

REQUEST FOR PROPOSALS

ARCHITECTURAL DESIGN SERVICES CONSTRUCTION OF TWO FIRE STATIONS

INTRODUCTION

The Town of Belmont, acting through the Fire Stations Building Committee, seeks proposals from qualified consultants for design services for construction of two Fire Stations. Proposer services will include complete design services: site investigation, schematic design, design development, construction documents, independent cost estimating, bidding, public representation, construction administration and supervision, state, and all other code compliance and building commissioning and close-out.

The Town is interested in technologies and design that address energy efficiency, including efficient thermal envelopes, efficient space and water heating, lighting, controls and monitoring, indoor environmental quality, pollution reduction, worker and occupant safety, air cleaning, and humidity control.

Request for Proposal forms will be available at the Board of Selectmen's Office, Belmont Town Hall, 455 Concord Avenue, Belmont, Massachusetts 02478, telephone (617) 489-8213. The procedure for awarding design services contracts will be in accordance with M.G.L. Chapter 7, Section 38A ½ to 38O and 39A.

In June of 2003 the Belmont Town Meeting acting on the recommendation of a feasibility study performed by the Fire Station Consolidation Committee voted to authorize the acquisition of a parcel of land on Trapelo Road in Belmont and authorized the formation of a Building Committee. The Town Meeting appropriated a sum of money to secure preliminary architectural design services for the construction of a Headquarters Fire Station on the acquired parcel of land on Trapelo Road and a Substation on the town-owned parcel of land on Alexander Avenue. A copy of the comprehensive feasibility study will be available.

Firms shall direct any questions and inquiries concerning this request, including questions concerning the proper form and scope of Proposals responsive to this request, only to David F. Frizzell, Assistant Fire Chief, who is the sole person designated by the Town to respond to such inquiries. Inquiries should be directed in writing to PO Box 421 Belmont, MA 02478 or email to dfrizzell@town.belmont.ma.us.

The deadline for submitting sealed proposals is 11 a.m. on October 10, 2003. Selected candidates will be scheduled for interviews between October 16, 2003 and October 24, 2003. The interviews will be conducted by a subcommittee of the Fire Stations Building Committee. Firms are requested to submit 11 copies of the Proposal to the Fire Stations Building Committee c/o Melvin A. Kleckner, Town Administrator, 455 Concord Avenue, Belmont, MA 02478. Only four copies of the Proposal need be submitted if the firm provides its Proposal in PDF format on CD Roms.

Proposals are to be submitted to: Fire Stations Building Committee c/o
Melvin A. Kleckner
Town Administrator
455 Concord Avenue
Belmont, MA 02478

The fee for the requested services will be negotiated. The Town of Belmont reserves the right to accept or reject any or all proposals without cause if it is in the best interests of the Town to do so.

1. GENERAL INFORMATION

1.1 **Town.** Belmont is a residential suburban community located eight miles northwest of Boston. The Town encompasses approximately five square miles with a population of approximately 25,000 people. The community consists of a mix of single and multi-family (primarily two and three family) owner-occupied dwellings with relatively high property values. There are three business districts for retail shopping. The Town has well regarded educational and public services, and is conveniently located near mass transportation, major transportation routes, and the Boston region's employment centers.

1.2 **Government.** The Town is governed by a three-member elected Board of Selectmen with a Town Administrator acting as Chief Administrative Officer. Elected representatives to the Town Meeting approve all appropriations and pass local laws.

1.3 **Fire Stations.** Belmont presently has three aged fire stations. It is the intent of the Town, consistent with the recommendation of the feasibility study performed by the Fire Station Consolidation Committee, to abandon the existing fire stations and to construct a new five bay Headquarters Station on a parcel of land to be acquired on Trapelo Road, Belmont, previously devoted to automotive use and to construct a new three bay Substation on a portion of the town-owned parking lot on Alexander Avenue. The estimated total project cost of the Headquarters Station is \$5,700,000 and the estimated cost for the Substation is \$4,200,000. A copy of the Fire Station Consolidation Study prepared by Donham & Sweeney, Inc. Architects dated September 13, 2001, and a supplemental Report entitled "Phase II Report" prepared by the same architects dated April 1, 2002, are available for review at the Belmont Town Clerk's Office, 455 Concord Avenue, Belmont, Massachusetts 02478. In addition, the Fire Station Consolidation Study may be accessed at: http://www.town.belmont.ma.us/Public_Documents/BelmontMA_BComm/fsbc/index

All proposing firms are advised that, subject to the findings of an independent review of the above referenced study as to reasonableness, Donham & Sweeney may be permitted to submit a proposal under this request.

