



Town of Stow
Randall Library Renovation
19 Crescent Street, Stow, MA

RFP Issue Date:

May 31, 2023

Proposal Due Date:

June 22, 2023

at **12:00 PM**

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I. PROJECT OVERVIEW

A. Project Background

After a preliminary study, analysis, and conceptual design, the Town of Stow voters approved the full design, construction, and related costs for the renovation of the Randall Library.

Colliers Project Leaders (CPL) is the Owner's Project Manager represented by John Bates, Project Manager. At the request of The Town of Stow, henceforth referred to as "the Owner", Colliers Project Leaders is seeking a qualified and experienced Commissioning Agent to submit a proposal for Commissioning services for the Randall Library Renovation project.

Project Scope Description

The Town of Stow is seeking to renovate the Randall Library Building at 19 Crescent Street, Stow, MA. The design being developed by designLAB Architects calls for the demolition of the existing 1970s era portion of the library, renovations to approximately 4,160 gsf of the remaining structure, and the construction an approximately 3,972 gsf new addition. The entire building will be equipped with new mechanical, electrical, plumbing, and fire protection systems. The 50% **Design Development Drawings** by designLAB Architects are attached as **Exhibit C**.

The project will be designed to the current Edition of the Massachusetts State Building Code (Code), the 2023 Stretch Energy Code and all applicable Federal and State Regulations and Local Ordinances.

C. Project Schedule

It is the intent of the Owner to authorize the selected Consultant firm to perform the scope of services needed to produce Commissioning Services during the Construction Documents, Bidding, Construction, and Closeout Phases as outlined below and in **Exhibit A – Milestone Project Schedule** attached hereto:

Tentative Milestones for the Project are as follows:

- | | |
|----------------------------------------------|----------------------------------------------|
| 1. <u>Commissioning Agent Firm Selection</u> | 6/28/2023 |
| 2. <u>Construction Documents Phase</u> | 6/29/2023 - 9/27/2023 |
| 3. <u>Bid Phase</u> | 9/29/2023 -12/8/2023 |
| 4. <u>Construction Phase</u> | 12/8/2023 - 2/1/2025 |
| 5. <u>Project Closeout</u> | between 1/1/2025 and 4/30/2025 |

II. SELECTION PROCESS

A. Review Process

The Owner is utilizing a combination of written qualifications, proposal evaluation, and fee to select a Consultant firm for this project. Proposals are being requested and anticipated to be received from multiple firms. The Owner or his authorized representative will review these written proposals (inclusive of fee proposals) to make the final selection.

B. Evaluation Criteria

The following criteria, listed in random order, are likely to be considered in evaluating and selecting firms to be interviewed based upon written proposal submissions:

1. Experience of firm with similar projects
2. Experience of proposed assigned staff and/or consultants / sub-contractors
3. Comprehensiveness of services
4. Project approach and organization
5. Fee and/or Unit Rates for services

III. SCOPE OF SERVICES

A. Mechanical, Electrical, Plumbing, and Fire Protection Commissioning Services

The Commissioning Agent is to perform commissioning services on the following building systems: HVAC, Electrical, Plumbing and Fire Protection. The Commissioning services start from the Construction Document Phase and continue through bidding, construction, and close-out. **The commissioning services are described in detail within the Commissioning Agreement attached hereto as Exhibit B.**

IV. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

A. Submission Logistics

One (1) electronic copy (PDF format) of the proposal must be emailed to the following location on or before 12:00 PM on **6/22/2023**.

John Bates
Colliers Project Leaders
John.Bates@collierseng.com

Questions regarding this request for proposal can be emailed to John Bates, Owner's Project Manager, Colliers Project Leaders.

Email: John.bates@collierseng.com.

Please clearly mark the proposals with the following:

"Randall Library Renovation – Commissioning Services"

B. Contents of Written Proposals

Care should be taken by the proposing firms to present a succinct but informative proposal. The following is a list of minimum information to be included in the written proposals to be submitted:

1. **Description of Firm:** History and description of the firm, including number of personnel in each discipline and a complete description of in-house services.

2. **Organization:** Proposed project organization, including resumes of key personnel proposed for this project, and an organization chart delineating internal relationships and external consultant responsibilities.
3. **Consultants:** List all consultants / sub-contractors, including their disciplines, which the firm will utilize on this project. A description of each consultant / sub-contractor's firm must be supplied. The Owner reserves the right to approve or refuse all consultants / sub-contractors.
4. **Project Approach:** A narrative outlining the firm's intended approach to the Project and plan for working with the Owner and Owners consultants to ensure a successful project in conformance with the project schedule should be presented.
5. **Similar Project Experience:** Description of similar project experience with Commercial renovations/additions, including at a minimum:
 - Name of Project
 - Owner's Representative and telephone number
 - Identify at least five projects in the last three years that demonstrate the firm's qualifications for all aspects of work included in this RFP.
 - Project Manager
6. **Current Workload:**
 - Name of project
 - Owner's Representative and telephone number
 - Dollar value of the project
 - Project schedule
 - Completion date
7. **Insurance:** List all insurance coverage currently carried by the firm including professional liability and general liability as a minimum.

C. Cost Proposals

The fee for Basic Services will be negotiated with a not to exceed fee of \$30,000 and a Reimbursables not to exceed fee of \$1,500. Proposals should include a fee breakdown by the project phases listed in the 'Scope of Services' included as 'Exhibit A' within the Commissioning Agreement. Also include an hourly billing rate sheet within the proposal.

The fee must be based on the contractual terms included in this RFP. Any objections to the contract terms **MUST BE IDENTIFIED WITHIN THE PROPOSAL SUBMISSION.**

V. MISCELLANEOUS CONDITIONS

A. Terms

1. Any and all modifications to the RFP must be written and not oral.
2. The Owner reserves the right to reject any and all proposals in whole or in part or to waive any informality in selection if it is determined to be in their best interest.

3. Proposals may be held by the Owner for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing the bids and investigating the qualifications of the proposing firm prior to awarding the contract.
4. The proposer is required to prepare its proposal in accordance with the RFP, including any modifying addenda. Proposers must disclose in writing any exceptions to the RFP.
5. Proposers must inform the Owner of information concerning any:
 - a. Arbitrations and litigation.
 - b. Criminal proceedings.
 - c. State or local ethics law, regulation, ordinance and /or policy violations.
6. The Owner reserves its right to request additional information from proposers, subsequent to the opening of proposals.
7. The proposer is solely responsible for the costs of its proposal.
8. Submitted proposals are the property of The Town of Stow and will not be returned.
9. The proposer is presumed to have full knowledge of the RFP and any addenda, the project scope or work to be done, and all applicable laws.
10. The making of a preliminary award to a proposer does not constitute a contract and does not provide the proposer with any rights and does not impose upon the Owner any obligations. A proposer has rights, and the Owner has obligations, only if and when a contract is executed by the Owner and the proposer.
11. By offering a submission to this RFP the respondent certifies that it has not divulged to, discussed, or compared its proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever.

B. Right to Annul or Terminate

The Owner reserves the right to amend or terminate the RFP at its sole discretion, before or after receiving proposals.

VI. APPENDICES

[Exhibit A – Milestone Project Schedule dated May 24, 2023](#)

[Exhibit B – Commissioning Agreement and Scope of Services](#)

[Exhibit C – 50% Design Development Drawings](#)