

REQUEST FOR PROPOSALS

ARCHITECTURAL DESIGN SERVICES CONSTRUCTION OF TOWN OF BELMONT SENIOR CENTER

INTRODUCTION

The Town of Belmont, acting through the Senior Center Building Committee, seeks proposals from qualified consultants for design services for construction of a Senior Center. Services will include complete design services: site investigation, schematic design, design development, construction documents, cost estimating, bidding, public representation, construction administration and supervision, state, NFPA code, and all other code compliance and building commissioning and close-out.

The Town is committed to exploring technologies and design that address energy efficiency, including efficient thermal envelopes, efficient space and water heating, lighting, controls and monitoring, indoor environmental quality, pollution reduction, worker and occupant safety, air cleaning, and humidity control, as well as the use of materials that are environmentally sensitive.

Request for Proposal forms will be available at the Community Development Office of Town of Belmont, Belmont Town Hall, 455 Concord Avenue, Belmont, Massachusetts 02478, telephone (617) 489-8221. The procedure for awarding design services contracts will be in accordance with M.G.L. Chapter 7, Section 38A ½ to 38O and 39A.

In June of 2003 the Belmont Town Meeting, acting on the recommendation of a feasibility study performed by the Permanent Building Advisory Committee, appropriated a sum of money to secure preliminary architectural design services for the construction of a Senior Center building on a town-owned parcel of land that is the former site of the Kendall Center for the Arts. A copy of the comprehensive feasibility study is available in the Community Development Office.

The deadline for submitting proposals is November 20, 2003 no later than 1:00 P.M. Selected candidates will be scheduled for interviews during the week of January 5, 2004. Each applicant must submit completed proposal to:

Senior Center Building Committee c/o
Thomas Gatzunis
Director of Community Development
455 Concord Avenue
Belmont, MA 02478

Each applicant must provide 14 written copies of its proposal (and, to the extent practicable, provide one copy in .pdf format on a CD-ROM). The Town of Belmont reserves the right to accept or reject any or all proposals without cause if it is in the best interests of the Town to do so.

1. GENERAL INFORMATION

- 1.1 **Town.** Belmont is a residential suburban community located eight miles northwest of Boston. The Town encompasses approximately five square miles with a population of approximately 25,000 people and a population of people over the age of 60 of approximately 5,000. The community consists of a mix of single and multi-family (primarily two and three family) owner-occupied dwellings with relatively high property values. There are three business districts for retail shopping. The Town has well regarded educational and public services, and is conveniently located near mass transportation, major transportation routes, and the Boston region's employment centers.
- 1.2 **Government.** The Town is governed by a three-member elected Board of Selectmen with a Town Administrator acting as Chief Administrative Officer. Elected representatives to the Town Meeting approve all appropriations and pass local laws.
- 1.3 **Senior Center.** Belmont presently leases space for use as its Senior Center. It is the intent of the Town, consistent with the recommendation of the feasibility study performed by the Permanent Building Advisory Committee, to construct a new Senior Center. The estimated total project cost is \$5,600,000. Sufficient funds have been appropriated by the Town Meeting to secure architectural and consulting services to prepare a schematic design for the Senior Center. The continuation of the project with the design, development and construction documents, bidding and ultimate construction is contingent upon the Town of Belmont appropriating additional funds after the completion of the schematic design.
- 1.4 **Contract.** A copy of the Town's general form of agreement for the Architectural Design Services between the Consultant and the Town is available for review at the Community Development Office, 455 Concord Avenue, Belmont, Massachusetts 02478. An individual contract will be negotiated with the selected candidate.
- 1.5 **Awarding Authority.** The final authority for awarding this contract is the responsibility of the Senior Center Building Committee authorized by the vote of the Town Meeting in June 2003.
- 1.6 **Contact and/or Questions.** Applicants or potential applicants shall direct any questions and inquiries concerning this request, including questions concerning the proper form and scope of proposals responsive to this request, in writing, only to Karen Pressey at 38 Lawrence Lane, Belmont, Massachusetts, who is the sole person designated by the Town to response to such inquiries.
- 1.7 **Time Frame.** It is the intention of the Building Committee to secure and settle upon a schematic design for the Senior Center by May 15, 2004.

2. **VENDOR QUALIFICATIONS**

2.1 **Minimum Requirements.** Each applicant must provide the following:

- a. The name and address of the designer/architect. If it is a firm, the names and addresses of the officers, directors and owners;
- b. Names and certificate numbers of those officers, directors, and owners who are registered architects or professional engineers;
- c. List of all public projects undertaken in the past five (5) years in the New England area;
- d. List of all current projects, public or private;
- e. A statement, display and/or illustration of the applicant's design style or approach, where the applicant considers such statement, display and/or illustration relevant.
- f. A brief description of any senior center, municipal building, community center, or other center for public uses, or similar projects of comparable size and complexity in connection with which the applicant provided architectural design and/or construction administration services within at least the past five years. All such descriptions should include, at least, cost descriptions, initial cost estimates, final cost information and name and phone number of a contact or reference person with knowledge of the applicant's work on the project.
- g. If the applicant is a joint venture, all information shall be shown for each partner in the venture and a list of projects previously completed by this joint venture shall be provided;
- h. Names and qualifications of all consultants to be hired by the designer and a list of projects where these consultant's services have been utilized;
- i. Resumes (see subsection 2.3 below);
- j. The applicant shall provide proof of adequate liability insurance;
- k. A statement in which the applicant certifies that the information provided is correct, under the penalties of perjury (M.G.L. c. 7, s. 38E); and
- l. Certifications required to be returned with proposal in the form as attached hereto.