Sufficient funds have been appropriated by the Town Meeting to secure architectural and consulting services to prepare a schematic design for both the Headquarters Station and the Substation. The continuation of the project with the design, development and construction documents, bidding and ultimate construction is contingent upon the Town of Belmont appropriating additional funds after the completion of the schematic design.

- 1.4 **Contract.** A copy of the Town's general form of agreement for the Architectural Design Services between the Consultant and the Town is available for review at the Belmont Town Clerk's Office, 455 Concord Avenue, Boston, Massachusetts 02478. In addition, the Town's general form of agreement may be accessed at:

http://www.town.belmont.ma.us/Public_Documents/BelmontMA_BComm/fsbc/index.

- 1.5 **Awarding Authority.** The final authority for awarding this contract is the responsibility of the Fire Stations Building Committee authorized by the vote of the Town Meeting in June 2003.

- 1.6 **Time Frame.** It is the intention of the Building Committee to secure and settle upon a schematic design for both fire stations as reasonably promptly as possible, but in no event, later than January 15, 2004, and it is the intention of the Building Committee to seek the appropriation for final working drawings and construction funds during the spring of 2004. If funding is approved, it is the present intention of the Building Committee to proceed with all dispatch to complete construction documents and to proceed simultaneously with the construction of both fire stations.

2. **VENDOR QUALIFICATIONS**

- 2.1 **Minimum Requirements.** Each applicant must provide the following:

- a. The name and address of the designer/architect. If it is a firm, the names and addresses of the officers, directors and owners;
- b. Names and certificate numbers of those officers, directors, and owners who are registered architects or professional engineers;
- c. List of all public projects undertaken in the past five (5) years in the New England area;
- d. List of all current projects;
- e. If the applicant is a joint venture, all information shall be shown for each partner in the venture and a list of projects previously completed by this joint venture shall be provided;
- f. Names and qualifications of consultants to be hired by the designer and a list of projects where these consultant's services have been utilized;

- g. Resumes (see subsection 2.3 below);
- h. A statement in which the applicant certifies that the information provided is correct, under the penalties of perjury (M.G.L. c. 7, s. 38E); and
- i. Certifications required to be returned with proposal in the form as attached hereto.

2.2 **Evaluation Criteria.** Applicants will be evaluated on their ability to demonstrate:

- a. Experience: Previous experience with location and design of fire stations.
- b. Quality of Work: Previous work projects will be viewed and/or customers interviewed to determine the quality of work provided.
- c. Public Sector Knowledge: Previous experience and knowledge of current Massachusetts' public construction laws, bid specifications, and bidding procedures.
- d. Sustainable Design: Previous experience and knowledge of sustainable design or so-called "green development."
- e. Consultants and Subcontractor: All evaluation criteria will be used to review the qualifications of persons or firms who will be employed by the designer. Belmont reserves the right to reject the use of any consultant or subcontractor and require the successful applicant to substitute a consultant or subcontractor reasonably acceptable to the Town of Belmont.
- f. Capacity: The ability of the applicant to undertake and complete the project in the time frame established by the RFP.
- g. Minimum Requirements: The materials required in Section 2.1 above will be reviewed to determine how well the applicant meets or exceeds the requirements.
- h. Financial Statement: Submit a statement from an independent certified public accountant (CPA) stating that he/she has examined the applicant's internal auditing controls. Said CPA shall prepare a most recent annual audited or sworn to balance sheet and income statement prepared according to Generally Accepted Accounting Principles (GAAP) in accordance with M.G.L. Chapter 7, Section 38(3).

The Town will assess the relative merits of each Proposal by assigning to each applicant, with respect to each of the criteria set forth above in sub-paragraphs (a) through (h), one of the following designations: "highly Advantageous"; "Advantageous"; "Not Advantageous" and "Unacceptable."

The Town will give a composite rating to each Proposal based upon its review of the Proposals. Only those Proposals with a composite rating of "Highly Advantageous" or "Advantageous" will receive further consideration or be scheduled for an interview.

