the Respondent to obtain any/all future addendums. No inquiries about the RFQ will be entertained after close of business at 1:00 p.m. January 25, 2016.
8. Emailed or faxed responses to the RFQ will not be accepted.
9. All responses and information submitted in response to this RFQ are subject to the Massachusetts Public Record Law, M.G.L. c.66, sec. 10 and c.4, section 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.
10. The Owner reserves the right to waive or permit cure of minor informalities, errors, or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondent and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the Owner and its beneficiaries.
11. Any questions regarding this RFQ must be submitted to Town Administrator, Town of West Boylston, 140 Worcester Street, West Boylston, MA 01583 by January 19, 2016 at 4:00p.m. Questions can be emailed by that time/date to [nlucier@westboylston-ma.gov](mailto:nlucier@westboylston-ma.gov). Any addenda issued will be posted on the Town of West Boylston's website: [www.westboylston-ma.gov](http://www.westboylston-ma.gov).

#### **IX. Proposal Submittal**

Applications will be received until 1:00p.m. January 25, 2016, and should be clearly marked "**OPM SERVICES- POLICE BUILDING**".

Send to:

Board of Selectmen  
Town of West Boylston  
140 Worcester St.  
West Boylston, MA 01583

Applicants shall submit a Proposal and Statement of Qualifications for OPM Services for this project. Each Proposal should be based on an inspection of the site and the ability of the applicant to complete the job in a timely manner.

Each applicant is asked to submit one signed original and eleven (11) copies of the Qualifications submittal, as well as an electronic (PDF) copy labeled thumb drive, to include the Standard Designer Application Form for Municipalities and Public Agencies not with DSB Jurisdiction. A copy of the form is included in this RFQ.

Acknowledgement of any addenda, if applicable, must be included. Faxed or emailed copies will not be accepted.

Proposals should include the following, in addition to addressing the scope of services and minimum requirements set forth above:

1. Provide a list of at least five (5) references (names and telephone numbers).
2. Provide a list and a brief description of similar public safety projects (in scope and size) completed within the past five (5) years. Include who in your firm was involved in the project, as well as the primary contact at the owner's site (name and telephone number).
3. Provide a list of all projects where your firm is currently working, including project cost and estimated completion date.
4. Provide the resume, name and title of all those who will be assigned to this project.
5. Execute and comply with state tax compliance certification. (Form B included)
6. Execute and comply with Non-Collusion statement. (Attachment A included)
7. Execute a Certificate of Corporate Authority. (Attachment C included)
8. Provide a copy of a certificate of insurance indicating insurance coverage as follows:
  - Professional Liability \$1,000,000
  - General Liability \$1,000,000
  - Auto Liability \$1,000,000
  - Workers' compensation at statutory limits(A certificate specific to the job will be required from the awarded OPM. This certificate must list the Town of West Boylston as a certificate holder and as an additional insured.)

A Respondent may withdraw or modify their proposal prior to the deadline. All proposals submitted must remain valid for 90 days following RFQ deadline.

The Owner is not responsible for, and will not pay for, any costs incurred in preparing a Response to the RFQ, interviewing for the project, negotiating a contract for the project, or any other costs incurred prior to entering a contract with the OPM.