2.2 **Evaluation Criteria.** Applicants will be evaluated on their ability to demonstrate:

- a. **Experience:** Previous experience with location and design of senior centers or comparable facilities, evaluated in terms of size, complexity and cost as well as experience in seeing projects through to completion.
- b. **Quality of Work:** Previous work projects will be viewed and/or customers interviewed to determine the quality of work provided.
- c. **Public Sector Knowledge:** Previous experience and knowledge of current Massachusetts public construction laws, bid specifications, and bidding procedures.
- d. **Cost Estimates:** Previous experience providing sufficient cost estimating for comparable projects and a demonstration of the accuracy of those prior cost estimates.
- e. **Sustainable Design:** Previous experience and knowledge of sustainable design or so-called "green development" and if the project team members include LEED-accredited professionals. Include a list of project team members actively involved at the local, state, or national, level of the AIA Committee on the Environment (COTE) or similar efforts such as the U.S. Green Building Council.
- f. **Consultants and Subcontractor:** All evaluation criteria will be used to review the qualifications of persons or firms who will be employed by the designer. Belmont reserves the right to reject the use of any consultant or subcontractor and require the successful applicant to substitute a consultant or subcontractor reasonably acceptable to the Town of Belmont.
- g. **Capacity:** The ability of the applicant to undertake and complete the project in the time frame established by the RFP.
- h. **Minimum Requirements:** The materials required in Section 2.1 above will be reviewed to determine how well the applicant meets or exceeds the requirements.
- i. **Financial Statement:** Submit a statement from an independent certified public accountant (CPA) stating that he/she has examined the applicant's internal accounting controls. Said CPA shall provide its most recent audited financial statements prepared according to Generally Accepted Accounting Principles (GAAP) in accordance with M.G.L. Chapter 7, Section 38(3).

2.3 **Resumes**

- a. Each applicant will provide a resume for each person who will have direct involvement or responsibility for this project. This will also be required of each consultant, if applicable.

- b. Resumes will identify the person, company name and address, and the person's area of responsibility. The person's experience in the particular field should be specifically outlined. Educational and professional qualifications must be identified. Other pertinent information may be provided, including any relevant experience with sustainable or green design. References should be provided.

3. SCOPE OF SERVICES

- 3.1 The applicant shall perform the professional services substantially as set forth in the Town's general form of agreement for architectural services available for review at the Office of Community Development, 455 Concord Avenue, Belmont, Massachusetts 02478. Without limiting the foregoing, the applicant services shall include complete design services: site investigation, schematic designs, design development, construction documents, independent cost estimating (including the preparation of alternative cost estimates in connection with an evaluation of proposed design alternatives), bidding, public representation, construction administration and supervision, state, and all other code compliance and building commissioning and close-out.
- 3.2 **Program Assessment.** The applicant shall work with town officials, including the Senior Center Building Committee and members of the Town's Council on Aging, to review and alter, if necessary, the program developed in the previously performed feasibility study in order to provide a program that will provide the level of service to meet the Town's needs.
- 3.4 **Coordination with Town Boards and Officials.** The applicant shall work with the Senior Center Building Committee and members of the Town's Council on Aging, and, in addition, meet with other Town Boards and Officials and Committees who have legal jurisdiction or influence on the funding, design and construction of community or senior centers.
- 3.5 **Public Presentation.** The applicant's team shall attend and present their plans and recommendations at all such public meetings and public hearings as may be reasonably requested by the Senior Center Building Committee.

4.0 SELECTION AND FEE

- 4.1 The Senior Center Building Committee will review and rank applicants and, in compliance with law, conduct interviews.
- 4.2 Negotiation of fee will be conducted with the highest-ranked applicant.
- 4.3 The Senior Center Building Committee will make the final award.

CERTIFICATIONS REQUIRED TO BE RETURNED WITH THE PROPOSAL

Each of the four (4) following Certifications must be completed where applicable, signed and returned with the Proposal:

1. **CERTIFICATION OF GOOD FAITH.** Pursuant to M.G.L. c. 30B, Section 10 and the Town's policy for all contracts, the following certification must be completed and attached to the bid or proposal:

The undersigned certifies under the penalties of perjury that this 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.

2. **CERTIFICATION THAT STATE TAXES ARE FILED AND PAID.** Pursuant to M.G.L. c. 62C, Section 49A, the following certification must be completed and attached to the bid or proposal:

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law including, without limitation, all real estate taxes and excise taxes due the Town of Belmont. My Social Security Number (voluntary) is _____ or my Federal Tax Identification Number (mandatory) is _____.

3. **CERTIFICATION OF NON-CONFLICT OF INTEREST.** The undersigned certifies under penalties of perjury that no official or employee of the governmental body for which the attached solicitation is proposed is monetarily interested in this proposal or bid or in the contract which it offers to execute or in expected profits to arise therefrom; and further that no official or employee of said governmental body will receive any omission, discount, bonus, gift, contribution, or reward from or share in the profits of any person making or performing such contract. 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.

4. **CERTIFICATION OF ELIGIBILITY.** The undersigned Bidder certifies under penalties of perjury that the said undersigned is not presently debarred from entering into a public contract in the Commonwealth under the provisions of Chapter 29, Section 29F, or any other applicable debarment provision of any other chapter of M.G.L. or any rule or regulation promulgated thereunder.

IF AN INDIVIDUAL, SIGN BELOW

IF A CORPORATION, SIGN BELOW

Printed Name

Name of Company/Corporation/Partnership

Signature of Individual

Signature of Corporate Officer

Social Security Number (Voluntary)**

Tax ID Number (Mandatory)*

Telephone Number where
Questions should be directed

Telephone Number where
Questions should be directed

*Approval of a contract or other agreement will not be granted unless the Bidder signs this Certification Clause.

**Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations.