

REQUEST FOR QUALIFICATIONS
PROJECT MANAGEMENT SERVICES
FAIRBANK COMMUNITY CENTER

The Town of Sudbury, by its Permanent Building Committee, is seeking proposals from qualified Project Management firms for design, bidding and construction phases of a new Fairbank Community Center, to be located at 40 Fairbank Road, Sudbury, on the south side adjacent to the existing building which, with the exception of the Atkinson Pool area as renovated under this contract, will be demolished as part of the project upon completion and occupation of the new Center. Applicants are required to have acceptable experience in managing multi-use facility design and construction projects in similar size and scope within the last five years.

The services include but are not limited to the following:

Assistance in architect selection, review of design, technical specifications, and cost estimates; value engineering; coordination of administrative filings; and assistance in the development of contract documents for bidding purposes.

Bidding and construction administration services requiring the Owner's Project Manager (OPM) to provide full-time on-site representation acceptable to the PBC during the construction period.

Proposals addressed to the Town of Sudbury Permanent Building Committee will be received at the Office of the Facilities Director, Building Department, 275 Old Lancaster Rd., Sudbury, MA 01776, until Thursday, January 14, 2021, at 2:00p.m., at which time all proposals will be publicly opened.

Background

The existing Fairbank Community Center houses the Sudbury Public Schools Administrative offices, IT components, a gymnasium and kitchen, and the Park and Recreation offices in the building portion constructed as a school in 1958. The Atkinson Pool was added in 1987 and a Senior Center in 1989. The present building which also serves as an Emergency Shelter for the Town is inadequate and does not meet the program requirements for the present and future.

In 2019, the Fairbank Working Group comprised of departmental user representatives engaged ICON Architecture to formulate a Feasibility Study for a new facility which would meet the needs of the three user groups, to be located on the property adjacent to the existing pool building which, upon renovation, would continue to be utilized.

The information contained in the Feasibility study and the budget prepared by ICON is a result of the group consensus on departmental square footage allocations, adjacencies and the sharing of spaces within a new 42,575 s.f. facility and a renovated pool building of 11,500 s.f. This consensus formed the basis for the vote under Article 18

of the September 12, 2020 Annual Town Meeting approving an appropriation of \$28,832,000 for the project which consequently received Debt Exclusion approval on the November 3, 2020 Ballot.

Scope of Services

A. Design Phases and Construction Documents:

1. Arrange for property line survey/on ground site survey including topographic detail to be paid by the Town.
2. Solicit proposals for excavations and borings, as overseen by qualified geotechnical engineers, to be paid by the Town.
3. Manage schedules and assist with public hearings/administrative filings such as Design Review Board and Planning Board (site plan and stormwater management), and any others necessary to the project.
4. Attend Permanent Building Committee (PBC) meetings and others as needed during design and contract document development.
5. Monitor and control the overall project budget, make recommendations to the PBC concerning potential increases or decreases to the budget.
6. Review the plans and specifications for cost, constructability issues, missing items, coordination, and compliance with the requirements of M.G.L. c.149 and all other applicable laws and regulations.
7. Make recommendations to the PBC concerning construction contracting options including general contracting and Construction Management at risk (CM at risk).
8. Assist PBC in the development of contract documents for bidding purposes.

B. Bidding and Construction Administration

1. In consultation with the Architect, manage the bidding process to ensure compliance with public bidding requirements.
2. Schedule and administer pre-bid meeting and site visit.
3. Assist in preparation of addendum as required.
4. Review bid submissions and all applicable documents associated therewith including DCAMM file and Update Statement, as well as conduct reference checks as needed in order to make a written recommendation to the PBC as to award of the contract.

