REQUEST FOR QUALIFICATIONS (RFQ)
Project Title: Request for OPM Services

Proposal Due Date/Time: 09/18/2018 12:00 pm EST

The Town of Littleton reserves the right to modify this schedule at the Town’s discretion. Notification of changes will be posted on the Town’s website or distributed via e-mail.

RFQ Contact: Title: Anthony Ansaldi, Assistant Town Administrator
Email: aansaldi@littletonma.org Phone: 978-540-2460

RFQ Delivery/Submission Address:
Town of Littleton
Attn: Anthony Ansaldi, Assistant Town Administrator
37 Shattuck Street
Littleton, MA 01460
RE: Town Building & Space Needs Request for OPM Services RFQ

Unless authorized by the Project Manager no other representative or employee may speak for the Town regarding this solicitation until the award decision is complete. Any Proposer seeking information, clarification, or interpretations from any other representative or employee uses such information at the Proposer’s own risk. The Town is not bound by such information. Following the Proposal submittal deadline, Proposers shall continue to direct communications to only the Project Manager.

This RFQ has been developed and distributed by Town of Littleton (“Town”). Any references in this RFQ to the Town may also be applicable to Town of Littleton departments, regulations and requirements.

Table of Contents

1. Request for Qualifications – Purpose and Background......................................................2
2. Period of Performance and Instructions.............................................................................2
3. Solicitation Objectives .........................................................................................................4
4. Minimum Qualifications......................................................................................................4
5. Scope of Work ......................................................................................................................4
6. Contract Modifications .......................................................................................................6
7. Instructions, Procedures and Requirements ..................................................................... 6
8. Response Format .................................................................................................................7
9. Selection Process .................................................................................................................7
1. Request for Qualifications – Purpose and Background

The old Shattuck Street School -- built in 1952 -- houses the departments for the Town of Littleton -- School Department, Park and Recreation, Council on Aging, Library, and Town Offices. The Town has outgrown this space and is looking to expand. In 2015, the Library received a design grant from the Massachusetts Board of Library Commissioners (MBLC). The result of that process is the proposal to build a new building for the library elsewhere on the Shattuck Street campus (the "Slope" site). The library is at the top of the MBLC waitlist for construction funding that will cover 47% of the cost of the new library.

With the library vacating their portion of the building, the Town and community plan to address the needs of the remaining departments on this same campus, either by remodeling the existing facility or constructing an entirely new facility (or facilities) at the same site. In either case, the project will be designed to meet current and future needs of the various Town departments, to be affordable, to operate efficiently, and consider space needs for the long-term.

The Town of Littleton is seeking proposals for OPM Services to represent the Town’s interests in managing the development, redevelopment, renovation and construction for the new town campus consisting of Town Hall, Community Center (Senior Center, Park & Rec and Cable Studio) which shall be located on Shattuck Street in Littleton, MA.

Qualified persons or firms are requested to submit proposals to the Town of Littleton no later than September 18, 2018 by noon. The Town of Littleton is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this Request for Proposal if it is in the Town’s best interest to do so.

Proposals shall examine all information and materials contained in and with this RFQ. Failure to do so shall be at the proposer’s risk. The Town of Littleton is an affirmative action/equal opportunity employer.

2. Period of Performance and Instructions

Period of Performance:

The duration of work for this project is expected to be from October 2018 through December 2018. Owner’s Project Management services are expected to commence in October 2018.

Phase I will consist of attending all necessary meetings and providing advice to the Town of Littleton with the development of the project design by the Architect through the completion of the bid phase.

Upon successful and satisfactory completion of Phase I for preliminary design services, the Town of Littleton may continue to engage services from the successful individual or firm for the remaining phases of the Construction phase subject to funding appropriation at future Town Meetings.
Instructions:

All proposals must be properly signed, enclosed in an envelope that is sealed and plainly marked on the outside with “Town Building & Space Needs Request for OPM Services RFQ”, as well as the name of the entity submitting the proposal. Proposals are to be delivered to Anthony Ansaldi, Assistant Town Administrator, Town of Littleton, 37 Shattuck Street, Littleton, MA 01460 no later than **September 18, 2018, at noon**.

