

Request for Qualifications

FEASIBILITY STUDY TOWN OF WEST TISBURY, MASSACHUSETTS

The Town of West Tisbury is seeking the services of a qualified Designer/Planner (in accordance with M.G.L. Chapter 7C, Sections 44-57), to conduct a feasibility study, and to develop preliminary capital cost estimates for the Council on Aging (Howes House) located at 1042 State Road, West Tisbury MA 02575. The purpose of the study is to determine the needed upgrades to bring the building into code compliance and create usable space on the third floor. Further to determine if there are ways to make the current usable space more useful for the current needs of the department. No increase in square footage is anticipated.

This RFQ is intended to provide a common and uniform set of instructions to guide applicants through the development of proposals. The fee for services for the project will be negotiated by the Awarding Authority and the selected firm and/or individual. The Town of West Tisbury, through its awarding authority, reserves the right to cancel this RFQ if it is in the Town's best interest to do so, and to reject any and all proposals.

There will be a pre-proposal conference/briefing held on XXX., at XXX

General Requirements for Submissions of Proposals

Five (5) hardcopies plus one (1) electronic copy of proposals should be submitted with all information as required in this Request for Qualifications (Submission Requirements) and any supplementary materials, if desired, to the Town of West Tisbury. Proposals shall be submitted in a sealed envelope marked as "RFQ for DPW Facility Analysis and Space Needs Assessment" and addressed to XXX, no later than XXX

Questions regarding this RFQ may be directed to:

Jennifer Rand
Town Administrator
PO Box 278
West Tisbury, MA 02575
Townadmin@westtisbury-ma.gov
(508) 696-0102

Background and Scope of Work

The existing Facility contains office space for Up-Island Council on Aging. The selected firm/individual will be working with the Howes House Feasibility Study Committee for the duration of the project. The project scope is:

- I. Determine the condition and deficiencies of the existing buildings.
- II. Assess the current facility to determine what space is adequate to handle the current and future space demands including but not limited to:
 - Office space for staff
 - Programming space
 - New space for future town departmental needs
- III. Meet with the Feasibility Study Committee to convey findings and alternatives and determine project priorities. Meetings with the Committee may be conducted virtually.
- IV. Identify conceptual facility layouts, including alternatives.
- V. Meet with Feasibility Study Committee to discuss proposed alternative layouts prior to completion of draft deliverables.

Deliverables

The selected firm/individual will be responsible for checkpoint meetings with the Feasibility Study Committee at decision points noted above. The following submittals will be included in the final report:

- An evaluation of the Howes House and present and future space needs.
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- An evaluation of the extent to which the existing structure can meet those needs.
- Conceptual layouts as described above in IV. Layouts should be simple single-line drawings showing the general floor plan. Detailed concepts or architectural drawings are *not* required.
- Costs associated with each conceptual layout along with pros and cons of each alternative.
- Draft report submitted for review by XXX
- Final report submitted by XXX with presentation to the Feasibility Study Committee.

Evaluation Criteria

The Town, through its Feasibility Study Committee, will evaluate proposals and assign the rank of “highly advantageous,” “advantageous,” “not advantageous,” or “unacceptable.” Any proposal that receives an “unacceptable” rating for any of the criteria may be rejected. In addition to the material submitted within the proposal for all firms deemed to have submitted responsive and responsible proposals, the Town reserves the right to contact any and all of the listed references and may ask for additional information or a clarification of any responses.

The Town will evaluate responses based upon the minimum and comparative criteria in this RFQ.

After evaluating the responses, the Town will schedule interviews with at least the three (3) highest-scoring individuals or firms. A list of interview topics and format will be provided prior to the interview.

In some cases, there may be a valid reason to skip the top ranked finalists and choose one of the other finalists for negotiation; in such cases the Town shall clearly document the reason for such a decision in the procurement file.

Finalists will be ranked based on their total scores and in consideration of the specific minimum and comparative evaluation criteria and the interview.

Fee Proposals and Negotiations

The Town of West Tisbury reserves the right to contact any firm in order to clarify any aspect of a submitted proposal. The overall goal of the evaluation process shall be to recommend award of the contract to the person or firm whose proposal best meets the requirements of the RFQ in the opinion of the Town and is at the same time cost-effective and within the budget allocated for the project.

If the Town is unable to negotiate a satisfactory fee with the first-ranked applicant, negotiations shall be terminated and undertaken with the remaining applicants, one at a time, in the order in which they were ranked by the Committee until an agreement is reached. The Town will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations.

If the Town is unable to negotiate a satisfactory fee with any of the finalists, the Town may interview additional finalists from the original pool of applicants or re-advertise the RFQ.

