



## Town of Marshfield

### Request for Qualifications (RFQ)

For

**Design & Construction for a**

**New Police Station**

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 of a Designer related to the design, construction, and commissioning of a new Police Station. Designer services will commence immediately after contract award with construction anticipated to commence in the Summer of 2020. RFQ documents are available on Friday, June 28, 2019 by email request to the office of Stephen Rusteika, Owner's Project Manager, at [rusteika@pmaconsultants.com](mailto:rusteika@pmaconsultants.com), or from PMA Consultants, LLC, 35 Braintree Hill Office Park, Suite 300, Braintree, MA 02184. There will be an optional **pre-submission informational session on Thursday July 11, 2019 at 11:00 AM** in the 2<sup>nd</sup> Floor Selectman's Hearing Room at Town Hall. Sealed responses clearly labeled "Designer Services for the Marshfield Police Station" are **due no later than Friday, July 26, 2019 at 12:00pm** and to be delivered to the office of Stephen Rusteika, Owner's Project Manager at the PMA Office address noted below. 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.

# REQUEST FOR DESIGNER SERVICES (“DESIGNER RFQ”)

## 1. Introduction

The *Town of Marshfield*, (“Owner”) is seeking the services of a qualified “Designer” as defined in Massachusetts General Laws Chapter 7C, Sections 44, and as further defined by the provisions of this RFQ, to provide Design Services for the design, construction, addition to and /or renovation of a new Police Station in Marshfield, Massachusetts (“Project”). The Owner is requesting services of a Designer throughout conceptual planning, schematic design, design development, construction and final closeout of the project.

## 2. Background

The Town of Marshfield, through its Capital Project Building Committee (CPBC) has determined that the current Police Station is beyond repair and that a new Police Station is required to provide and sustain the current level of public safety services for the Town for the long-term benefit of the Town’s residents. The new Police Station will be constructed on Town owned land located at the corner of Proprietors’ Way and Seth Sprague Drive. Town Meeting has approved funding for hiring the OPM, and Designer, with the expectation that the final design package would be significantly complete so that an accurate project estimate to construct the new Police Station will be presented for approval at Town Meeting in November 2019 so that construction can begin in the 2020 spring/summer construction season.

For additional information please see the Town of Marshfield Police Station located at:  
<https://www.marshfieldpolice.org/home/news/history-marshfield-police-department-building-deficiencies>

## 3. Project Description, Objectives and Scope of Services

This project consists of design and construction of a new 25,000 +/- sq. ft. state of the art Police Station on Town owned land. MGL c. 7C, s 44 lists the minimal required duties of Designer. The duties of the Designer shall include, but need not be limited to:

1. preparation of master plans, studies, surveys, soil tests, cost estimates or programs;
2. preparation of drawings, plans, or specifications, including but not limited to schematic drawings, preliminary plans and specifications, working plans and specifications or other administration of construction contracts documents;
3. supervision or administration of a construction contract;
4. construction management or scheduling.

### **Specific Scope of Services:**

The Firm shall provide the following services for the project described in the RFQ. These services have been separated into four phases as follows:

#### **Phase I – Programming / Conceptual Plan Development / Due Diligence Activities**

The Firm shall assist the Town in defining the scope and budget of the project and provide operations and program assistance to produce an efficient and effective facility. The following is a summary of the anticipated services of the Firm associated with this phase:

