

REQUEST FOR QUALIFICATIONS

for

ARCHITECT/DESIGN SERVICES

Randall Library Renovations and Addition



Town of Stow, Massachusetts

*Denise M. Dembkoski, Town Administrator
Chief Procurement Officer*

October 26, 2022

INVITATION TO SUBMIT PROPOSAL

The Town of Stow (“Town”) invites qualified applicants to submit proposals to provide Architectural Design Services related to the design and construction of a renovated Randall Library in Stow. Architectural Design services may include utilizing the preliminary design to develop the full design, contract documents, bid and contract administration services including all related site, civil, structural, mechanical, fire protection and electrical engineering services, as well as landscape architecture, interior design and selection/procurement of Furniture, Fixtures and Equipment (FF&E) for a complete project for the design, bidding, and construction of a renovated Randall Library. All applicants must submit in complete conformance with this Request for Qualifications (RFQ) document. Applicants can find the full RFQ and all supporting documents on our website or they may register on the Town of Stow’s website to obtain the documents:

<https://www.stow-ma.gov/procurement/pages/bids-and-proposals>

This RFQ shall be governed by the designer selection law, M.G.L. Chapter 7C, Sections 44 to 58 and M.G.L, Chapter 149, Section 44A½.

Questions concerning this request must be emailed to Denise M. Dembkoski, Town Administrator townadministrator@stow-ma.gov. All inquiries received five or more days prior to the RFQ deadline will be considered. If any changes are made to the RFQ, an addendum will be issued. Addenda will be emailed or mailed to all applicants on record as having received the RFQ.

I. PROJECT DESCRIPTION

The Town of Stow is seeking to renovate our public library in accordance with the preliminary design and cost estimates previously conducted. The Town is seeking comprehensive full-service proposals from qualified architectural firms to assist the Town with design development, contract documents, bid and contract administration services including all related site, civil, structural, mechanical, fire protection and electrical engineering services, as well as landscape architecture, interior design and selection/procurement of Furniture, Fixtures and Equipment (FF&E) for a complete project. The final building program, scale, features, and aesthetics will be determined by Randall Library Building Committee(s) based on the available financial resources.

A preliminary design was performed in 2022 by designLAB architects and is attached hereto as Appendix C. The design encompassed: an evaluation of the existing facility, scoping sessions with users, management, staff, the physical and programmatic limitations of the structure; and three proposed renovation options along with the associated cost estimates. The Library Building Committee and Town Administrator selected one design to put forward to the Town at the Annual Town Meeting on May 14, 2022, and as a debt exclusion on the May 22, 2022, ballot. Both votes passed overwhelmingly. The successful firm is expected to utilize the work performed by designLAB to design the full renovations and addition.

Finally, the Town of Stow is designated as a “Green Community” by the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs. The Town wishes to explore reducing the town’s carbon footprint with focus on reducing the town reliance on natural gas. Accordingly, the selected designer should be prepared to work with the Town to consider design elements that would support the use of green technology in the design and construction of the new building.

II. GENERAL REQUIREMENTS

A. Key Project Dates and Schedule

The following is a tentative schedule noting target dates for phases and tasks to be completed.

TASK	Target Date
1. First advertise in Central Register	October 26, 2022
2. Advertisement in the Stow Independent	October 26, 2022
3. Prebid Meeting	November 15, 2022
4. Last Day for questions to the Town Administrator	November 22, 2022
5. RFQ responses due	November 28, 2022
6. Review of responses	December 1, 2022
7. Finalist Interviews (if deemed necessary)	December 2022
8. Identify top ranked firm	December 2022
9. Award Design Contract	December 2022

SECTION III. PROPOSAL INSTRUCTIONS

A. Instructions to Proposers

1. The Town of Stow may cancel this RFQ, in whole or in part, or may reject all Proposals, or may procure only some goods and/or services outlined in this RFQ whenever such action is determined to be fiscally advantageous to the Town, or if it is otherwise in the best interest of the Town of Stow.
2. The Town of Stow may request that supplementary information be furnished to assure the Town that a proposer has the technical competence, the business and technical organization, and the financial resources adequate to successfully perform the necessary work.
3. Required forms are provided by the Awarding Authority in the Attachments. All Proposals shall be in ink or typewritten and must be presented in an organized and clear manner. Proposals shall be submitted in accordance with Section VI, Qualifications Proposal Submission Requirements.
4. Questions or clarifications rising from these documents shall be submitted to the Town Administrator in writing via email to Denise M. Dembkoski at townadministrator@stow-ma.gov. They must be submitted in accordance with Section II “Key Project Dates and Schedule”.
5. Each proposer shall acknowledge receipt of any and all addendum issued to the Request for Qualifications by so indicating in the Cover Letter/General Response. Failure to do so shall be cause to reject the Proposal as being unresponsive.
6. The proposer shall sign the Proposal correctly in ink; or in the case of an organization, firm, partnership or corporation, a person having the legal authority from said organization to sign the Proposal will sign the document.
7. Proposers may correct, modify or withdraw the original Proposals on or before the date and time as stated in the “Legal Advertisement” (See Appendix “B.”) Corrections or modifications shall be in sealed envelopes, clearly marked to indicate the contents, with the name and address of the proposer. Any late correction or modification to the Proposal will not be accepted. A proposer who wishes to withdraw a Proposal must make a request in writing.

8. Each proposer shall be presumed to have read and be thoroughly familiar with these documents. Unfamiliarity with these documents shall in no way relieve any proposer from any obligation in respect to his/her Proposal.
9. It is understood that the proposer's Proposal to the Town of Stow to provide said services and products will remain valid for 90 days past the submission deadline. At the Town's sole discretion, the successful proposer's Proposal shall be attached thereto and become a part of the contractual Contract between the Town of Stow and the proposer the same as though therein written out in full.
10. The proposer's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over these services shall apply to the Contract throughout, and they shall be deemed to be included in the contractual Contract the same as though herein written out in full.
11. It is understood that the proposer has submitted the Proposal in good faith and without collusion or fraud with any other individuals, firms, or corporations in creating the Proposal to subvert the market process. See attached Certificate of Non-Collusion, and other required Proposal forms. (See Attachment "B".)
12. All costs involved in preparing the Proposal will be borne by the proposer; the Town of Stow will not be liable for any costs associated with the creation of the Proposal. The proposer shall be familiar with all state, local and other laws relating to this type of work and shall obtain all permits required and shall pay all expenses for same.
13. All responses are to include a statement that the Proposal is in accordance with this Request for Qualifications and that the proposer has read and understands all sections and provisions herein. Exceptions, if any, are to be clearly stated.
14. Proposals, which are incomplete, conditional or obscure, will be rejected. No award will be made to any proposer who cannot satisfy the Awarding Authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications. The Awarding Authority's decision or judgment on these matters shall be final, conclusive and binding.
15. Any Proposal received after the due date and time stated in the "Legal Advertisement" will be deemed "non-responsive" and shall not be opened. Unopened Proposals will be returned to the proposer.
16. The evaluation of the Proposals will be conducted by the Designer Selection Committee appointed by the Town Administrator. The judgment of the evaluators will be based upon the evaluation criteria set forth in this RFQ and shall be final.
17. The Proposals will be opened on the date and at the time stated in the "Legal Advertisement" and the name of the person or organization submitting a Proposal will be read and recorded. The contents of all Proposals will be opened privately and not be disclosed to the public or competing proposers until the evaluation process is completed. A register of Proposals will be completed indicating the name of the proposer. This register may be viewed upon request. The names of the witnesses will also be recorded. Price Proposals will not be accepted at this time. The Town shall request a fee proposal from the most highly ranked designer remaining on the list and begin contract negotiations. Should an agreement between the Town and the highest rank firm fail to be negotiated, the Town of Stow reserves the right to negotiate an agreement with the next highest ranked firm. The Designer Selection Committee will be the sole judge in determining whether a proposer's Proposal satisfies the requirements of this RFQ and whether or not the Proposal will prove advantageous to the Town. Any Contract

resulting from this RFQ shall be awarded to the proposer, assuming successful fee negotiations, the selected proposer will be under Contract to the Town of Stow per the attached sample Contract (see Attachment “A”).

18. Response to this Request for Qualifications acknowledges the proposer's acceptance of all sections and requirements of this document. The proposer's response to the Request for Qualifications will be incorporated within the Contract shown as Exhibit 1. If the proposer's Proposal does not comply with the requirements of this Request for Qualifications, or if an item is not understood in any way, a copy of that section of the Request for Qualifications must then be included in the Proposal and all its copies clearly stating the deviation, additions, or other comments.
19. Services provided by the successful proposer shall be rendered through the Town of Stow's standard Contract for consultant/contractor services; the successful proposer will not be considered an employee of the Town and will not receive any benefits of an employee.

B. Pre-Response Conference and Site Visit

There will be a voluntary pre-response conference and site visit on Tuesday, November 15, 2022, at 10:00 AM to be at the Randall Library in Stow. A listing of those attending will be kept. There will be a tour of the proposed site. It is very likely that important information will develop during this conference; therefore all prospective respondents are encouraged to attend.