2. All proposals shall include **five (5) original sets** of documents and one (1) electronic version provided on a thumb drive.

3. A proposal must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the proposer 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.

4. Proposers may be required to make a formal presentation to the Town Building & Space Needs Analysis Working Group.

5. The enclosed Attestation, Non-Collusion, and Affirmative Action/Equal Employment Opportunity Forms must be signed and enclosed with the proposal.

6. Completed Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2013 edition, link provided, must be completed, signed and enclosed with the proposal.

7. All request for qualifications must meet the **all** the requirements as identified in this RFQ.

8. Questions concerning this Request for Qualifications must be submitted in writing to: Anthony Ansaldi, Assistant Town Administrator, Town of Littleton, 37 Shattuck Street, Littleton, MA 01460 or to aansaldi@littletonma.org. Questions may be delivered, mailed, e-mailed through Thursday, September 7, 2018 at 5:00pm. Written responses will be mailed or e-mailed to all proposers on record as having picked up the Request for Qualifications.

10. The Town of Littleton may cancel this Request for Qualifications, or reject, in whole or in part, any and all bids, if the Town determines that cancellation or rejection is in the best interests of the Town.

11. All proposal prices submitted in response to this Request for Qualifications must remain firm for **ninety (90) days** following the RFQ opening.

12. If, at the time of the scheduled RFQ opening, Town Hall is closed due to uncontrollable events such as national or local disaster, fire, snow, ice, wind, or building evacuation, the RFQ opening will be postponed until 11:00 AM on the next normal business day. (The Town Administrator or his designee, or local, state and national safety officials are the only ones who may declare Town Hall closed.) In that case, proposals would be accepted until that date and time.
3. Solicitation Objectives

Working on behalf of the Town of Littleton, the person or firm shall be consistent with State and Federal statutes, be an advocate for the Town of Littleton through the Design and Construction Phases of the project to ensure that the quality of design meets all standards that are specified, as detailed in Massachusetts General Law Chapter 149 s 44A1/2.

4. Minimum Qualifications

Pursuant to M.G. c. 149, s. 44A1/2, the OPM shall be a person and/or firm who is registered by the Commonwealth as an Architect or Professional Engineer and who has at least five (5) years’ experience in the construction and supervision of construction of buildings or a person, if not registered as an Architect or Professional Engineer, who has at least seven (7) years’ experience in construction and supervision of construction of buildings. The OPM shall be independent of the designer, general contractor, and/or any subcontractor involved in the Town Building Space Needs project.

5. Scope of Work

Based upon RFQ responses received, the Board of Selectmen may elect to modify the Scope of Work to best meet the RFQ objectives and the available funding.

PHASE I – PRE-DESIGN

During this phase, the OPM shall gather information required to become familiar with the project and the people that must be communicated with during the design process. The OPM shall provide advice, consultation, and guidance to the Owner relative to:

a. Preparation of the project scope, budget and schedule;
b. Preparation of designer selection materials;
c. Preparation of designer services contracts;
d. Selection of designers and other consultants in accordance with MGL c.7 s38A1/2 including execution of contracts and maintenance and tracking of insurance certificates;
e. Establishment of design criteria.

1.1.2 The OPM will assist in the implementation of site evaluation and testing including, but not necessarily limited to, site surveys, wetlands evaluation, environmental evaluations, hazardous materials evaluation, subsurface testing (percolation tests, test pits, boring etc.).

1.1.3 The OPM shall meet with the Owner, designer and other stakeholders as necessary.

1.1.4 Owner’s Project Management services are expected to commence in October 2018. Phase I will consist of attending all necessary meetings and providing advice to the Town of Littleton with the development of the project design by the Architect through the completion of the bid phase.
1.1.5 Upon successful and satisfactory completion of Phase I for preliminary design services, the Town of Littleton may continue to engage services from the successful individual or firm for the remaining phases subject to funding.

