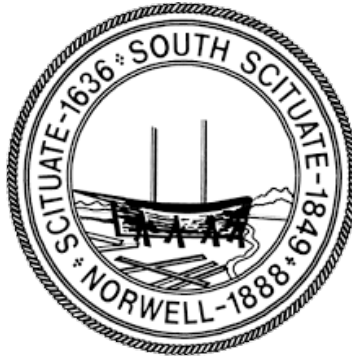


REQUEST FOR QUALIFICATIONS (RFQ) DESIGNER SERVICES



Town of Norwell, MA Town Hall Renovation

Release Date: September 29, 2021

Contact:

Owner's Project Manager	NV5
Name & Title:	Michael Bongiorno, Project Director
E-Mail Address:	michael.bongiorno@nv5.com

Note: If you have not obtained this RFQ directly from Michael Bongiorno, please register with Mr. Bongiorno in order to receive any addenda which may become available, and/or to receive notice of any changes relative to a Qualifications Package submission.

Please request confirmation of your registration. The Town of Norwell will not be responsible for information missed by proposers who have failed to register.

Submission Deadline (Date & Time):

October 28, 2021 at 1:00 PM

Legal Advertisement

TOWN OF NORWELL REQUEST FOR QUALIFICATIONS (RFQ) DESIGNER SERVICES TOWN HALL RENOVATION

The Town of Norwell, pursuant to MGL Ch.7, Sec 44-57, requests qualifications from Massachusetts registered architects or engineers, with a minimum of five years' related experience, for design services related to the renovation & expansion of the Town Hall Building located at 345 Main Street, Norwell, MA 02061. Scope of services include Feasibility and Schematic Design, Design Development, Construction Documentation and Bid & Award, as well as Construction Administration, Closeout and Warranty Period Services for the Project.

Prior studies are contained in the RFQ document. Categories of work include: architecture, civil / landscape, environmental / hazardous materials, permitting, structural, building systems including low voltage, cost estimating, code and specifications consulting services. The estimated cost of construction is \$3.75 M. The Fee for Design Services will be negotiated following selection. Construction to be completed 2022-2023.

The RFQ may be obtained starting September 29, 2021 via <https://www.nv5.com/client-access/project-downloads/k-12/norwell-town-hall-norwell-ma/> or by contacting Michael Bongiorno at michael.bongiorno@nv5.com.

Responses are due no later than 1:00 PM on October 28, 2021 via email to michael.bongiorno@nv5.com.

RFQ & PROJECT HIGHLIGHTS

Awarding Authority:	<i>Town of Norwell, Massachusetts</i>
Project Name:	<i>Norwell Town Hall Renovation</i>
Project Location:	<i>Town of Norwell 345 Main Street Norwell, MA 02061</i>
Project Description:	<i>Architectural Design Services for the renovation of a , a previously converted ~41K SF three-story elementary school used as Norwell's Town Hall</i>
Renovation Cost:	<i>\$3.75 M</i>
Project Duration:	<i>12 Months +/-</i>
Submission Deadline:	<i>Thursday, October 28, 2021 - 1:00 PM</i>
Building Walkthrough	<i>Friday, October 8, 2021 - 10:00 AM</i>
Submission Questions:	<i>Questions due by 1:00 p.m., October 15, 2021 to michael.bongiorni@nv5.com</i>
RFQ Documents:	<i>https://www.nv5.com/client-access/project-downloads/k-12/norwell-town-hall-norwell-ma/ or by emailing michael.bongiorni@nv5.com All qualification packages must be submitted on the forms included in this RFP. Other, supplemental materials may be submitted to allow the owner to make an informed decision.</i>
Submission Contact:	<i>Michael Bongiorni, Project Director - NV5 Town of Norwell 345 Main Street Norwell, MA 02061 978 573 0388 michael.bongiorni@nv5.com</i>
Submission Information:	<i>digitally via michael.bongiorni@nv5.com</i>
Owner's Project Manager:	<i>NV5 70 Fargo Street, Suite 800 Boston, MA 02210</i>
Architect / Designer:	<i>TBD</i>

**TOWN OF NORWELL
REQUEST FOR QUALIFICATIONS (RFQ) FOR
DESIGNER SERVICES
NORWELL TOWN HALL RENOVATION**

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KEY DATES FOR THIS RFQ

Schedule changes are possible. Any changes will be announced via Addenda, which will be posted at <https://www.nv5.com/client-access/project-downloads/k-12/norwell-town-hall-norwell-ma/> and/or e-mailed to all registered proposers.

All potential proposers are required to register with michael.bongiorni@nv5.com.

Publication & Issuance	September 29, 2021
Site Walkthrough	October 8, 2021 – 10:00 AM
RFQ Questions	October 15, 2021
Last Day Addenda will be issued	October 22, 2021
RFQ Responses Due	October 28, 2021 - 1:00 PM
Respondents short-listed	November 3, 2021 (No later than)
Interviews with Short-Listed Respondents	Week of November 8, 2021
Negotiate Fee & Contract Award	Week of November 15, 2021

1. GENERAL INVITATION

The **Town of Norwell** (“Owner”) is seeking the services of a qualified “Designer” within the meaning of M.G.L. Chapter 7C, Section 44 to provide professional design and construction administration services for the Town Hall Renovation Project in Norwell, Massachusetts. Selection of a Designer will be made by the Town Hall Renovation Designer Selection Committee, in accordance with the Town’s Designer Selection procedures.

The Owner is seeking design services for all phases of the project: Feasibility and Schematic Design, Design Development, Documentation, as well as Bidding and Construction Administration, Final Close-out, and Warranty Services. Design work will build on the feasibility study conducted by the Town in 2019. Please refer to Exhibits 1-6). The project will include an extensive renovation of the existing facility.

The estimated construction cost for the Project is \$3.75 M, with a Total Project Budget of \$5.05M. The Fee for Design Services will be negotiated following selection.

2. BACKGROUND

The building at 345 Main Street was originally built in 1950, and was used as an elementary school. In 1984, its use was converted to municipal offices. In 2019, the Town began planning Town Hall Renovations, with the goal of improving the functionality of the building as a Town administration building. These improvements include mechanical systems upgrades, the creation of additional meeting space, and the reconfiguration of several departments. The initial concept was comprised of four phases, and included a lobby/elevator addition. Exhibits 1 & 2, attached to this RFQ, contain a narrative description of the REDUCED renovation concept along with floor plans. Exhibits 3 and 4 detail Hazardous Materials and MEP Systems Assessments performed on the building. *(Further study work, included as Exhibits 5 & 6, contain the narrative description of the original, more extensive renovation and a cost estimate.)*

The number of phases, if even required, to accomplish the Town Hall Renovation will be decided by the Town in collaboration with the Owners’ Project Manager, NV5, and Designer (once selected), in accordance with the best interests of the Town, operations, and available funding. Currently, the overall concept is a reduced renovation scheme condensed into one phase. Again, this will be discussed and decided along with the Working Group once all members of the project team are brought on board.

3. GOALS

The primary goal of this project is to increase the functionality, safety, and accessibility of the building as a Town Hall to the extent possible within the allowable budget. The Town is especially eager to open access to and program the building’s third level. This will require asbestos removal on the third level, as well as the installation of an elevator. Other improvements will include systems upgrades including HVAC, plumbing, and electrical upgrades, as well as window replacements and some façade repairs.

4. SCOPE OF SERVICES

Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services and this RFQ including all investigative work (to the extent provided for in the Contract), schematic design, design work, preparation of construction documents, bidding period administration (including distribution of plans to prospective bidders), construction administration, and other related work reasonably inferred in the opinion of the Owner as being necessary to meet the project's stated scope and goals.

This RFQ will be appended to and become part of the Contract for Designer Services. Any Designer selected as a result of this RFQ will be required to execute the Contract for Designer Services and applicable amendment that are attached hereto.

Basic Services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, architecture, civil/environmental permitting, mechanical, electrical, plumbing, fire protection, structural, site planning, energy evaluations, detailed cost estimates; preparation of construction documents; bidding and administering the Construction Contract Documents and other design and consulting services incidental and required to fulfill the project goals. Please refer to the Contract for a complete summary of Basic Services.

Feasibility - The Designer shall review previous studies, plans, and cost estimates, and make recommendations to the Owner with regard to cost-effective ways to meet the program needs they have previously developed within the Total Budget established for the project. The Designer shall provide drawings as required to demonstrate any alternative layouts for the building. The Designer shall make a recommendation to the Owner of the preferred alternative that will be advanced to Schematic Design.

The Schematic Design shall include, but not be limited to, a site development plan, any additional environmental assessment required, geotechnical analysis (if required), code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, outline specifications, cost estimates, project schedule, and proposed project budget (within available funds of \$3.75 Million).