1. The Firm shall visit and familiarize themselves with current Police facilities.
2. Review initial programming documentation associated with a new facility.
3. Meet with the Police staff to review program requirements and to confirm the current and future needs of the Police. Prepare a "Program of Spaces" documenting room by room, functional needs, and adjacencies to be used as the design program. Programming recommendations shall include identifying operational efficiencies and adjacencies which may be achieved by constructing a new facility. Recommendations may include reorganization of operations and spaces to meet current industry standards for public safety facilities.
4. Prepare documentation to justify the needs to the Town.
5. Prepare a survey of the existing site (limited to the proposed development area).
6. Identify alternatives for the new facility at the existing site with conceptual level cost estimates for each alternative.
7. Evaluate each alternative and identify the advantages and disadvantages of each.
8. Assist the Town in selecting a preferred alternative.
9. Utilizing the preferred alternative, prepare a conceptual plan for the existing site. The plan shall identify a preferred conceptual building and site plan consisting of office/office support areas, employee facilities (locker/shower/toilet/muster), trade workshops, material storage areas, vehicle maintenance, wash area, and vehicle/equipment storage area. Work shall include identifying potential reorganization of the current site functions to improve efficiency and security at the site. Site function to be evaluated include, but are not limited to, site circulation, bulk material storage areas, salt operations, and public/employee parking areas. A construction phasing plan shall also be developed to demonstrate how the new facility can be constructed while maintaining existing operations.
10. Provide subsurface exploratory soil borings on site to confirm subsurface conditions and provide design data for foundations.
11. Conduct preliminary permitting activities consisting of a zoning analysis, wetlands delineation (if necessary), and meetings with the permitting authorities (Conservation Commission representative, Planning Board representative, and Building Official). Use the data from the meeting to develop an outline of the permitting activities to be completed in the next phase of the project.
12. Identify potential alternative energy solutions and sustainable design elements that may be incorporated into the new facility to assist the community in developing an energy efficient facility.
13. Provide a conceptual cost estimate for the preferred alternative, to be presented for Special Town Meeting warrants in September.
14. Meet with various Town entities as necessary to assist in demonstrating the need, identifying the benefits of a new facility, and obtaining project approval.

## **Phase II - Schematic Design**

The Firm shall provide the following Schematic Design services:

1. The Firm shall implement the findings of Phase I including the conceptual plans, cost estimate, and design guidelines. The Firm shall advise the Town as to whether any aspects of the Project should be modified within a particular area.
2. The Firm is expected to coordinate all issues and discussions involved with the project and advise the Town as to the budget implications resulting from decisions made about the building, at appropriate stages of design.
3. The Firm shall prepare Schematic Design Documents as follows:

Schematic Design: The Firm shall utilize the design from Phase I to prepare schematic design documents. Documents shall consist of single line schematic drawings including floor plans, elevations, and site plans to establish basic design ideas and respective cost estimates as set forth in Phase I of the scope of services. The final schematic drawings shall include plans or narratives for civil/site, sewerage treatment and disposal systems, geotechnical/foundation, structural, mechanical (HVAC and plumbing), electrical, and fire protection. The Firm shall prepare a schematic design cost estimate based on the approved final schematic design drawings. Schematic Design deliverables shall include:

- a. Existing conditions plan
  - b. Site Construction/Layout Plan
  - c. Grading and drainage plan
  - d. Architectural floor plan
  - e. Mezzanine plan
  - f. Building elevations
  - g. Architectural typical wall section
  - h. Industrial Equipment plan showing general equipment locations and descriptions
  - i. Narratives
  - j. Schematic Design Cost Estimate
4. The Phase III services below will only be authorized as funding becomes available. The selected Firm may continue with the additional services outlined below including full Design Services, Construction Documents, Bidding and Construction Administration Services under the same contract, subject to approval by the Town and further appropriation by the Town.

## **Phase III - Final Design and Bidding**

Design the Facility, complete the construction documents, bid the project, and oversee construction. The Firm shall provide the following services:

1. The final design of the new facility shall be completed in two phases as follows:

Design Development: The Firm shall utilize the approved schematic design plans to prepare design development documents consisting of plans, outline specifications, and cost estimates and other documents to fix and describe the size and character of the project as to architectural, structural, mechanical, and electrical systems, materials, and such other elements as may be appropriate to enable the Town to understand the progress and development of the Project. Such plans, outline

specifications, and cost estimate shall be subject to the written approval of the Town. The Firm shall submit to the Town for approval two (2) copies of said design development documents on or before the date or time for submission specified in the Notice to Proceed or any supplement thereto, unless the Firm shall have obtained from the Town an extension of time in writing. The Firm shall prepare a design development cost estimate based on the approved design development drawings. The Firm shall also assist the Town in obtaining the necessary permits for the project during this phase.