2.2 PHASE II – DESIGN & CONSTRUCTION

2.2.1 Design Phase

a) Represent and assist the Owner and architect in programming process
b) Meet with building users, reviewing space and adjacency requirements
c) Review of conceptual design to ensure compliance document cost estimates,
d) Reconcile existing conceptual estimates, design development, 50% construction documents, value engineering suggestions and resource prioritization

e) Scheduling – prepare a master project schedule and preliminary construction schedule
f) Work with owner and architect to develop detailed project-specific quality control program.
g) Assist in the prequalification of contractors, review bids and assist in final selection.
h) Assist in the prequalification of subcontractors and bid review.

2.2.2 Construction Phase

a) Prior to start of construction, in consultation with the Architect, represent the Owner and monitor the preconstruction meetings.
b) Attend meetings as required from the preconstruction period to the completion of the project.
c) Review and comment on the schedule of Values for payments as prepared by the contractor to ensure conformance with the expected flow of work as stated in the Contract Documents.
d) Assist in the development of contingency plans for corrective action, recommend to the owner and with the Owner’s approval; implement such plans as required.
e) Participate in weekly construction and progress meetings with the Architect and the Contractor to discuss such matters as procedures progress, construction problems and scheduling.
f) Review the contractors’ construction schedule to determine if the schedule is consistent with milestones.
   Review project correspondence and logs maintained by the Architect’s supplemental instructions, proposal request, change orders and construction change directives. Review the contractors shop drawing schedule. Advise the Owner on all of the above items.
g) Expedite and participate in the Owner’s review of data and samples when such review is requested by the Architect.
h) Advise the owner of necessary or desirable changes in the project. Assist in negotiation of the Contractor’s proposals for these changes, and submit recommendations to the Architect and the Owner. Establish and implement a change order monitoring system and report on job cost events, including approved change orders, spending change orders, and anticipated change orders. Establish a time line for the change order process that does not interfere with the progress of the work.
i) Develop and implement procedures for prompt review and processing of applications for payment from the Contractor for progress and final payments, including certification requirements by the Architect. Make recommendations to the Owner for payment. Maintain a computerized spreadsheet recording all project expenditures.
j) Advise the Board of Selectmen or their designee on an ongoing basis of all project developments, including conditions and circumstances that may cause delay in the project schedule, increase costs, or otherwise may be inconsistent with the Owner's expectations.
k) In conjunction with the Architect, review the Contractor’s submittal of Notice of Substantial Completion, for a phase or the entire project, and make a recommendation to the Owner.
l) Prepare monthly reports summarizing the progress of the construction and the financial status of the project. The reports should highlight important events and identifying pending issues that must be addressed.
m) Maintain regular contact with the Town Administrator, or his/her designee, regarding the progress of the project and issues to be addressed.
n) As requested, coordinate with other municipals officials in the Town of Littleton concerning project related issues.
o) Assist the Town Administrator or his designated representative and the Architect in the procurement of furnishing and equipment and technology equipment. This effort is to include scheduling and monitoring of delivery, storage and installation. Assist the Town in the procurement of testing and other services, consultants or materials required on the project.
p) Maintain a complete project file, including but not limited to, a master list of permits, certificates of insurance, licenses and approvals, correspondence, monthly reports, daily reports and payment records.
q) Oversee the performance of the clerk of works assigned to the project to ensure that he/she is competently performing the required duties.
r) At the conclusion to the project, assist the Town in obtaining as-build drawings and all the other construction-related documents and all materials required for building occupancy, and project closeout.

6. Contract Modifications

A copy of the OPM contract terms and conditions will be provided once an OPM proposal is selected for review and approval by the OPM.

OPMs submit proposals understanding all of the Town’s standard contract terms and conditions are mandatory and no negotiations of those terms will be invited. The Town has the right to negotiate changes to submitted proposals and to change the Town’s otherwise mandatory Contract form during negotiations. If the OPM is awarded a contract and refuses to sign the Contract as provided in this RFQ, the Town may reject the OPM from this and future solicitations for the same work. Under no circumstances shall the OPM submit its own boilerplate of terms and conditions.