2.3 Resumes

- a. Each applicant will provide a resume for each person who will have direct involvement and responsibility for this project. This will also be required of each consultant, if applicable.
- b. Resumes will identify the person, company name and address, and the person's area of responsibility. The person's experience in the particular field should be specifically outlined. Educational and professional qualifications must be identified. Other pertinent information may be provided. References should be provided.

3. SCOPE OF SERVICES

- 3.1 The Consultant services shall include complete design services: site investigation, schematic design, design development, construction documents, independent cost estimating, bidding, public representation, construction administration and supervision, state, and all other code compliance and building commissioning and close-out. Without limiting the foregoing, the Consultant shall perform the professional services substantially as set forth in the Town's general form of agreement for architectural services available for review at the Belmont Town Clerk's Office, 455 Concord Avenue, Belmont, Massachusetts 02478 and available at:

http://www.town.belmont.ma.us/Public_Documents/BelmontMA_BComm/fsbc/index.

- 3.2 **Program Assessment.** The Consultant shall work with town officials including the leadership of the Fire Department to review and alter, if necessary, the fire station program developed in the previously performed feasibility study to provide an optimal fire station program that will provide the level of service to meet the Town's needs.
- 3.3 **Additional Services.** The Consultant shall perform, as appropriate, a survey and geotechnical estimate of the two sites, analyze any zoning restrictions and propose any zoning relief required and assist in seeking any zoning relief, consider and recommend solutions to any probable traffic concerns, design for any furniture, fixtures and equipment, and telecommunications and computer design, as appropriate.
- 3.4 **Coordination with Town Boards and Officials.** Consultant shall work with the Fire Stations Building Committee and the senior personnel of the Fire Department, and in addition, meet with other Town Boards and Officials and Committees who have legal jurisdiction or influence on the funding, design and construction of fire stations.
- 3.5 **Public Presentation.** The Consultant shall attend and present their plans and recommendations at all such public meetings and public hearings as may be reasonably requested by the Fire Stations Building Committee.

4.0 SELECTION AND FEE

- 4.1 The Fire Stations Building Committee will review and rank applicants and, in compliance with law, conduct interviews.
- 4.2 Negotiation of fee will be conducted with the highest ranked applicant.
- 4.3 The Fire Stations Building Committee shall make final award.

CERTIFICATIONS REQUIRED TO BE RETURNED WITH THE PROPOSAL

Each of the four (4) following Certifications must be completed where applicable, signed and returned with the Bid.

1. CERTIFICATION OF GOOD FAITH Pursuant to MGL, Ch30B, Section 10 and the Town's policy for all contracts, the following certification must be completed and attached to the bid or proposal: The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this Certificate, the word, "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

2. CERTIFICATION THAT STATE TAXES ARE FILED AND PAID. Pursuant to MGL, Ch62C, Section 49A, the following certification must be completed and attached to the bid or proposal: I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law including, without limitation, all real estate taxes and excise taxes due the Town of

Belmont. My Social Security Number (voluntary) is _____

or my Federal Tax Identification Number (mandatory) is _____.

3. CERTIFICATION OF NON-CONFLICT OF INTEREST. The undersigned certifies under penalties of perjury that no official or employee of the governmental body for which the attached solicitation is proposed is monetarily interested in this proposal or bid or in the contract which it offers to execute or in expected profits to arise there from; and further that no official or employee of said governmental body will receive any commission, discount, bonus, gift, contribution, or reward from or share in the profits of any person making or performing such contract. As used in this certificate, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

4. CERTIFICATION OF ELIGIBILITY. The undersigned Bidder certifies under penalties of perjury that the said undersigned is not presently debarred from entering into a public contract in the Commonwealth under the provisions of Chapter 29, Section 29F, or any other applicable debarment provision of any other chapter of MGL or any rule or regulation promulgated thereunder.

IF AN INDIVIDUAL SIGN BELOW

Printed Name

Signature of Individual

Social Security Number (Voluntary)**

Telephone Number where
questions should be directed

IF A CORPORATION SIGN BELOW

Name of Company/Corporation/Partnership

Signature of Corporate Officer

Tax ID Number (Mandatory)*

Telephone Number where
questions should be directed

* Approval of a contract or other agreement will not be granted unless this Certification Clause is signed by the Bidder.

** Your Social Security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations.