

***REQUEST FOR OWNER’S PROJECT MANAGEMENT SERVICES
WENTWORTH HALL***

RFS #ECON-20-Q-001

1. Introduction

The Town of Westwood (“Owner”) is seeking the services of a qualified Owner’s Project Manager (OPM)” as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for the Design Development/Construction Documentation/Bidding phase of the proposed relocation, expansion and renovation of the Wentworth Hall in Westwood, Massachusetts (“Project”).

The Owner is requesting the services of an OPM to represent the Owner during the design development, construction documentation, and bidding phase of the project, including review of architectural, engineering, construction and bid documents prepared by others; review of bid proposals; recommendation on bid award(s); and review of construction contract(s). Subject to funding authorized by the Town of Westwood, the contract between the Owner and the Owner’s Project Manager may be amended to include continued Project Management Services through the Site Preparation/Foundation Construction, Building Relocation, Building Addition/Renovation/Final closeout phases of the Project. The estimated total project costs of the Project may range from \$3M to \$3.5M, depending upon the final design and division of work that is agreed upon by the Owner.

2. Background

Westwood, Massachusetts is a suburban community of approximately 16,000 residents located about 25 miles southwest of Boston. Westwood is easily accessible from Boston as it is located near routes 95, 93 and route 1. Westwood has an open town meeting form of government and is made up of a Select Board with three (3) Members and a Town Administrator.

Westwood is a Massachusetts Green Community and therefore, sustainability will be an integral part of this building project.

3. Project Description, Objectives and Scope of Services

On May 30, 2018, three warrant articles related to the Islington Center Redevelopment Project were favorably acted upon by voters at Westwood’s Annual Town Meeting. One of those articles provided up to \$3.5 million in funding for the relocation, renovation and expansion of Wentworth Hall. The historic Wentworth Hall building (c.1884) is currently located at 280 Washington Street where it has served as the home to the Islington Branch Library for more than 60 years. Under the proposed Project, Wentworth Hall will be moved across Washington Street, set on a new foundation, and substantially renovated for continued use as the Islington Branch Library. The new foundation will be sized to accommodate an approximately 2,000 square foot addition to the rear of Wentworth Hall to house offices for the town’s Department of Youth & Family Services. The lower level of the expanded Wentworth Hall building will be developed as a fully accessible Community Center.

The required scope of services is set forth in Article 8 of the standard contract for Owner's Project Management Services for a Design/Bid/Build project that is attached hereto as Attachment B and incorporated by reference herein. The work is divided into the Project Phases as listed in Attachment A of this contract. The durations of the Phases shown below are estimates only, based on the Owner's experience. Actual durations may vary depending upon the Project agreed upon by the Owner. The total duration of the Contract is estimated as follows:

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|----|--|---------------|
| 1. | Design Development/Construction Documents/Bidding Phase; and | 1-1.5 months* |
| 2. | Site Preparation/Foundation Construction Phase | 1-1.5 months* |
| 3. | Building Relocation Phase | 0.5 -1 month* |
| 4. | Building Addition/Renovation/Final Closeout Phase. | 9-12 months* |

(*These ranges for scheduling timeframes are provided as guidelines only.)

The Owner may elect to bid the Site Preparation/Foundation Construction Phase, Building Relocation Phase, and Building Addition/Renovation/Final Closeout Phase as three distinct bids, or may choose to bid all three phases together as a single contract. The Owner's goal is to have Wentworth Hall moved and set on a new foundation on or before November 15, 2019.

4. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

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

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program (the "MCPPO") as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least three years' experience in the construction and supervision of construction and design of public buildings;
- OR,**
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least five years' experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

- 1) Past performance of the Respondent, if any, with regard to public and private projects across the Commonwealth, as evidenced by:

- a) Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions; and performance on previous net zero energy projects.
- b) Satisfactory working relationship with designers, contractors, Owner, and local officials.
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project.
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws, including knowledge and experience with CM-At-Risk Procurement Methodology.
- 4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed integrated project team staffing for the proposed Project; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost.
- 5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered.
- 6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants.
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million.
- 8) Familiarity with Passive House Standards and LEED Rating System. Demonstrated experience working on high performance net zero energy green buildings, life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for LEED prerequisites.
- 9) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners.
- 10) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract.

In order to establish a short-list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFS, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. 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 Owner.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated for the Design Development/Construction Documentation/Bidding Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

5. Selection Process and Selection Schedule

Process

- 1) A committee of the Town Administrator and selected town staff, the OPM Selection Committee, will determine whether respondents meet the minimum requirements identified in the RFS utilizing a standard checklist.
- 2) The OPM Selection Committee will then rank all respondents that meet the minimum requirements based on the evaluation criteria in Section 4 on written score sheets to develop a short list, and at a minimum of three (3) respondents.
- 3) The OPM Selection Committee will interview the short-listed respondents. The interview process will consist of a presentation by the respondents related to the evaluation criteria identified in Section 4. Following the presentation, the OPM Selection Committee will ask respondents a list of predetermined questions, which will be the same for all respondents, and may also ask questions related to the evaluation criteria provided in the response to the RFS, and information gathered from the reference checks, which may be factored into the re-ranking of the short-listed firms. Following the interview, the OPM Selection Committee will re-rank the shortlisted respondents based on the interview process to determine the first-ranked respondent.
- 4) After selecting the first-ranked respondent, the Owner will then 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. The Owner will require the following documentation from the first-ranked respondent:
 - a. A description of the scope, timeline, personnel assigned, projected hours and hourly rates.
 - b. An itemized breakdown of all other costs included in the fee proposal.
- 5) The Owner will commence fee negotiations with the first-ranked respondent.
- 6) If the Owner is unable to negotiate a contract with the first-ranked respondent, the Owner will then commence negotiations with the second-ranked respondent and so on, until a contract is successfully negotiated and approved by the Owner.
- 7) The selected firm will be submitted to the Board of Selectmen/Select Board for its approval.

- 8) The selected firm may be asked to participate in a presentation to the Board of Selectmen/Select Board and/or submit additional documentation, as required by the Board of Selectmen/Select Board.
- 9) Should the Owner receive fewer than three responses, the Owner has the option to re-advertise. The Owner may also re-advertise if fee negotiations fail.

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

July 10, 2019	RFS appears in Central Register of the Commonwealth of Massachusetts and the <i>Hometown Weekly</i> newspaper.
July 18, 2019 at 9:30 am	Informational meeting and site inspection at Wentworth Hall, 280 Washington Street, Westwood MA 02090
July 19, 2019 by 4 pm	Last day for questions from Respondents
July 24, 2019 by 11am	Responses due
July 26, 2019	Respondents short-listed
July 31 2019 10am - 4pm	Interview short-listed Respondents
Not later than Aug 7, 2019	Negotiate with selected Respondent
August 8, 2019	Final selection submitted to the Board of Selectmen/Select Board for review and approval
August 12, 2019	Anticipated execution of contract

The RFS may be obtained from:

Michelle C. Miller, Procurement Manager
 Town of Westwood
 580 High Street
 Westwood, MA 02090
 Telephone: 781 320 1073
 Email address: procurement@townhall.westwood.ma.us

On or after July 10, 2019.

Any questions concerning this RFS must be submitted in writing to:

Michelle C. Miller, Procurement Manager
 Town of Westwood
 580 High Street
 Westwood, MA 02090
 Telephone: 781 320 1073

Email address: procurement@townhall.westwood.ma.us
Facsimile: 781 329 8030

By 4:00pm on Friday, July 19, 2019.

Sealed Responses to the RFS for OPM services must be clearly labeled “Owner’s Project Management Services for Wentworth Hall” and delivered to:

Michelle C. Miller, Procurement Manager
Town of Westwood
580 High Street
Westwood, MA 02090
Telephone: 781 320 1073
Email address: procurement@townhall.westwood.ma.us
Facsimile: 781 329 8030

no later than 11 am Wednesday, July 24, 2019. The Owner assumes no responsibility or liability for late delivery or receipt of Responses. Responses must be delivered in a manner such that the package is hand-delivered to a Westwood Town Hall employee. If the bidder is using a delivery service, the package must be signed for by a Westwood Town Hall staff to be considered properly delivered. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

6. Requirements for content of response:

Submit *two* hard copies of the response to this RFS and one electronic version in PDF format on flash drive or CD. Do not use bindings, binders, notebooks, or staples; binder clips and paper clips are acceptable. All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required forms in Attachment C;
- Must include all required Attachments and certifications;
- Must include the following information:
 1. Cover letter shall be a maximum of two pages in length and include:
 - a. An acknowledgement of any addendum issued to the RFS.
 - b. An acknowledgement that the Respondent has read the RFS. Respondent shall note any exceptions to the RFS in its cover letter.
 - c. An acknowledgement that the Respondent has read the Contract for Project Management Services. Respondent shall note any exceptions to the Contract for Project Management Services in its cover letter.
 - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFS to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification must be attached to the cover letter).

- e. A description of the Respondent's organization and its history.
 - f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.
 - g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (including Attachment C only but excluding Attachments A, B and D) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt" for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½" x 11" pages, double-sided.**

Certifications: The following certifications (Attachment D) shall be included in the proposal:

- Certification of Authorization
- Certification of Non-Collusion
- Certification of Tax compliance

7. Payment Schedule and Fee Explanation:

The Owner 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. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

8. Other Provisions

A. Public Record

All responses and information submitted in response to this RFS are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

B. Waiver/Cure of Minor Informalities, Errors and Omissions

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFS in any manner necessary to serve the best interest of the Owner and its beneficiaries.

C. Communications with the Owner

The Owner's Procurement Officer for this RFS is:

Michelle C. Miller, Procurement Manager
Town of Westwood
580 High Street
Westwood, MA 02090
Telephone: 781 320 1073
Email address: procurement@townhall.westwood.ma.us

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business and must not relate to this RFS. In addition, such respondents shall not discuss this RFS with any of the Owner's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

D. Costs

The Owner will not be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an OPM approved by the MSBA.

E. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

F. Rejection of Responses, Modification of RFS

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

G. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

FURTHER INFORMATION

ATTACHMENTS:

Attachment A: Statement of Interest/Master Plan

Attachment B: Contract for Owner's Project Management Services

Attachment C: OPM Application Form – March 2017

Attachment D: Required Certification

