



TOWN OF TRURO
24 Town Hall Road, P.O. Box 2030
Truro, MA 02666

REQUEST FOR PROPOSALS FOR

Space Planning for Truro Resilience Hub or Hubs

Pursuant to Massachusetts General Laws, c. 7C, § 44-58, Designer Selection Law

This Request for Proposals (RFP) has been issued pursuant to Massachusetts General Law Chapter c. 7C section 44-58, Uniform Procurement Act, under the designer selection law. All stages of the selection process will be governed by that Act. The RFP and related information may be obtained beginning January 22, 2026 by going to our bid and proposals website at <https://www.truro-ma.gov/home/pages/bids-proposals> or by contacting Chris Palmer, Climate Action Coordinator, Town of Truro, at cpalmer@truro-ma.gov

The Town of Truro publishes its solicitations, attachments and addenda online. These are available for viewing and download at the following address:

<https://www.truro-ma.gov/home/pages/bids-proposals>

Town of Truro
24 Town Hall Road, P.O. Box 2030
Truro, MA 02666

Notice of Request for Proposals

Space Planning for Truro Rural Resilience Hub or Hubs

Background

The Town of Truro seeks proposals from qualified architects, engineers, or developers with experience in the space planning, design, and construction of Town financed and owned resilience hubs.

The potential hubs are existing community-owned facilities -- the elementary school located at 317 Route 6 and the public library & the community center located together at 7 Standish Way -- that the Town would like to determine if they could be upgraded to support residents, coordinate communication, distribute resources, and reduce carbon pollution while enhancing quality of life for all Truro residents. The Hubs will have two main functions:

1. For storm events and other climate/non-climate related emergencies and their aftermath and recovery, the Hubs serve as an emergency shelter, provide uninterrupted telecommunications and renewable energy, food and water, emergency medical services, and other needs.
2. In the time outside of an emergency disruption, the Hubs create everyday resiliency for local and vulnerable residents, by working towards community cohesion, social equity, economic stability, and environmental sustainability.

Proposals must include a description and location of the proposed Hub, demonstrate compliance with laws and regulations, give examples of previous associated work, preliminary design samples, and project timelines. Space planning work shall also consist of four overlapping phases that are to be completed by June 30, 2026, in order to fulfil the requirements of a grant from the Commonwealth:

1. **Examine two resilience hub candidate sites and issue an opinion on the feasibility of each site**
 - Truro Central School, 317 Rt 6 and Truro Community Center/Library, 7 Standish Way.
2. **Engage with town officials and Truro's public engagement process:**
 - Discuss the project as needed with town staff
 - Attend the Steering Committee's monthly meetings (remote participation is fine)
 - Attend two Truro community forums (in person)
 - Provide input into the Truro resilience hub survey and consider its results

3. **Conduct programming and space planning for the hub or hubs**

- Building on the feasibility study and town and steering committee direction, consider whether narrowing the decision path to one site can meet all program needs, including a dependable emergency shelter with water and power.
- Consider precedents from relevant emergency shelters to resilience hubs.
- Provide programming and space planning analysis under both:
 - Storm events, and,
 - other climate or non-climate emergencies and their aftermath, particularly a breakdown in food and medical supply chains.
- Address the needs of those with disabilities, housebound, and those with trauma.
- Include applicable generalized cost estimates.

4. **Assess green infrastructure opportunities to support the hub(s)**

- Make the resilience hub attractive and comfortable.
- Provide outdoor space to support the hub.
- Offer nature-based solutions for lighting, stormwater, and cooling needs.
- Include generalized applicable cost estimates.
- Assess Mechanical systems, solar photovoltaic potential, and battery storage potential with cost estimates.

Budget taskings are funded by a grant:

The maximum available budget, including all change orders, is \$78,000, as follows:

- | | |
|--|-----------------------------|
| • Community and committee engagement | included in all other tasks |
| • Two site feasibility study | \$19,000 |
| • Programmatic and space planning | \$29,000 |
| • Green infrastructure | \$15,000 |
| • Mechanical, solar, battery, and resilience | \$15,000 |

This is a performance contract, and each component shall be invoiced and payable (45 days net) as a flat fee upon the successful completion and Town acceptance of that component.