Construction Documents: The Firm shall utilize the approved Design Development documents to complete working plans and specifications in sufficient detail to permit firm bids in open competition for construction of the project, and a detailed cost estimate. Said plans and specifications shall be based on the approved design development, outline specifications and construction cost estimate. Such working plans and specifications and cost estimates shall be subject to the written approval of the Town. The Firm shall furnish to the Town for approval two (2) sets of the said plans, specifications and construction cost estimates. Following the approval of the plans, specifications and construction cost estimates, the Firm shall incorporate all changes required by the Town in the working drawings and specifications and shall prepare and transmit to the Town one electronic set of Construction Contract Documents for bidding. The Firm shall also prepare a final design cost estimate at 80% construction documents.

2. During the Bidding Phase, the Firm shall assemble the final Construction Contract Documents, including bid documents and advertisements for receipt of bids for construction contractors, shall assist in distributing the bidding documents to prospective bidders, and shall prepare and transmit all addenda. It is assumed that the front end (Division 0 and 1) documents will be prepared using the Firm's standard front-end documents. The Firm shall assist the Town in prequalifying General Bidders and Filed Sub-Bidders. It is assumed that the preparation of the prequalification RFQ will be the responsibility of the Owner's Project Manager and that the Firm will provide a representative to assist in the review of the prequalification submissions. The Firm shall attend a pre-bid conference with potential bidders, and shall assist in obtaining bids, conduct a review of the low bidder and transmit the Firm's recommendations as to the award of the construction contract to the Town. The Firm shall utilize the services of a bid document distribution service for bidding of the project.
3. If the bid of the lowest responsible and eligible bidder exceeds the Fixed Limit of Construction Cost, if any, the Town shall have the option to (a) give written approval of an increase in such Fixed Limit, (b) re-bid the Contract within a reasonable period of time, or (c) instruct the Firm in writing to provide such revised Construction Contract Documents as the Town may require to bring the cost within the Fixed Limit. In the case of (c), the Firm may in connection with such revisions make reasonable adjustments in the scope of the Construction Contract or quality of the work allowed therein subject to the written approval of the Town, which approval shall not be unreasonably withheld. The Firm shall be entitled to additional compensation for such services.

#### **Phase IV - Construction Administration Services**

1. Upon receiving approval from the Town to proceed to Construction, the Firm shall provide the following basic services for the project for an anticipated construction schedule of 15 months. The 15-month schedule shall begin when the Town issues a Notice to Proceed to the most responsible and responsive general contractor or executes a contract with said general contractor, whichever comes first.
2. Attend pre-construction conference to discuss the general project requirements with the Contractor, OPM, and the Town.

3. Attend regularly scheduled construction meetings with the contractor, OPM, and Town on a weekly basis and prepare and distribute minutes of each meeting. Meeting minutes shall contain a brief outline of issues discussed, an update on the progress of work, and a record of suggestions / recommendations / decisions of the meeting. For the purpose of this proposal, the Firm's services shall be budgeted over a 15-month construction duration.
4. Review and approve contractor shop drawings, product submittals, and samples. Review of the shop drawings, product submittals, and samples shall be for the submitted items only and such reviews shall be to determine if the submitted items is in general conformance with the design intent of the contract documents.
5. Review and respond to project requests for information during construction.
6. Review contractor payment requisitions and advise the Town if the payment request is representative of the progress of work.
7. Review change order requests or issue construction change directives as necessary. All formal approvals of change orders or construction change directives are subject to Town approval.
8. Conduct periodic observation for each major discipline including geotechnical, civil, structural, architectural, industrial equipment, mechanical, electrical, and plumbing to become generally familiar with the progress and quality of the Work. The Firm shall report in writing to the Town any deviations observed at the time the periodic observation was conducted.
9. Conduct substantial completion and final inspections. Upon conducting a final inspection, issue final construction affidavits indicating that the work has been generally completed in accordance with the contract documents to the best of the Firm's knowledge, information, and belief based on periodic observations of the Work.
10. Monitor submission of close-out documentation from the contractor including operation & maintenance manuals, warranties, as-built drawings (prepared by the contractor), and final certificate of completion.

