

**Request for Qualifications
Designer Services for
Truro DPW Feasibility Study**

I. General Scope of Work

Pursuant to G.L. c. 7C, s 44-58 the Town of Truro (“Town”) is requesting designers to submit applications stating their qualifications to provide designer services in connection with the following project: To perform a feasibility study to determine a new site location and requirements for a new Department of Public Works Facility.

Submittals will be accepted until 2:00 PM. EST on Thursday, June 14, 2018 at the offices of the Town Manager, 24 Town Hall Rd, Truro, MA 02666. Six (6) copies of the application must be submitted in a sealed envelope marked “Designer Services for Truro DPW Feasibility Study.” All written applications will be evaluated and a short list of finalists will be developed. The finalists will be interviewed and a final selection made after the completion of the interview process.

The successful firm to this RFQ will be required to furnish the necessary personnel, materials, services, equipment, facilities (except as otherwise specified herein) to perform evaluations and additional efforts as specified in the detailed Scope of Services issued hereunder as Attachment 1 for design services for the Town.

Questions concerning this RFQ must be submitted in writing to: Jarrod Cabral, Department of Public Works Director, Truro, MA 02666, email: jcabral@truro-ma.gov before 2:00 PM, Tuesday, Jun 12, 2018. Questions may be emailed. Written responses will be emailed, to all bidders on record as having requested the RFQ. The selection process is governed by MGL Ch. 7C, § 49(a).

The minimum qualifications and comparative evaluation criteria are set forth below. Each applicant must be an architect registered in Massachusetts and must have experience in the design of Department of Public Works Facilities.

The Town will evaluate all applications submitted, eliminate any applications that do not meet the Minimum Criteria, develop a ‘short list’ of approximately three applicants, and schedule interviews with those applicants. The contract will be awarded in accordance with the Designer Selection Statute. The Designer’s fee will be negotiated. The Designer will execute a CONTRACT prepared by Town Counsel as attached in Attachment 2. The Designer will also be required to execute a Certificate of Non-Collusion and Certificate of Tax Compliance and to submit a completed DCAMM Standard Designer Application Form, all as required by law.

II. Project Background

The Town of Truro seeks to accomplish a feasibility study to determine a new location and new facility for the Department of Public Works. The proposer must clearly demonstrate an understanding of the local community and its partners, (National Park Service, Department of Transportation, and Department of Environmental Protection). The existing Department of Public Works facility is located at 17 Town Hall Road, Truro. The facility includes office, garage, and storage space, as well as a salt barn. Current issues with the existing facility including size, space, and layout at it impacts

operations. Knowledge of the facility is critical to an effectively determine the needs of the Department of Public Works. This RFQ seeks professional engineering and or architectural services to properly and thoroughly identify needs which will impact the mission of the municipal operations housed in the Department of Public Works.

III. Scope of Services

A detailed Scope of Services is included as part of this RFQ as Appendix 1.

The Designer will perform the following services in connection with the Project:

- Provide a program for the Department of Public Works Facility
- Provide an evaluation of the Department of Public Works Facility and related building systems, and potential sites.
- Provide a concept plan for the project based on site selection.
- Provide estimate of construction costs.

VI. Minimum Qualifications of Designer

The Designer must meet the following minimum qualifications:

1. Demonstrate a minimum of five years experience in the design of public buildings in Massachusetts. With a general understanding of the local environment, and relationships with the National Seashore, Department of Transportation and Department of Environmental Protection.
2. Completed the full architectural design of a minimum of (3) Department of Public Works Facilities in the past ten (10) years, including one (1) designed and constructed within the past five (5) years for which the designer served as construction manager.
3. Possess knowledge of and experience in legal requirements of Massachusetts public building projects.
4. Possess all necessary current licenses and registrations to qualify under Massachusetts law to perform the function of the designer of the project.
5. Provide evidence of insurance for general liability (\$2 million combined single limit), automobile (\$2 million combined single limit), worker's compensation (statutory) and professional services liability (\$2 million minimum.).

VII. Requirements for Application

Responding Designers are to address each of the following requirements in a clearly labeled section of their response and in the same order.

1. Name and address of applicant.
2. Brief resume of principals and of the staff to be assigned to the Project.
3. List of projects which would best illustrate qualifications for the Project. References must be included.
4. Names of engineers and other consultants that will be used for the Project.
5. Statement of the scope and type of services proposed for Project.

6. Work plan and schedule which reflects timetable for completion of Project.
7. Statement of any legal or administrative proceedings pending or concluded adversely to the applicant within the past five (5) years which relate to the applicant's performance of this type of work.
8. Appropriate certificates of insurance.