Information about the Town of Truro

Truro is a very narrow, exposed, rural, coastal community, 1.6 miles wide at its narrowest. It is bounded by the Atlantic Ocean to the east, Cape Cod Bay to the west and Provincetown to the North. In a large storm, Truro is one of the most vulnerable communities in Massachusetts and can be cut off from resources needed for daily life. It also has one of the oldest populations in Massachusetts, often with mobility impairments and medical needs that require resources. This combination can be deadly, especially for under-resourced residents. The Town also has an income-based Environmental Justice population and as well as a significant minority (heavily Jamaican) population.

Truro has no emergency shelter and no health care facility. The nearest official evacuation shelters are 10 to 16 miles away in Eastham, or 3 to 8 miles away in Provincetown. Both can be cut off during a storm event. Limited emergency health care is available in Wellfleet and Provincetown at Outer Cape Health Services (OCHS) and the closest hospital is in Hyannis, 39 miles away. Access to any of these health service providers depends on Route 6, the only major road connecting Truro to other towns in both directions, being passable. In a major storm event or climate emergency, that may not be the case.

Truro and other towns on the Outer Cape are vulnerable to climate impacts, including flooding and coastal erosion from sea level rise, storm surge, and more intense rainfall events; heat waves and increased wildfire potential; air pollution events from fires elsewhere; electrical service interruption from local or regional transmission interruptions; water quality and quantity degradation from saltwater incursion due to storm surge and other factors.

These impacts are felt now but will be greatly intensified looking ahead 50 years to 2075. The need for Resilience Hubs will grow over the decades, but a direct hurricane hit could come at any time, and is a question of when, not if.

In addition to climate, Truro has other unique challenges. Being a small and rural community means a lack of local services, with most services an hour's drive away in Hyannis with very limited public transportation. Being a seasonal community brings with it a housing crisis and wealth disparity, both visible and invisible. These social determinants of health add to Truro's vulnerability, and the worsening climate crisis is set to exacerbate our local issues.

The two proposed Hubs explicitly build resilience in Truro in three modes of operation:

1. **Everyday.** At its core, Resilience Hub(s) serves as a central point to design and implement a strategy to address root causes of vulnerability and help the community thrive. In addition, the Resilience Hub can deliver preparedness messaging to the communities the Hub serves, and site leaders can work with trusted community leaders to disseminate information and facilitate stronger community ties before disruption.
2. **Disruption.** A community's Resilience Hub can be the central point for gathering, assessing impact, sharing stories, assembling information, accessing resources, and spearheading response. Ideally, residents, businesses, and organizations will collectively manage the Hub including both internal and external communications.

3. **Recovery.** A hub can play a critical role in post-disruption recovery and ongoing communications needs. For resilient communications, the site can remain a central point for gathering, sharing information, and accessing resources. Hubs can also provide space for additional experts, aid organizations, volunteers, and support networks to gather and better understand and help meet community needs.

Having two Resilience Hubs, given the public facilities that already exist in Truro, may be less expensive to develop and better serve our population than having just one Hub. Our two existing facilities that we are exploring for Hubs, the Community Center/Library and the School, each have some available space, capacity on their mechanical systems, and existing staff who can, with small capital investments, serve Resilience Hub needs. Expanding either site into a single Resilience Hub would require a greater facility expansion need and increase the overall capital cost. This provides the additional benefit of having Hubs closer to our population, some of whom don't have access to cars, especially during emergencies, and provides the best access to trusted spaces (e.g., the school for parents with school-age children).

I. Minimum Qualifications

In order to be eligible for selection, each Respondent must certify in its cover letter that it meets the minimum requirements detailed below. Any response that fails to include such certification in its response demonstrating that these criteria have been met will be rejected without further consideration.