**Additional services** are subject to authorization by the Town include site surveys, traffic surveys, investigation and reports.

#### **4. Minimum Requirements and Evaluation Criteria**

##### **A. Minimum Requirements**

1. The committee shall reject Proposals which do not meet the following certain minimum requirements:
2. The Proposal must be from an individual or established business, corporation, partnership, sole proprietorship, joint stock company, joint venture, firm, or other entity engaged in the practice of providing such services as the principal business for which the entity was formed.
3. Possess all necessary current licenses and registrations, as applicable, either within the firm or through independent consultants, to qualify under Massachusetts law to perform the stated

services. All consultants carried by the Architect are to be licensed to provide professional services in the Commonwealth of Massachusetts. Any Architect or Architectural Firm shall be properly licensed in the Commonwealth of Massachusetts

4. Experience in designing municipal/public safety building projects.
5. Not be debarred under M.G.L., chapter 149, section 44C, or disqualified under M.G.L., chapter 7C, section 38H, as applicable.
6. All Proposals shall be submitted to Stephen Rusteika, Owner's Project Manager, as stated in the Instructions to Proposers. Each Proposal shall be in a SEALED envelope, clearly marked on the outside of the envelope to indicate the contents, and the name and address of the proposer.
7. The Proposal must be received by the Stephen Rusteika, Owner's Project Manager before the deadline for receipt of Proposals indicated in Section II, Key Project Dates and Schedule, and must be complete (must include or address all items specified in Section VI – Proposal Submission Requirements). The proposer is responsible to make sure that their proposal submittal is received at the proper location as stated herein before the due date and time. Do not rely upon stated delivery times from contracted package delivery services. Proposals delivered after the proposal response deadline will be refused.
8. The proposer must have signed the Certificate of Non-Collusion and the State Taxes Certification Clause (see Attachment "B") and shall include them in the Proposal package.
9. The Proposal must be signed by an agent of the company who has authority to bind the company to a firm bid price.
10. All responses are to include a statement that the Proposal is in accordance with this Request for Qualifications and that the proposer has read and understands all sections and provisions herein. Exceptions, if any, are to be clearly stated.
11. Completion of the Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (included with this RFQ).

## **B. Staffing Requirements**

1. The architect must set forth the staffing to be utilized for this service, including the percentage of time to be dedicated to this project. Provide resumes for specific staff to be assigned to the Project that include education, relevant past experiences, qualifications, licenses, current projects being worked on and any other pertinent information that will assist in making the selection.
2. List major leadership, individuals to be assigned to this project, their duties and responsibilities.
3. Submitting firm must be prepared to contractually commit all individuals as submitted in their Proposal to this service. Any deviation from the proposed will constitute a breach of Contract to any agreement which may result from this Request for Qualifications

4. The Proposal must include resumes, experience, and qualifications of any proposed consultants that would be utilized by the Proposer in the performance of this contract. Any deviation from the architect's listed consultants or their team will constitute a breach of Contract to any agreement which may result from this Request for Qualifications. Any change in consultants listed in the Proposal must obtain approval from the Town.
5. Should it become impossible for a contractually committed individual to complete his duties, for a reason such as termination of employment, any change in the proposer's staffing as outlined in the Proposal will be subject to the approval of the Town of Marshfield. The Town of Marshfield Facilities Manager, or designee, shall notify the proposer within fifteen (15) business days of the acceptance or rejection of any such staff substitutions. Any substituted person must be of an experience level equal to or greater than the person being replaced unless approved by the Town.
6. Applicants must list key persons, specialist and/or individual consultants they intend to use for the project in each one of the following disciplines:
 