Award Selection

Once successful negotiations have concluded (for a not-to-exceed fee), the Town will prepare the contract and submit it to the successful applicant for signature.

Upon identifying the most responsive, responsible, and advantageous proposal, the Feasibility Study Committee will recommend the selected firm for award to be made by the Select Board. A contract for Designer services will be awarded by the Town of West Tisbury to the person or firm submitting the proposal of qualifications most beneficial to the Town and the Feasibility Study Committee.

The Town reserves the right to reject any and all responses if it determines that it is in the best interest of the Town to do so.

The selected Firm shall execute the Town's Standard Contract for Services within ten (10) days of the notice of award.

Minimum Criteria/Qualifications

Each applicant must demonstrate that it meets the following minimum qualifications:

- Minimum of five years' experience in public building planning, design and construction projects of a similar scope and size for the principals assigned. In documenting this qualification, the applicant should describe the professional background of the firm/individual and the extent of previous experience of firm personnel to be assigned to the project, and identify the anticipated role that each will play in the project.
- Knowledge of, and experience in, the legal and administrative requirements, procedures, and practices related to the procurement of planning, design and construction services for public

buildings in Massachusetts

- Possess all necessary current licenses and registrations, either within the firm or through independent consultants, to qualify to perform the function of the engineer/ designer /facility planner of the project.
- Provide evidence of insurance for general liability, automobile, worker's compensation (statutory) and professional services liability, as required.
- Provide a detailed description of at least *two recent* similar projects on which the facility planner/engineer has performed similar services, identifying references with the owners of those projects as well as personnel who worked on them and stating whether those individuals will be assigned to this Project.
- Submission of required statements and forms (e.g., Certificate of Non-Collusion, Tax Certification)

Comparative Evaluation Criteria

1. All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the following comparative evaluation criteria.
 - a. Design Experience: Successful experience of firm or individual in the role of design engineer or facility planner in a similar project over the last five (5) years.
 - b. Availability: Ability of firm or individual to begin work immediately and maintain an intensive schedule to meet the Town's timetable.
 - c. Team and Key Staff: The Town will review the qualifications and involvement of key personnel to be assigned to this project and the experience of such personnel in relation to successfully completing projects similar in size and/or nature.
 - d. Quality of References: References will be contacted and those responses evaluated to identify the ability and quality of previous work on public building design and construction projects during the last five (5) years. Please submit at least four references, two of which should relate to work on public facilities.

Interview

After reviewing responses and at its sole discretion, the Town may interview individuals/firms that meet the minimum and comparative criteria. The interview will:

- Determine the direct professional experience of the individual/firm as applicable to the proposed project;
- Discuss previous work relationships;
- Rate overall presentation/communication skills.

Questions, Addendum or Proposal Modification

Questions concerning this RFQ must be submitted in writing to: Jennifer Rand, Town Administrator, PO Box 278, West Tisbury, MA 02575 or townadmin@westtisbury-ma.gov All inquiries received five (5) or more days prior to deadline for submission of proposals will be considered. Questions may be delivered, mailed or emailed (email is preferred). Written responses will be emailed (or mailed in the case that the documents are not available electronically, or the questioner does not have email) to all proposers on

record as having picked up the RFQ.

An addendum will be issued if any changes are made to this RFQ. Addenda will be mailed or emailed to all proposers on record as having picked up or requested and RFQ electronically.

All proposals submitted in response to this RFQ shall remain firm for ninety (90) days following the deadline for submission of proposals. A contract will be awarded within ninety (90) days after the deadline, if a proposal is selected. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the Town and the selected applicant. Project Timetable

At this time, it is anticipated that the facility analysis will take approximately three to four (3-4) months.

The following is a tentative schedule of the selection process, subject to change at the Owner's discretion:

XXX	Advertise RFQ in Central Register
XXX	Informational meeting and site visit at 2:00 PM
XXX	Responses due – 2:00PM deadline.
XXX	Respondents short-listed and notified
Date	Designer interviews
Date	Designer selected
Date	Meet with selected designer to negotiate fee
Date	Award contract and schedule design kick-off meeting

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.

Date: _____

Signature of individual submitting bid or proposal

Name of business

TAX CERTIFICATION

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Ch. 151A, Section 19A, the undersigned acting on behalf of the Contractor, certifies under the penalty of perjury that, to the best of the undersigned's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support*.

**Signature of Individual

***Contractor's Social Security Number Or Corporate Contractor Federal Identification Number

By: _____

Date:

*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.

**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. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, section 49A.