1. Each response shall be accompanied by a completed Design Selection Board (DSB) Application, a copy of which is attached hereto.
2. Responses shall be signed as follows: (1) if the respondent is an individual, by her/him personally; (2) if the respondent is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the respondent is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
3. Each Respondent must designate an individual who will serve as the Project Director and Project Manager.
4. Both the Project Director and Project Manager shall be registered by the Commonwealth of Massachusetts as an architect or professional engineer and have at least eight (8) years of experience in the construction and supervision of construction and design of public buildings, or; if not registered as an architect or professional engineer, they must have at least ten (10) years' experience in the construction and supervision of construction and design of public buildings.
5. A thorough knowledge of the Massachusetts State Building Code, Stretch Code, Specialized Code, and the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities Act.
6. A thorough knowledge of all Massachusetts public bid laws, including without limitation, M.G.L. Chapter 149, Section 44A-M.
7. Prior experience acting as design consultant construction projects of similar size and scope.

8. Financial and operational ability to perform project management services on the project within established budget limits and time schedules.
9. Familiarity and/or experience relating to “green” construction, energy efficiency and generation, and grant sources for same.
10. Not be debarred under M.G.L. c.149, §44C or disqualified under M.G.L. c.7C, §47.
11. Documentation of such experiences must be included in the response.
12. If not included in the DSB Application, the following must be included in or accompany the cover letter:
 - a. certification that the applicant legal entity, if applying to perform design services other than preparation of studies, surveys, soil testing, cost estimates or programs, is a designer, interior designer or construction manager as defined in subsection (b) of section 44 of chapter 7C of the General Laws.
 - b. the names and addresses of all partners, if a partnership, of all officers, directors and all persons with an ownership interest of more than 5 per cent in the applicant if not a partnership.
 - c. the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect or engineer.
 - d. a list of all projects for all public agencies within the commonwealth for which the applicant has performed or has entered into a contract to perform design services within the 5-year period immediately preceding the filing of the information required in this section.
 - e. a list of all current projects for which the applicant is performing or is under contract to perform any design services; and
 - f. If the applicant is a joint venture, the information required in this section shall be required for each joint venturer, as well as for the joint venture itself.

II. Evaluation Criteria

Responses that meet the minimum qualifications above must demonstrate satisfaction of the following criteria:

1. Proposed approach to this project which will minimize project management costs while assuring high quality standards of performance in meeting Building Committee and Town goals and objectives for completion of a well-designed building within budget and schedule and giving maximum value for money.
2. Prior Similar Experience
 - a. Documented experience by the firm and key personnel on similar type and size projects in the last five (5) years.
 - b. Documented experiences by the firm and key personnel on public facility projects and construction projects in Massachusetts.
 - c. Provide contact information for these projects as possible references.

3. Past Performance on Public and Private Projects
 - a. Documented successful performance on previous projects of similar cost, size, and trades.
 - b. Documented and demonstrated knowledge of the MA State Building Code and all pertinent codes and regulation related to successful and timely completion of the projects.
 - c. Demonstrated knowledge of MA Procurement and Public Construction laws (MCPPO certification preferred).
4. Financial Stability
 - a. Documentation that the firm has the financial resources and stability to undertake a project of this scope and size in conjunction with any other current projects.
5. Demonstrated Capacity and Resources to Undertake a Project of this Magnitude
 - a. Documentation that the firm has sufficient staff and capacity to undertake this project on the identified schedule in conjunction with any other current projects on which they are working.
 - b. Identify current workload of staff assigned to the project.
 - c. Documented and verifiable evidence of meeting timelines for public facility construction projects.
6. Identity and Qualifications of Consultants Who Will Work with the Applicant on the Project
 - a. Documentation that all consultants have the required registrations and licenses.
 - b. Documentation of experience by any/all consultants on projects of a similar size and cost.

III. 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 sections 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 evaluation criteria set forth above.
2. **Advantageous:** That submission which meets or exceeds a majority of the evaluation criteria. 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 clearly does not meet a majority of the evaluation criteria.