1. Architectural	8. HVAC
2. Civil	9. Interior Designer
3. Structural	10. Cost Estimator Tech
4. Electrical	11. Landscape Architect
5. HAZ MAT Consultant	12. Soils Engineering
6. Plumbing	13. Surveying
7. Fire Protection	14. Network and Computer

### **C. Evaluation Criteria**

The following criteria are expected to be among those utilized in the evaluation and selection process. They are presented as a guide for the respondents in understanding the Town's requirements and expectations for this project and are not necessarily all-inclusive or presented in order of importance.

- a. Qualifications, experience, expertise and capabilities of the respondent and individual team members. Background, qualifications and previous experience of the firm and the key personnel to be assigned to the project and their demonstrated competence, experience and expertise in the scope and type of work to be performed. The Town may contact one or more of the organization references provided as part of assessing the experience, expertise and capabilities of the Respondent(s).
- b. Approach. Emphasis will be on grasp of the issues involved with undertaking the type of work to be involved with this project, and soundness of approach.
- c. The overall quality of the response and its responsiveness to the requirements of this RFQ.

In order to establish a short-list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFQ, any addenda issued by the Owner, 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 Owner.

The selected Respondent(s) will be required to execute a Contract for Design Services with the Owner. Prior to execution of the Contract for Design Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Design Services.

Prior to execution of the Contract for Design Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

## **5. Selection Process and Selection Schedule**

1. The Town will create a Selection Panel (SP) consisting of the OPM, some of the members of the CPBC, and Police Department at a minimum who will be responsible for reviewing responses. Each member of the SP will independently review each RFQ and record the score using the Evaluation Criteria identified above. A meeting will then be held for all SP members to discuss their evaluation and share their grading of the submissions. (Note: the SP members should be prepared to rank all responses that meet the minimum requirements and to record the ranking on a scoring sheet.)
2. Identified reviewers must rank the Responses based on the weighted evaluation criteria identified in the RFQ and must short-list a minimum of three Responses.
3. The minimum top three RFQs responses will be invited to participate in an interview process. The SP will create a list of specific questions for both the interview and the reference checks. It is anticipated that there will be identical interview questions posed to all of the potential Designers and possibly a specific list of questions for a Designer so that any weaknesses identified in the initial ranking meeting may be corrected or confirmed. References will be checked using the questions created by the SP for all the potential Designers' interviewed.
4. The Town will negotiate the fee based upon manpower type and number of hours estimated for the Pre-Construction Phase, Construction Phase. The Town will require bi-weekly timesheet submissions of hours charged, including rate per hour, signed by the Principal in Charge in a format agreeable to both parties.
5. The Owner will commence fee negotiations with the first-ranked selection.
6. If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.
7. The selected firm will be submitted to the Board of Selectmen for its approval.
8. The selected firm may be asked to participate in a presentation to the Board of Selectmen and/or submit additional documentation, as required by the Board of Selectmen, as part of its approval process.

9. The Owner reserves the right to re-advertise if less than three responses are received, or if fee negotiations fail, or it is deemed to be in the best interest for the Town.