7. Instructions, Procedures and Requirements

Proposals shall include:
- Proposers may be required to make a formal presentation to the Town building & Space Needs Analysis Working Group.
- Detailed description of communication assessment elements, including a discussion of the firm’s proposed approach to performing the audit
- Profile of consultant or firm, resumes of team members, specifying academic credentials,
special training or expertise, and billing rates.
• Proposed budget and task timeline.
• Estimate of time each team member will devote to the project.
• Narrative citing previous OPM services to Town Halls, Community Centers (Senior Center & Park and Rec, cable studios) and libraries which have relevance.
• Provide names, addresses, and telephone numbers for references from three or more similar projects completed in the last five years as well as a list of all projects completed within the last 10 years including names, addresses and telephone numbers.
• Assurance of compliance with local, state, and federal compliance requirements.
• Copy of proposed contract without reference to cost.
• Proposal not to exceed cost for the project.

8. Response Format

Five (5) copies of the proposal one (1) electronic version provided on a thumb drive shall be submitted by September 14, 2018 on or before noon. No Faxes or email submissions will be considered.

Proposals and inquiries relating to this RFQ should be directed to:

Town of Littleton
Attn: Anthony Ansaldi, Assistant Town Administrator
37 Shattuck Street
Littleton, MA 01460
RE: Town Building & Space Needs Request for OPM Services RFQ

9. Selection Process

After a review of the proposals, the final candidates will be invited to make presentations and be interviewed by the Town of Littleton.

Consultant selection will be based on the following criteria, not in priority order:
• Responsiveness to the Request for Qualifications
• Qualifications and experience of the consultant and other personnel assigned to the project
• References from former clients regarding competency and satisfaction of completed work
• Ability to document information and recommendations clearly in written form
• Technical quality of the approach and methodology
• Time schedule
• Demonstrated ability to evaluate and synthesize information and concepts
• Demonstrated knowledge of planning and management skills and experience in applying them
• Cost and budget considerations
The Town of Littleton reserves the right to select a consultant that best meets the RFQ criteria regardless of low bidder and to reject any and all proposals and to cancel procurement at any time it is in the town’s best interest.

The Town is not liable for any costs incurred by consultants prior to the award of a contract. The consultant’s response to the RFQ will become part of the contract subject to negotiations.

**OPM’s Qualifications**

It shall be the OPM’s responsibility to anticipate and provide any and all services necessary to meet the Project Objectives as described above. OPM Teams responding to this request shall provide evidence that they meet the following criteria that will be used to evaluate applicants for this contract:

1. Education and experience consistent with the Secretary of the Interior’s standards for Preservation Professionals for History and/or Architectural History, or an architect who will work in consultation with historic restoration experts identified by the architect.
2. Prior, similar project experience (size, scope, dollar value).
3. Demonstrated experience working successfully in the public process and familiar with Massachusetts public construction laws and procedures.
4. Demonstrated experience with OPM work in historical structures and facilities.
5. Demonstrated experience with the reviewing and rating of qualifications for sub consultants who will be employed by the OPM.
6. Ensure that the firm and subcontractors have professional licenses required for this project.
7. List of performance on public and private projects.
8. Accuracy of cost estimating.

**Town’s Role/ Relevant Information**

The Town will make available any and all information it has available on the property, and identify any potential resources for information. The Town makes no guarantee of the quality and quantity of such information. Existing and available information may be researched prior to the proposal submission.

The Town of Littleton reserves the right to continue services with the selected OPM for design and construction services, or select a new OPM for continuation of the project into design development and construction.

**Submittal Requirements**

In submitting the proposal the OPM shall provide the following:

1. Cover Letter - Indicating the firm’s interest and abilities to perform the project scope.
2. Firm Qualifications - Provide an overview and detailed project descriptions that demonstrate the firms qualifications and experience to perform the work specifically described above.
3. Project Team - Describe the organization of the project team as well as the individual background and qualifications of the key personnel proposed for this project. Specifically identify the Project Manager and his or her qualifications. Identify all tasks that will be supported by subconsultant’s work and demonstrate the subconsultants’ qualifications and experience in performing that work.