The Town of Truro reserves the right to reject any proposal or all proposals. The Town may or may not, within its sole discretion, seek additional information from Respondents. This RFP, any addenda issued, and the selected Respondent's response, will become part of the contract executed. 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 Town.

IV. FEE

The Town Manager will negotiate a fee with the selected Consultant. If unable to negotiate a contract with the first-ranked selection within 30 days, the Town will then commence negotiation with the second-ranked selection and so on, until a contract is successfully negotiated and approved by the Town.

The Town reserves the right to re-advertise if a fee and/or final scope of work cannot be negotiated with one of the top three ranked firms. The negotiated fee will include all expenses, direct and indirect, related to this project.

A final cost estimate will not, in and of itself, constitute a justification for an increased fee.

V. SUBMISSION DEADLINE AND INSTRUCTIONS

Sealed submissions shall include one (1) signed original and five (5) copies and must be received no later than February 24, 2026, at 2:00 PM at the Town of Truro first floor administration offices, 24 Town Hall Road., P.O. Box 2030, Truro MA 02666. Responses submitted by electronic mail will not be considered. Responses will only be accepted if sent by certified mail (return receipt requested), Federal Express or similar, or delivered by hand between the hours of 8:00 am and 2:00 pm, Monday through Friday, excluding 12:00 noon to 1:00 pm, and in either case must be sealed and marked:

Town of Truro

RFP – Space Planning for Truro Resilience Hubs or Hub

Applicants must also execute and include in the sealed submission the Town of Truro Certificate of Corporate Authority, Certificate of Non-Collusion, Conflict of Interest Statement, Certificate of Tax Compliance, Truth-in-Negotiations Certificate, and a DSB Application (copies of which are attached) and acknowledgement of any addenda, if applicable.

VI. QUESTIONS, ADDENDUM, OR MODIFICATION

Questions concerning this RFP must be submitted in writing to: cpalmer@truro-ma.gov. Only inquiries received ten (10) or more days prior (02/24/26) to the submittal deadline will be considered. Written responses will be posted on the Town website 9 days prior to the submittal deadline.

An applicant may correct, modify, or withdraw a response by written notice received by the Town prior to the opening of responses. Modifications must be submitted in a sealed envelope clearly labeled “**Modification No. ____ for RFP– Space Planning for Truro Resilience Hubs or Hub.**” Each modification must be numbered in sequence and must reference the RFP.

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

VII. ADDITIONAL INFORMATION

1. The Town is an EOE employer and encourages responses to RFPs from Massachusetts certified minority and women-owned businesses.

2. The Town reserves the right to reject any response which, in its judgment, fails to meet the requirements of the RFP; or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or which contains errors; or if determined to be in the best interest of the Town to do so.
3. The Town may cancel this RFP, in whole or in part, at any time whenever such act is deemed in the best interest of the Town.
4. The Town reserves the right to waive minor discrepancies or informalities.
5. No inquiries about this RFP will be entertained after the deadline set forth above for the submission of questions.
6. All responses and information submitted in response to this RFP are subject to the Massachusetts Public Records Law, M.G.L. c.66, sec 10 and c. 4, section 7(26). Any statements included in responses that are inconsistent with the provisions of such law shall be disregarded and the remainder of the response shall be considered.
7. A Respondent may withdraw or modify their proposal prior to the deadline for receipt of responses, as set forth above. All proposals submitted must remain valid for 90 days following RFP deadline.
8. The Owner is not responsible for, and will not pay for, any costs incurred in preparing a Response to the RFP, interviewing for the project, negotiating a contract for the project, or any other costs incurred prior to entering a contract with the contractor.

IIIV. AWARD

This is not a price competition, but rather the Town's decision will be based upon qualifications and experience of respondents. The Town may schedule interviews with three, or more, highest scoring firms or individuals. The Town will rank the finalists based on consideration of the submission requirements, the evaluation criteria, and the interview (if applicable).

All proposals submitted in response to this RFP shall remain valid for ninety (90) days following the opening of responses. The contract will be awarded within (90) days after such opening. The time for award may be extended for up to 45 additional days by mutual agreement.