VIII. Evaluation Process

- A. All statements of qualifications shall be received and evaluated in conformance with the requirements of MGL Chapter 7C Sections 44-57.
- B. The Procurement Officer shall review each "Statement of Qualifications" to determine whether it meets the minimum requirements as set forth in the RFQ. Any application which fails to meet any of the minimum qualifications will be rejected as non-responsive. The Procurement Officer shall state in writing his reasons for disqualifying any designer.
- C. After evaluating the minimum requirements, remaining designers shall be evaluated based solely on the comparative evaluation criteria specified in this RFQ (Shown in Appendix 2).
- D. In analyzing responses to the evaluative criteria, the Town shall consider the qualifications of the designer as the sole determining factors in the determination of the designer, and make any investigations deemed relevant to the selection process. The minimum criteria shall be compliance with specifications and criteria set forth therein; quality of the services proposed, investigations into qualifications, prior relevant experience, and past performance. The Town will confirm claims of past experience. The comparative evaluation criteria are set forth in the qualifications specifications section of this document.
- E. The Town may choose to interview all the design finalists.
- F. The contract will be awarded to the most advantageous designer as determined by the Town. The Town reserves the right, upon basis of such evaluations, to reject the proposal of any designer and all designers who do not, in its estimation, meet the qualifications, or to select a designer if the investigations indicate that such action is in the Town's best interest.

Recent Relevant Experience: with projects comparable to the proposed project.

Designer to describe relevant projects including DPW buildings.

Ability to manage project design schedule. Provide an outline and proposed project schedule.

Record of projects being completed as specified, on time and within budget and the degree of satisfaction of the owner. Proposers past schedule performance history, project history of budget and final actual costs with dates.

Depth and breadth of experience and qualifications for personnel to be assigned to the Project

- Key Personnel: Professional background, caliber and staff availability for project; quantify staff and discipline; describe the % of time to be committed to the project by the key members of the project team.
- Outside Consultants: Qualifications and experience of firms regularly engaged by the architect; describe the % of time to be committed to the project by the leadership of the project team.
- Team Organization: Chart and describe team organization, listing key individuals.
- Ability to work with town, officers and contractors.

The Town will evaluate written applications and check such references as may be appropriate. The Town will develop a short list of finalists and interview those finalists. The final selection will be made after the interview process is complete.

IX. General Provisions

1. The Town of Truro reserves the right to reject any and all applications and to waive any informality whenever such rejection or waiver is in the best interests of the Town of Truro.
2. The Town of Truro will not be responsible for any expenses incurred in the preparation or submission of applications by the applicants. Each application should provide a concise explanation of the applicant's capacity to satisfy the requirements of this RFQ. Emphasis should be placed on clarity of content.
3. The application, and any subsequent contract for services, shall be governed by applicable Massachusetts law.
4. Upon submission, all applications, plans and specifications will become the property of the Town of Truro and will be subject to disclosure in accordance with the Massachusetts Public Records Law.
5. The selected Designer will be required to comply with all applicable federal state and local laws, ordinances and regulations.
6. The Town of Truro is and Affirmative Action/Equal Opportunity Employer. The Town encourages applications from qualified MBE/DBE/WBE firms.

X. Fees for Services

The fees for services will be negotiated with the successful design firm selected. The fees for services will not exceed \$45,000 for all services (including indirect and out of

pocket expenses) as delineated in the Scope of Services (Attachment 1) for Part I and not to exceed \$5,000 for Part II.

The designer shall provide the following information as part of the fee proposal:

Professional Personnel Rate Sheet

Each designer shall provide a rate sheet showing the hourly rate for all Professional Personnel positions to be assigned to the project.

Project Hours

The designer shall provide a table showing the estimated project hours for each professional position for each task listed in the scope of services. Designer will provide a detailed listing of the staff hours and cost per hour for each staff position.

Reimbursables

Listed on the rate sheet shall be the rates to be charged for all reimbursables necessary for the project such as telephone, mileage, printing, photocopying, postage, etc.

Additional Fees for Services

Provide the hourly fee for attending an additional meeting in Truro. Indicate whether the meeting fee would include travel time and reimbursable expenses such as mileage.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any 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.

Signature of person signing bid or proposal

Name of Business

TAX COMPLIANCE CERTIFICATION

Pursuant to MGL Ch. 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.