4. Project Approach - Generally describe the project team’s approach to achieving the desired project outcomes.

5. Project Schedule - Identify a timetable for completion of the Owner’s Project Managers work and the associated documents.


Additional submittals or information may be required by the Town to determine the most qualified proposal.

**Section Right to Use Documents**

The Town of Littleton shall have unlimited rights, for the benefit of the Town of Littleton, in all drawings, designs, specifications, notes and other work developed in the performance of this contract, including the right to use same on any other Town of Littleton projects without additional cost to the Town of Littleton; and with respect thereto the Designer agrees and hereby grants to the Town of Littleton an irrevocable royalty-free license to all such data he may cover by copyright and to all designs as to which he may assert any rights or establish any claim under any patent or copyright laws. The OPM shall not be responsible for changes made in the documents without the OPM’s authorization.

**OPM Selection Requirements**

The OPM shall be selected based upon completeness of their submittal, qualifications, background, experience, and ability to meet the desired project objectives as determined by the OPM Selection Committee. The Committee will be selecting three (3) finalists and ranking them according to the criteria listed. The Committee shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Committee is unable to negotiate a satisfactory fee with the first ranked OPM, negotiations shall be terminated and undertaken with the remaining OPMs, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee of $25,000 including expenses.

Proposals shall be evaluated based upon the following criteria:

*The following point system will be used to evaluate the proposals.*

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Ability to complete project, project approach and understanding, value engineering, etc.</td>
<td>20 max.</td>
</tr>
<tr>
<td>Experience and qualification of project team; professional registrations</td>
<td>20 max.</td>
</tr>
<tr>
<td>Experience with similar projects in the past five (5) years</td>
<td>15 max</td>
</tr>
<tr>
<td>Experience with municipal projects in the past five (5) years</td>
<td>10 max</td>
</tr>
</tbody>
</table>
5 Client references for similar projects completed in the past five (5) years as well as a review of all projects within the last 10 years. 15 max.

6 Demonstrated knowledge of State building Code, AAB, ADA, and other applicable codes 15 max.

7 Completeness of submission requirements, as described herein 5 max.

Section 8 – Attachments
Non-Collusion and Attestation Forms (To be completed by the Proposer and submitted with the Proposal)

Town of Littleton Standard Contract for Designer Services (This document is included for reference only, and is not to be submitted with proposal.)

Attestation of Tax Compliance
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 Individual or Corporate Name (Mandatory)  **Social Security Number or Federal Identification Number (Mandatory)

By: _____________________  Date: __________________________

Corporate Officer
(Mandatory, if Applicable)

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

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing and tax payment obligations. Providers who fail to correct their non-filing or delinquency status will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L.C.62c, Sec.49A.

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 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.

____________________________________
(Signature of Person Signing Bid)

____________________________________
(Company)
CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the
__________________________________________________________
(Name of Corporation)

held on ______________________ at which all the Directors were present or waived notice, it was
voted that

date

(____) of this company be (Name) (Officer/Title) hereby authorized to execute contracts and bonds in the name and on behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this company's name on its behalf shall be valid and binding on this company.

TRUE COPY ATTEST:
_____________________________________
(Signature & Title)

Place of Business:
_____________________________________
_____________________________________
(I hereby certify that I am the __________________ of
the ______________________________________
>Title) (Name of Corporation) that ________________________ is the duly elected
(Title) of said (Officer Name) company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

_____________________________________
(Signature & Title)

_____________________________________
(Typed Name and Title)

_____________________________________
(Date)

Subscribed and sworn before me this ________ day of ____________, 20_____.
_____________________________________
Notary Public
My Commission Expires ____________________
TOWN OF LITTLETON, MASSACHUSETTS

Date ___________________

The undersigned hereby certifies the following:

That the designer 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 the contract for design services;

That no consultant to, or subcontractor for, the designer has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer;

Certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer, has been retained or hired by the designer to solicit for or in any way assist the designer in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and

Certification that the designer has internal accounting controls as required by M.G.L. c. 30, §39R(c) and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, §39R(d).

Signed________________________ _________________________

Name     Title

Company_______________________________________________________