The Town will evaluate responses and rank the top three respondents and will enter negotiations with the highest-ranked Respondent. If such negotiations are unsuccessful after a negotiation period of 30 days, the Town may enter negotiations with the second highest ranked Respondent and may repeat that process with the next highest-scoring Respondent until successful. Upon successful negotiation, the Town will incorporate into its Standard Contract appropriate specifics for this project and submit the contract to the selected Respondent for execution. In the event that the selected Respondent fails, neglects or refuses to execute the contract within a specified number of days after receiving the Contract from the Town, the Town may terminate the award of the contract and negotiate with the next top-ranked respondent, or terminate this procurement. If negotiations with one or more of the Respondents prove unsuccessful, the Town may reject all responses and may choose to re-advertise if deemed in the best interests of the Town to do so.

**TOWN OF TRURO, MASSACHUSETTS
CERTIFICATE OF CORPORATE AUTHORITY**

The principal, officer, or person to sign below pledges under penalties of perjury, that he or she has been designated by the Owner(s) or the Board of Directors of the below named firm as an authorized representative.

Date: _____

Signature of individual submitting bid or proposal: _____

Printed Name of Person signing the bid or proposal: _____

Title of Person signing the bid or proposal: _____

Name of Business: _____

Business Address: _____

Business Phone: _____

MUST BE SIGNED AND RETURNED WITH RESPONSE

**TOWN OF TRURO, MASSACHUSETTS
CERTIFICATE OF NON-COLLUSION**

The undersigned hereby certifies under the penalties of perjury that its 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.

Authorized Signature_____

Printed Name_____

Title_____

Company Name_____

Company Address_____ Zip Code_____

Telephone #_____

Date_____

**TOWN OF TRURO, MASSACHUSETTS
CONFLICT OF INTEREST AND
FINANCIAL STATEMENT CERTIFICATION**

The applicant hereby certifies that:

1. The applicant has not given, offered, or agreed to give any person, corporation or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services.
2. No Consultant to, or subcontractor for the undersigned has given, offered, or agreed to any gift, contribution, or offer of employment to the undersigned, or to any other person(s), corporation, or entity as an inducement for, or in connection with, the award of the consultant or subcontractor of a contract by the undersigned.
3. That no person(s), corporation, or other entity, other than a bona-fide full-time employee of the undersigned has been retained or hired to solicit for/or in any way assist the undersigned in obtaining the contract for services upon an agreement or understanding that such person(s), corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the undersigned.
4. (for services contracts that exceed \$30,000 and the estimated cost of construction exceeds \$300,000)
That the undersigned has internal accounting controls as required by M.G.L. c.30, § 39R(c) and that the undersigned has filed and will continue to file an audited financial statement as required by M.G.L. c.30, § 39R(d).

Name of Applicant: _____

Address: _____

By: _____ Title: _____

Printed: _____

Date: _____

**TOWN OF TRURO, MASSACHUSETTS
CERTIFICATE OF TAX COMPLIANCE**

Tax Certification

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Chapter 151A, Section 19A, the undersigned business certifies under penalty of perjury that, the business is in compliance with all the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

** Signature of Individual

Federal Taxpayer ID #

By: _____ Date: _____

Corporate Officer

* The provision in the Attestation of relating to child support applies only when the contractor is an individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

**TOWN OF TRURO, MASSACHUSETTS
TRUTH-IN-NEGOTIATIONS CERTIFICATE**

The undersigned business hereby certifies under penalties of perjury that:

(i) the wage rates and other costs used to support the consultant's compensation in negotiations are accurate, complete and current at the time of contracting; and

(ii) the original contract price and any additions to the contract may be adjusted within 1 year of completion of the contract to exclude any significant amounts if the Town determines that the project manager's fee was increased by such amounts due to inaccurate, incomplete or noncurrent wage rates or other costs.

Name of business: _____

Address: _____

By: _____ Title: _____

Printed: _____

Date: _____