Design Development, Construction Documentation, Bidding Construction Administration, Closeout, and Warranty Services, are fully described in the Contract for Designer Services and the Scope of Services, copies of which are attached hereto and incorporated herein by reference (Attachments A & B).

5. FEES

The Architectural fee for the project will be negotiated following selection of the design firm. Extra and reimbursable expenses are defined in Sections 6 and 7 of the Contract in Attachment A.

6. PROJECT SCHEDULE

Scheduling will be a crucial element of the project. Bidding will take place in early spring with the current plan being to receive and review all bids prior to Spring Town Meeting in May 2021. Construction will run for just about a year depending on final phasing.

Work under this RFQ is divided into the Project Phases as listed in Section 4 of the Contract as amended and as may be augmented in this RFQ. Each Project Phase will consist of one or more required submissions, and may include site visits, meetings with the Owner, Owner's Project Manager, and other tasks as described.

The dates listed below are estimates only. Actual dates may vary depending upon the agreed upon solution, the extent of required document revisions, the time required for regulatory approvals, occurrences beyond the Designer or Town's control such as the current pandemic, and the construction contractor's performance. Such variances will not, in and of themselves, constitute a justification for an increased Fee for Basic Services.

<u>Milestone</u>	<u>Projected Date</u>
Designer Contract Executed	Early November 2021
Feasibility & Schematic Design	November 2021 – January 2021
Design Documentation & Bidding	January 2021 – April 2023
Construction Start	June 2022

7. MINIMUM QUALIFICATIONS

Selection will be made by the Town of Norwell in accordance with the Town's Designer Selection Procedures, attached hereto as Attachment E. The Respondent must certify in its cover letter that it meets the following minimum requirement. Any Respondent that fails to include such certification in its response, demonstrating that this criteria has been met, will be rejected without further consideration. To be eligible for selection, the Designer must meet the following qualification:

Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered architect or engineer responsible for and being in control of the services to be provided pursuant to the Contract.

- (i) if an individual, the individual is a registered architect or engineer;
- (ii) if a partnership, a majority of all the partners are persons who are registered architects or engineers;
- (iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of the directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, or engineers, and the person to have the project in his or her charge is registered in the discipline required for the project;
- (iv) if a joint venture, each joint venture firm satisfies the requirements of this section:
- (v) have at least five years' experience in the design and oversight of similar projects.

8. SELECTION CRITERIA

In evaluating qualifications packages, the Owner and Designer Selection Panel (DSP) will consider the members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work: The firm's and / or individual's name and professional registration or license number, as applicable, must be listed in the application for each category of work. Failure of an Applicant to list a team member may result in elimination of the Applicant for consideration by the DSP.

- 1. Architecture**
- 2. Civil Engineering & Landscape**
- 3. Environmental / Hazardous Materials**
- 4. Structural Engineering**
- 5. Building Systems – Mechanical, Electrical, (Including Lighting, Security, Audio-Visual, and Network), and Fire Protection Engineering**
- 6. Cost Estimating**
- 7. Code**
- 8. Specifications Consultant (If applicable)**

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).

The members of the team for each of the categories of work listed above must be identified including the firm's name, individual's name and professional registration or license number, as applicable. Failure to address each category may result in the elimination of the applicant from consideration on this project.

Applicants should not list any consultants other than those for the categories of work listed above.

The Owner and Designer Selection Panel (DSP) will consider the following additional criteria in evaluating Qualifications Packages:

1. Prior similar experience best illustrating current qualifications for the specific project.
2. Past performance of the firm, if any with regard to public and private, projects across the Commonwealth, with respect to:
 - a. Quality of project design.
 - b. Quality, clarity, completeness and accuracy of plans and contract documents.
 - c. Ability to meet established program requirements within allotted budget.
 - d. Ability to meet schedules including submission of design and contract documents, processing of RFI, submittals, and change orders.
 - e. Coordination and management of consultants.
 - f. Working relationship with contractors, subcontractors, local awarding authority and local officials.

8. SELECTION CRITERIA (CONTINUED)

3. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
4. The identity and qualifications of the consultants who will work on the project.
5. The financial stability of the firm.
6. The qualifications of the personnel to be assigned to the project.
7. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
8. Evidence of thorough knowledge of Massachusetts Public Construction Procurement laws, as evidenced by MCPPO classes taken and current MCPPO certifications held by key members of the project team.

