



**Town of Marshfield**  
**Request for Qualifications (RFQ)**  
**On-Call Architect and Engineers Services for a**  
**Municipal and School Owned Facilities**

The Town of Marshfield, in accordance with M.G.L. c 7C, §§ 44-58, which governs public building Designer procurement requirements, requests proposals from qualified firms for services for an On-Call Architect and Engineer. These services will provide design drawings as-needed for small rehabilitation projects to existing town and school buildings. Services will also include multi-discipline professional engineer evaluations, for any concerns or issues that may arise in any municipal or school owned facilities. These services will commence on an as-needed basis immediately after contract award. The term shall be for a period of (3) three years. RFQ documents are available on **Wednesday November 1, 2023** by email request to the office of Fred Russell, Facilities Director at [frussell@mpsd.org](mailto:frussell@mpsd.org).

There will be an **optional pre-submission ZOOM informational session on Thursday November 16, 2023 at 9:00AM**. Instructions on the ZOOM meeting will be in the RFQ Package email. Sealed responses clearly labeled "On-Call Architect & Engineer Services "are **due no later than Thursday, November 30, 2023 at 9:00 AM** and to be delivered to the office of Michael A. Maresco, Town Administrator, Marshfield Town Hall, 870 Moraine Street, Marshfield MA.

The Town reserves the right to reject any and all proposals, to waive any defects, informalities, and minor irregularities; and to award contracts or cancel this RFQ if it is in the Town's best interest to do so.