5. Conduct pre-construction meeting, obtain and review Contractor's Schedule of Values and Progress Schedule.
6. Provide full-time on-site representative during construction with credentials and experience acceptable to the PBC.
7. Oversee construction in the following manner:
 - a. Monitor progress of construction and quality of construction.
 - b. Oversee Architect's performance on construction related issues including, but not limited to, shop drawing review and as-built documentation.
 - c. Identify and plan for the coordination of long lead time issues.
 - d. Coordinate job-site meetings with Architect and General Contractor as the PBC representative.
 - e. Coordinate the flow of information among Town Officials, Architect, General Contractor and other parties.
 - f. Advise the Architect and the Contractor regarding any issues that arise requiring resolution by either.
 - g. Review Change Order requests and provide the PBC with a recommendation regarding those requests.
 - h. Review the progress of construction, compare progress to construction schedules, and advise the Contractor, Architect, and PBC of any concerns with the progress of construction.
 - i. Prepare a monthly written report summarizing the progress of design and construction of the project, highlighting important events and raising pending issues that must be addressed.
8. Review weekly payrolls and certify compliance with prevailing wage requirements for all individuals employed on the project.
9. Attend PBC meetings as necessary.
10. Maintain a complete project file, including but not limited to, a file of correspondence, monthly reports, daily reports, payment records, photographs, videos, schedules, and files on particular issues as they arise. Inspect and observe contractors' work with respect to quality, contract standards, labor standards, safety, and site security and provide final accounting to the PBC at the completion of the project.
11. Obtain satisfactory performance from all contractors. Recommend courses of action to the PBC when the requirements of the Contract are not being fulfilled and the non-performing party will not take satisfactory corrective action.

12. Advise the PBC of necessary or desirable changes to the project, assist with directives or in negotiation of the Contractor's proposals for these changes, submit recommendations to the Architect and PBC and, if accepted, prepare or cause the Contractor to prepare change orders for the PBC and Architect's review and approval. Establish and implement a system for monitoring and reporting on change orders, including approved change orders, pending change orders, and anticipated change orders.
13. Develop and implement procedures for prompt review and processing of applications for payment to the Contractor for progress and final payments, including certification requirements by the Architect. Make recommendations to the PBC for payment(s).
14. Assist with planning of relocation and moving as necessary.
15. At the conclusion of the project, assist with punch list review and follow-up; assist in obtaining the as-built drawings and all other construction related documents and all materials necessary for occupancy and full operation of the facility. Collect all O&M manuals and instructions, warranties, record drawings and as-builts; ensure that Contractor's perform equipment testing and train Town employees on equipment usage and maintenance.
16. Assist with hiring a Commissioning Agent and coordinating initial review.
17. Ensure site clean-up by contractors and proper disposal of materials; obtain any certifications relative to disposal.
18. At the conclusion of the project, prepare draft standard evaluation forms as required for review and approval by the PBC.

Completion Date and Fees

It is expected that design and contract documents will be completed to enable construction bidding to take place in February 2022, with construction to commence May 1, 2022 and extend for a projected duration of 20 months. The fees for services shall be negotiated by the Permanent Building Committee with the finalist and shall include all reimbursable expenses including travel and copying.

Proposal Requirements

All proposals must be submitted in a sealed package bearing the name of the applicant, addressed to the Permanent Building Committee, Office of the Facilities Director, 275 Old Lancaster Road, Sudbury, MA 01776, and marked "Proposal: Project Management Services- Fairbank Community Center." No proposals will be accepted after 2:00 p.m., Thursday, January 14, 2021.

Proposals shall consist of 1 original hardcopy, 10 copies and one electronic copy comprising: letter of intent; completed most recent edition of Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction; resumes of the key personnel and consultants whose services the applicant intends to utilize; descriptions of representative work; one Certificate of Authority, and one original Tax Attestation and Certificate of Non-collusion form.

Selection Process

After review of all Proposals, a selected subset of submitting firms will be invited to interview with the Permanent Building Committee. The Permanent Building Committee will rank finalists based upon the Proposals and interviews. Price Proposals setting forth prices for each of the two phases (A & B of the Scope of Services) together with the combined price will then be solicited from the top-ranked finalist and the fee negotiated. If unsuccessful with the highest scoring proposer, negotiations will proceed with the second highest scoring proposer and, if unsuccessful, the process will be repeated as necessary.

Final selection of the qualified OPM will be recommended by the Permanent Building Committee to the Town Manager for contract award.

Selection of the applicant to be awarded the contract shall be in accordance with the "Guidelines for Local Designer Selection Procedures" adopted on January 22, 1985, by the Designer Selection Board of the Commonwealth of Massachusetts established under M.G.L. c.7, s36B, adopted by the Board of Selectmen on March 16, 1987, as revised.

The Town reserves the right to reject any and all proposals if deemed to be in the interest of the Town. The Town of Sudbury is an Affirmative Action/Equal Opportunity Employer.