**The following is a tentative schedule of the selection process, subject to change at the Owner's discretion.**

<u>6/26/19-7/10/19</u>	RFQ appears in Central Register of the Commonwealth of Massachusetts and the Marshfield Mariner
<u>6/28/19</u>	RFQ package is available
<u>7/11/19 at 11:00 AM</u>	Informational meeting
<u>7/15/19 at 3:00PM</u>	Last day for questions from Respondents
<u>7/26/19 at 12:00PM</u>	Responses due
<u>8/1/19</u>	Respondents short-listed
<u>8/8/19</u>	Interview short-listed Respondents
<u>8/15/19</u>	Negotiate with selected Respondent
<u>8/26/19</u>	Anticipated execution of contract

The RFQ may be obtained on or after Friday June 28, 2019 from:

Stephen Rusteika, Owner's Project Manager  
PMA Consultants, LLC.  
35 Braintree Hill Office Park, Suite 300  
Braintree, MA 02184  
Srusteika@pmaconsultants.com

Any questions concerning this RFQ must be submitted **by 3:00PM on Monday, July 15, 2019** in writing via email with a follow-up confirmation phone call confirming receipt of any written question to:

Stephen Rusteika, Owner's Project Manager  
PMA Consultants, LLC.  
35 Braintree Hill Office Park, Suite 300  
Braintree, MA 02184  
Srusteika@pmaconsultants.com

Sealed Responses to the RFQ for OPM services must be submitted **no later than 12:00PM on Friday July 26, 2019 and clearly labeled "Designer Services for the Marshfield Police Station"** and delivered to:

Stephen Rusteika, Owner's Project Manager  
PMA Consultants, LLC.  
35 Braintree Hill Office Park, Suite 300

The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

## 6. Requirements for Content of Response

Submit **Seven (7)** hard copies of the response to this RFQ and one electronic version in PDF format on CD or thumb drive. All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required forms in Attachment A;
- Must include all required Attachments and certifications;
- Must include the following information:
  1. Cover letter shall be a maximum of two pages in length and include:
    - a. An acknowledgement of any addendum issued to the RFQ.
    - b. An acknowledgement that the Respondent has read the RFQ. Respondent shall note any exceptions to the R in its cover letter.
    - c. An acknowledgement that the Respondent has read the Contract for Designer Services. Respondent shall note any exceptions to the Contract for Designer Services in its cover letter.
    - d. A description of the Respondent's organization and its history.
    - e. The signature of an individual authorized to negotiate and execute the Contract for Designer Services, in the form that is attached to the RFQ, on behalf of the Respondent.
    - f. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
  2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt." for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its design capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½" x 11" pages, double-sided.**

## 7. Payment Schedule and Fee Explanation

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased Designer fee.

## 8. Other Provisions

### A. Public Record

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

**B. Waiver/Cure of Minor Informalities, Errors and Omissions**

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 Respondents and to take any other measures with respect to this RFQ in any manner necessary.

**C. Communications with the Owner**

The Owner’s Procurement Officer for this RFQ is:

Stephen Rusteika, Owner’s Project Manager  
PMA Consultants, LLC  
35 Braintree Hill Office Park, Suite 300  
Braintree, MA 02184  
srusteika@pmaconsultants.com

Respondents that intend to submit a response are required when communicating with any of the Town’s staff via email and/or written documents to copy in the Town’s Procurement Officer. Verbal communications are not enforceable. In addition, such respondents shall not discuss this RFQ with any of the Owner’s consultants, legal counsel or other advisors.

***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

**D. Costs**

The Owner will not be liable for any costs incurred by any Respondent in preparing a response to this RFQ or for any other costs incurred prior to entering into a Contract with a Designer.

**E. Withdrawn/Irrevocability of Responses**

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

**F. Rejection of Responses, Modification of RFQ**

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner’s best interests to do so. This RFQ does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFQ in part or in its entirety, or to change the RFQ guidelines. A Respondent may not alter the RFQ or its components.