Federal Employer ID Number

Name of Corporation

By: _____
President's Signature

Date: _____

Attachment 1
Scope of Services
Truro DPW Feasibility Study

1. Provide a program for the Department of Public Works facility

Attend kick off meeting with Town officials to review the project goals, the scope of tasks to be undertaken, procedural protocols, and the nature and schedule of deliverables. Complete a review of all available existing published documents related to the project. Existing data to be reviewed will include plans of the existing work sites, any studies related to DPW operations or its facilities, Department organizational information, along with vehicle, equipment, and materials inventory lists. Visit all division work sites to view how they are organized, how the work is accomplished, and how facilities effect efficiencies. Identify operational issues within the existing facilities and areas where consolidation may be possible to improve operations. The Architect will develop a list of program needs and the anticipated space requirements. The architect will meet with the Town Manager, DPW Director and other appropriate officials and discuss the program and space needs. The Architect will then finalize the Public Works Program.

Deliverables

Present five (5) copies of a comprehensive program report for the Department of Public Works Facility.

2. Provide an evaluation of the existing Department of Public Works Facility property, related building systems and potential sites. a. Meet with DPW management supervisory staff to review the building and site program requirements for a new facility. Interviews shall be conducted and will focus on developing a detailed understanding of the day to day operations. The data obtained from this analysis will be used to identify the “near term needs” (5 to 10 years) and “long term needs” (more than 10 years). Programming needs will be identified for all anticipated spaces. Some of the topics that may be discussed are existing building and site deficiencies, description of current day to day operations, description of how typical situations impact the facility, anticipated growth in services, anticipated growth in vehicles, equipment, materials, and Town wide storage needs.

b. Identify any site components to be incorporated into a new facility including fueling, salt, storage, bulk material, storage circulation, and parking.

c. Prepare a facility space needs matrix which details each space required for the facility, including operational spaces and support spaces. The matrix will be organized by space type (e.g., offices, employee facilities, shops, vehicle storage, etc.) and will include factors to account for corridors, structures and other non-useable square footage, and will yield to a total proposed facility size.

d. Advise the Town about any potential opportunities to reduce or consolidate spaces that are not expected to impact operational efficiency, and the potential implications of reductions that would be expected to hinder DPW productivity.

e. Identify core operations which require direct adjacencies.

f. Incorporate comments from the Town into an updated DPW facility space needs matrix

g. Work with the Town to identify candidate sites including Town owned sites and private owned sites within the Town. The consultant will initially prepare a list of screening criteria for a fatal flaw analysis of potential sites and will then work with the Town to identify up to five sites for consideration.

h. Complete a fatal flaws analysis of identified sites, based on gross characteristics with intent of eliminating parcels that don't meet the basic planning requirements. Utilize the preliminary space needs assessment to identify the minimum site requirements to meet DPW operational parameters. The fatal flaw analysis shall include analyzing each site and assessing a pass fail rating. As a minimum, items to be considered shall include, topography, site size, zoning consistency, environmental impacts and location/access. The analysis shall document in detail the reason why a site was eliminated.

i. Complete list of a comprehensive analysis of the site that pass the fatal flaw test. This investigation shall include a detailed zoning analysis, and a sensitive and environmental receptor analysis, and an assessment of the suitability of available potable water sources and strategies for water water treatment. Available records that may identify the probable subsurface foundation conditions will be reviewed.

j. Rank sites to identify their relative suitability for a proposed use, based on numerical scoring of key factors. Review the results of the ranking with the Town, and identify a maximum of two sites to be advanced into the concept planning effort. The sites shall be ranked based on an objective evaluation system. The evaluation system will use appropriate criteria for the purpose of identifying the most efficient cost effective sites. Criteria to be considered in this analysis may include, property ownership, location, physical site features growth potential, social impacts, access to utilities permitting, and construction cost drivers.

k. Present site options to the Town Manager, DPW Director and other officials. Additional attendance and presentation at one or more Board of Selectmen meetings.

Deliverables

Present five (5) copies of a comprehensive report to the Town detailing the evaluation.

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Scope of Services

Truro DPW Feasibility Study

Parts 3 and 4 of the Scope of Services will only be undertaken after the program and evaluation are reviewed and site selection is completed by the Town of Truro.

3. Provide a concept plan for the project

Based on the program completed in 1 above, the Designer will prepare a schematic plan to scale showing the location of the various offices, program areas, and other spaces.

The Conceptual Plan will include;

- a. site plans, paving layouts, and traffic circulation
- b. floor plans, offices, programs spaces, and building circulation
- c. exterior elevations and rendering
- d. critical building sections and details
- e. Relevant right of way information such as easements, building set backs etc.
- f. Location of utilities and sizes

The Designer will attend three (3) meetings at which the initial conceptual plan will be presented including a public meeting before the Board of Selectmen.