All applicant firms must possess the following minimum qualifications:

- Minimum of recent experience in last five years in the management of multi-use public building design and construction projects by the key personnel assigned to the project. In the event that the applicant is not a registered architect or professional engineer, they must have at least seven (7) years of relevant experience in the construction and supervision of construction of buildings. In documenting this qualification, the applicant should describe the professional background of the firm and the extent of previous experience of firm personnel to be assigned to the project and identify the anticipated role that each will play in the project.
- Massachusetts registration and licensing.
- Thorough knowledge of the current Massachusetts State Building Code, the Americans with Disabilities Act, and regulations of the Massachusetts Architectural Access Board.

- Thorough knowledge of, and familiarity with requirements of Chapter 579 of the Acts of 1980 (Omnibus Construction Act) for Public Construction and Chapter 193 of the Acts of 2004.
- Experience in projects with “green” and “sustainable” building features in the past five years.
- Recent experience in the last five years in the management of public construction projects of similar size and scope under both a General Contractor with filed sub-bidders and Construction Management (CM) at Risk.

The applications shall be evaluated upon the following (not in prioritized order)

- Compliance with the minimum qualifications
- Scope of services offered and their appropriateness to the needs of the Town
- Experience in project management of multi-use public facility design and public construction projects within the last five years
- References
- Identity and qualifications of the firm and specific key individuals proposed to be assigned to the project including credentials and experience of proposed full-time on-site representative during construction
- Ability of firm and specific key individuals to work with Town personnel, Committee, and Designer
- Demonstrated ability of team members to work together on comparable projects
- Capacity in terms of staffing and resources to handle the project
- Financial stability of firm
- Cost control experience
- Demonstrated familiarity with the public bid construction process
- Any other criteria deemed appropriate by the Permanent Building Committee.

Comparative Criteria

The following ratings will be used to measure the relative merits of each submission, which has met the Minimum, and Evaluation Criteria described above. Those submissions, which do not meet the criteria, will be deemed unacceptable and will not be considered for this project. These rankings will be applied to each of the Evaluation section for the purpose of scoring the value of each submission.

Definition of the rankings is as follows:

1. **Highly Advantageous:** That submission which demonstrably meets or exceeds all requirements of the RFQ criteria.
2. **Advantageous:** That submission which meets or exceeds a majority of the requirements of the RFQ. Vagueness or lack of information may not allow full understanding of the Submitter’s description of services, staff qualifications, etc.
3. **Not Advantageous:** That submission which clearly does not meet a majority of the requirements of the RFQ criteria.

The Town of Sudbury Permanent Building Committee (PBC) reserves the right to reject any proposal. The PBC reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The PBC may or may not, within its sole discretion, seek additional information from Respondents. This RFQ, any addenda issued, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the Sub-Consultants identified in the response shall take place without the prior written approval of the PBC.

Questions, Addendum, or Proposal Modification

Questions concerning this RFQ must be submitted in writing to: Facilities Director, Town of Sudbury, 275 Old Lancaster Road, Sudbury, MA 01776 or emailed to barlettaw@sudbury.ma.us. Only inquiries received seven or more days prior to the submittal deadline will be considered. Written responses will be emailed to all applicants on record as having received the RFQ.

If any changes are made to this RFQ, an addendum will be issued. Addenda will be emailed to all applicants on record as having received the RFQ.

An applicant may correct, modify, or withdraw a proposal by written notice received by the Office of the Facilities Director prior to the time of opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____". Each modification must be numbered in sequence, and must reference the RFQ.

After the opening, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor informalities may be waived by the PBC.

Additional Information

The Town is an Equal Opportunity Employer and encourages responses to RFQs from Massachusetts certified minority and women-owned businesses.

The Town of Sudbury Permanent Building Committee 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/Committee to do so.

The Town of Sudbury PBC may cancel this RFQ, in whole or in part, at any time whenever such act is deemed in its best interest.

The PBC reserves the right to waive minor discrepancies.

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

A Respondent may withdraw or modify their proposal prior to the deadline. All proposals submitted must remain valid for 60 days following RFQ deadline.

Indemnification: The successful applicant shall agree to indemnify and hold harmless the Town of Sudbury and its officers, employees, boards, commissions, agents and representatives from and against all claims, course of action, suits, damages and liability of any kind which arise out of the negligence or willful misconduct of the successful applicant or its officers, employees, agents and representatives regarding the project management services to be performed by the successful applicant regarding the Fairbank Community Center project.