**G. Subcontracting and Joint Ventures**

Respondent’s intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

**H. Validity of Response**

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

## **FURTHER INFORMATION**

***The Owner should include any additional information that is required or that may assist Respondents in responding to the RFQ.***

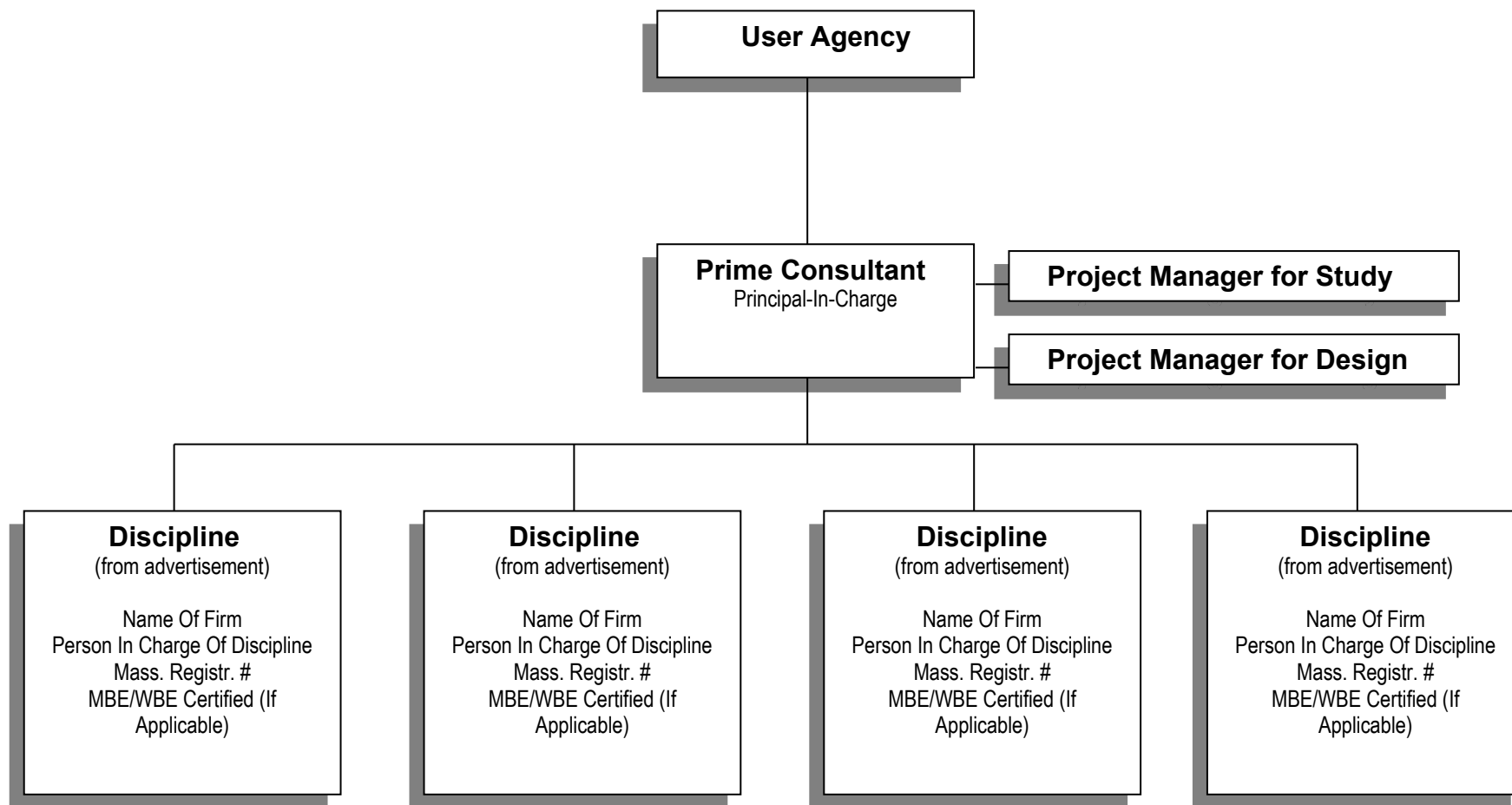
### **ATTACHMENTS:**

Attachment A: Designer Application Form

Attachment B: Required Certifications

<b>Commonwealth of Massachusetts DSB Application Form (Updated July 2016)</b>	1. Project Name/Location for Which Firm is Filing:		2a. DSB #	Item #				
			2b. Mass. State Project #					
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:		3e. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)						
3b. Date Present and Predecessor Firms Were Established:		3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:						
3c. Federal ID #:		3g. Name and Address Of Parent Company, If Any:						
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):   Email Address:  Telephone No: Fax No.:		3h. Check Below If Your Firm Is Either:						
		(1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>						
4. <b>Personnel From Prime Firm Included In Question #3a Above</b> By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):								
Admin. Personnel	_____ ( _____ )	Ecologists	_____ ( _____ )	Licensed Site Profs.	_____ ( _____ )	Other	_____ ( _____ )	
Architects	_____ ( _____ )	Electrical Engrs.	_____ ( _____ )	Mechanical Engrs.	_____ ( _____ )		_____ ( _____ )	
Acoustical Engrs.	_____ ( _____ )	Environmental Engrs.	_____ ( _____ )	Planners: Urban./Reg.	_____ ( _____ )		_____ ( _____ )	
Civil Engrs.	_____ ( _____ )	Fire Protection Engrs.	_____ ( _____ )	Specification Writers	_____ ( _____ )		_____ ( _____ )	
Code Specialists	_____ ( _____ )	Geotech. Engrs.	_____ ( _____ )	Structural Engrs.	_____ ( _____ )		_____ ( _____ )	
Construction	_____ ( _____ )	Industrial Hygienists	_____ ( _____ )	Surveyors	_____ ( _____ )		_____ ( _____ )	
Cost Estimators	_____ ( _____ )	Interior Designers	_____ ( _____ )		_____ ( _____ )		_____ ( _____ )	
Drafters	_____ ( _____ )	Landscape Architects	_____ ( _____ )		_____ ( _____ )	Total	_____ ( _____ )	
5. Has this Joint-Venture previously worked together?					<input type="checkbox"/> Yes		<input type="checkbox"/> No	

6. List **ONLY** Those Prime and Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm and Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/>  WBE <input type="checkbox"/>  SDOVBE <input type="checkbox"/>  VBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/>  WBE <input type="checkbox"/>  SDOVBE <input type="checkbox"/>  VBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):