Deliverables:

5 Copies of the Conceptual Plans, plus one copy on a CD or in PDF form. One copy of each of the sheets of the Conceptual Plans shall be mounted on boards for public presentation.

4. Provide e of construction costs

Upon approval of the Conceptual Plan the Designer will prepare a detailed cost estimate for the proposed program and space. The cost estimate will also identify potential soft costs associated with project, including design contingencies, construction contingencies, Clerk of the Work services, and printing of bid documents, architectural design fees, escalation, and insurance during construction. The cost estimate will provide detail or all systems and building components detail for all systems and building components.

Deliverables

Twelve (12) copies of the Cost Estimates plus one copy in PDF form.

Attachment 2

Truro DPW Study

Minimum Evaluation Criteria and Technical Questions

Each designer shall indicate his/her agreement with each of the following questions. To merit further consideration of a proposal by the Town, proposer must indicate "yes" and comply, where appropriate, with each statement below:

1. Has the proposer conformed in all material respects to the submission requirements as set forth in the RFQ?

_____ Yes _____ No
2. Does the designer have a minimum of three (3) designs of public works facilities within the past ten (10) years including one (1) designed and construction management provided within the past five (5) years?

_____ Yes _____ No
3. Does the designer have a minimum of five references for confirmation of quality performance standards?

_____ Yes _____ No

Comparative Evaluation Criteria

The following section contains an explanation of the comparative evaluation criteria that will be used in measuring the relative merits of each design firm that has met the Minimum Criteria established.

Highly Advantageous - Designer excels on specific criterion.

Advantageous - Designer fully meets the evaluation standard that has been specified.

Not Advantageous - Designer does not fully meet the evaluation standard, is incomplete or unclear, or both.

Unacceptable - Designer does not meet the specification criterion.

Following the individual ranking for each of the individual comparative criterion, designers shall receive a composite rating corresponding to the above-listed scale.

1. Evaluation of the Scope of Services

The Town places a premium on the designer's approach to the project and the ability to present a program of services that complies with the required scope of services in a manner that is clear, concise and complete with respect to required activities. Under the section of this RFQ entitled, "Requirements for Application" designers are required to submit a scope of services addressing the administrative requirements of the Town. This scope of services will be used in the evaluation of proposals.

The Town will find it unacceptable if a scope of services section is not included, or is included in an incomplete manner. Designers who address required items, but only in general or vague terms that do not adequately represent tasks to be performed, will be given the rating of not advantageous. Designers who address all required items in an adequate manner but are unclear in some respects which leave questions on the part of the Town as to key aspects of the manner in which tasks will be performed will be given the rating of advantageous. Designers that excel in all respects in clearly and concisely addressing all required elements of the scope of services shall be given the rating of highly advantageous.

2. Experience

The Town places a premium on the experience of the designer in providing DPW design and contract administration services. In evaluating proposals, the Town will consider the experience of designers in this area.

The Town shall find it unacceptable if the designer has not completed one (1) design of a DPW in the past ten (10) years and has not completed the design and construction management of at least one (1) DPW in the past five (5) years; if the designer has not completed two (1) designs of a DPW in the past ten (10) years and has not completed the design and construction management of at least one (1) DPW in the past five (5) years the designer shall be given the rating of not advantageous; if the designer has completed three (3) designs of a DPW within the past ten (10) years and has completed the design and construction management of at least one (1) DPW in the past five (5) years shall be given the rating of advantageous; a designer who has completed the design of more than three (3) DPW designs within the past ten (10) years and has completed the design and construction management of at least one (1) DPW in the past five (5) years shall be given the rating of highly advantageous.

3. Past Performance Work History

The Town places a premium on the experience of the designer in providing quality projects, completed as specified, on time, and within budget and the degree of satisfaction of the owner. *Projects reviewed by the Town may include projects not listed within the reference list of the designer.*

The Town shall find it unacceptable if the designer has two (2) municipal projects that were not completed as specified, on time, and within budget and not to the satisfaction of the owner. If the designer has completed one (1) municipal project that was not

completed as specified, on time, and within budget and not to the satisfaction of the owner the designer shall be given the rating of not advantageous. If the designer has completed three (3) municipal design projects within the past ten (10) years and completed as specified, on time, and within budget and to the general satisfaction of the owner shall be given the rating of advantageous; If the designer has completed more than three (3) municipal design projects within the past ten (10) years and completed as specified, on time, and within budget and with high satisfaction of the owner shall be given the rating of highly advantageous.