9. QUALIFICATIONS PACKAGE REQUIREMENTS

Persons or firms interested in applying must meet the following requirements:

1. Qualifications Packages must be e-mailed to michael.bongiorni@nv5.com on or before the date and time listed at the front end of this RFQ.
2. The subject line of the e-mail shall read: "Norwell Town Hall Reno_Designer RFQ Response_'Name of firm'".
3. The body of the e-mail shall include a list of the attachments, and a request for confirmation of receipt. No other information may be included in the body of the e-mail.
4. There should be four attachments to the email, none greater than 10 MB in size, and all in pdf format:
 - a. Cover letter (see below for contents), followed by current MCPPO certifications for any team members possessing such certifications;
 - b. "[Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction \(Updated July 2016\)](#)" as developed by the Designer Selection Board of the Commonwealth of Massachusetts (Attachment C);
 - c. Additional Information as described in Item #10 of the Standard Designer Application Form, with page limits as described. ; and
 - d. Four Certifications (see Attachment D to this RFQ).
5. Cover Letter: Qualifications Packages must include a concise cover letter that is a maximum of two pages in length. The cover letter must include the certification as noted in this RFQ. The cover letter must include a statement that the applicant has read the Contract for Designer Services and Scope of Services.

5. Cover Letter (Continued)

Substantial changes in contract terms will not be allowed after the date for questions (see Key Dates for RFQ) has passed. The cover letter must also include an acknowledgement of any addenda to this RFQ, issued by the Town of Norwell.

6. Owing to potential transmission problems, SPAM filters and the like, proposers are urged to submit their Qualifications Package prior to the deadline. (A test email is welcomed from respondents who plan to submit a package.) A confirmation of receipt will be sent within two hours for responses received during normal business hours (8am – 5pm). Receipt confirmation for Qualifications Packages received outside of normal business hours will be sent as soon as possible the next morning. **The Town is unable to accept Qualifications Packages arriving after the deadline**

10. ADDITIONAL INFORMATION

1. QUESTIONS

All questions regarding this RFQ should be addressed exclusively in writing via email to Michael Bongiorno, OPM at michael.bongiorno@nv5.com. Questions directed to any other person may result in Qualifications Package rejection.

2. ON-SITE MEETING

There will be a site visit meeting at the time and date listed at the beginning of this RFQ which will allow respondents a chance to take look at the existing facility. Please meet at the front of the Town Hall in the main entrance.

3. WITHDRAWAL

Applicants may withdraw a Qualifications Package as long as the written request to withdraw is received by the Owner's Project Manager / Owner prior to the time and date of the due date and time.

4. 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.

5. 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 to serve the best interest of the Owner and its beneficiaries.

6. 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.

7. CONTRACT AND INSURANCE

The successful DESIGNER must execute a contract and provide insurance documentation within five (5) business days of a Notice of Award. The contract will be in the form as shown in Attachments A & B to this RFQ, and includes a scope of Services. **Substantial changes in contract terms and scope will not be allowed after the last day for questions to the Procurement Specialist (see Key Dates for this RFQ.)** If the successful DESIGNER fails to execute a contract within five (5) business days of a Notice of Award, the TOWN may by option determine that the DESIGNER has abandoned the contract and award the contract or begin negotiations with the next highest ranked DESIGNER. DESIGNERS should pay careful attention to **Insurance Requirements**, which are listed in the Sample contract. Please note that all members of a joint venture and any sub-consultants will be required to meet the same obligations with regard to insurance, including the obligation to provide a certificate of insurance (with endorsements) within five days of a Notice of Award.

EXHIBITS:

1. Reduced Program and Scope Description, NV5, September 16, 2021
2. Reduced Concept Floor Plans, NV5 September 16, 2021
3. Asbestos & Hazardous Materials Inspection, FLI Environmental, July 20, 2019
4. MEP/FP Systems Assessment: Vlachos Associates, Inc., August 7, 2019
5. Original Program Description: Forte Architecture, July 31, 2019
6. Original Town Hall Cost Estimate: PM&C LLC, July 31, 2019

ATTACHMENTS:

- A. Attachment A: Contract for Designer Services
- B. Attachment B: Scope of Services
- C. Attachment C: Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)
- D. Attachment D: Certifications (Authorization, Non-Collusion, Tax Compliance, Designer Certifications)
- E. Attachment E: Town of Norwell Designer Selection Procedures

End of Request for Designer Qualifications