8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <b>ONLY</b> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.

Sub-Consultant Name:

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

<b># of Total Projects:</b>	<b># of Active Projects:</b>	<b>Total Construction Cost (In Thousands) of Active Projects (excluding studies):</b>
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Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C. *	Project Name, Location and Principal-In-Charge:	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, or Estimated if Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

**Be specific – No Boiler Plate**

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11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
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12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

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13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

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14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

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15. Names Of All Owners (Stocks Or Other Ownership):

Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

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16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By \_\_\_\_\_ Printed Name and Title \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature)

**The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.**

DSB S-CA	Commonwealth of Massachusetts Designer Selection Board <b>SUB-CONSULTANT ACKNOWLEDGMENT</b>
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**Project:** \_\_\_\_\_

**Applicant Designer:** \_\_\_\_\_

**Sub-consultant:** \_\_\_\_\_

**SUB-CONSULTANT ACKNOWLEDGMENT**

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer’s team for the above Project, which is under consideration at the Designer Selection Board.

\_\_\_\_\_  
**Signature of Sub-Consultant Duly Authorized Representative**

\_\_\_\_\_  
**Print Name and Title**

Date \_\_\_\_\_

**It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.**

**ATTACHMENT B**

**CERTIFICATION OF GOOD FAITH & NON-COLLUSION**

The undersigned certifies under pains and penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

**CERTIFICATE OF STATE TAX COMPLIANCE**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature of authorized individual submitting bid/proposal

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Business (if applicable)

\_\_\_\_\_  
Social Security or Federal Tax Identification Number