C. Questions and Clarifications

Questions requiring clarification shall be submitted in writing, via email, to the Town Administrator prior to the deadline stated in Section II, Key Project Dates and Schedule, in order to afford the Town of Stow adequate time to respond with a correction or additional information prior to the deadline for submission of Proposals. Should it be found necessary, a written addendum will be incorporated into the RFQ and will become part of the Contract. All registered plan holders of the RFQ will be notified of such changes.

D. Notification of Award

All proposers will be notified of the selection decision within 60 days of the date. Proposals are due to the Town of Stow unless otherwise notified by the Town. In no case will the award be made beyond 90 days unless the proposer agrees to extend the period of time in which the Proposal is valid.

E. Contract

This Request for Qualifications, as well as the selected Contractor's Proposal, and any addenda to the RFQ will become part of the final Contract. See Attachment “A” for sample Contract. Please note that the sample attached does not include all of the additional terms and conditions between an owner and architect.

The Town shall have the right to terminate this Agreement in accordance with the provisions of Article 11, Termination or Suspension, of the sample Contract (Attachment “A”).

F. Insurance Requirements

See Article 14, Insurance, of the sample Contract for required insurance coverage and limits (Attachment “A”).

G. Monitoring

On a regular basis, appropriate members of the Town of Stow may review the Contractor’s operations and inform the Contractor if there are any issues associated with the service provided by the Contractor.

H. Interview (Optional)

After review of firm qualifications, the Designer Selection Committee may determine that interviews are necessary to further narrow down the qualified firms. Should interviews be scheduled, the Committee will first select a short list of the most qualified, responsive and responsible proposers to invite in. Proposers whose submittals are determined to be not advantageous or that did not meet the minimum requirements will not be interviewed.

If interviews are conducted, the Committee will then rank those finalists and make a recommendation of award to the Town Administrator as the awarding authority on this project, subject to the satisfactory negotiations of the plan of services.

If an interview is not needed, the Committee will make a recommendation to the Town Administrator based on the most responsive and responsible proposal and reference checks.

If the Town Administrator, or designee, is unable to negotiate a contract and fee, with the top-ranked finalist, the Town Administrator, or designee, will then commence negotiations with the next ranked finalist and so on, until a contract is successfully negotiated and approved by the Town Administrator.

Reimbursement for expenses incurred for an interview will not be forthcoming to either the awarded Contractor or any other candidate asked to be interviewed. The Town of Stow reserves the right to change the interview period or to extend the dates during which interviews may be undertaken.

I. Licenses and Permits

The proposer is responsible for attaining and holding in good standing all relevant permits, licenses and certificates associated with the completion of these services, as applicable. Evidence of these requirements is to be made part of the Proposal. If a permit is not currently held or the application process is pending, the proposer should indicate such. The Town of Stow reserves the sole right to decide if the Contract may be awarded to the successful proposer despite the failure to produce the actual permits or copies thereof. Licenses and permits must be held in force throughout the terms of the services as contracted. See Section IV, Proposal Requirements, for additional information.

J. Miscellaneous Information

The Proposals will be accepted until **Monday, November 28, 2022, at 2:00 PM**. They shall be delivered to the Town of Stow, Town Administrator's Office, 380 Great Road, Stow, MA. 01775. Any proposal received after this deadline will not be accepted by the Town.

The name(s) of the Proposer's key individual who will be performing the consultant services must be submitted along with their resume(s) and professional registration(s). The individuals listed shall attend an interview, if requested. The Proposal firm must have sufficient qualified staff to undertake and complete the project in a timely manner.

All information acquired by the Proposer from the Town of Stow, or from others at the expense of the Town, in performance of the Contract, shall be and remains the property of the Town. All records, data files, computer records, work sheets, deliverable products complete and incomplete, and all other types of information prepared or acquired by the proposer for delivery to the Town shall be and will remain the property of the Town of Stow.

The Proposer agrees to use this information only as required in the performance of this Contract and will not, before or after the completion of this Contract, otherwise use said information, nor copy, nor reproduce the same in any form except pursuant to the sole written instructions of the Town of Stow.

K. Minority or Woman Business Enterprise Participation

Minority-Owned Business Enterprises (MBE) or Woman-Owned Business Enterprises (WBE) are strongly encouraged to submit proposals in response to the Request for Qualifications (RFQ). For the purposes of this RFQ, the term MBE or WBE shall mean a vendor who is certified as a minority business enterprise by the Commonwealth of Massachusetts' Supplier Diversity Office (SDO), and who is still certified at the time the contractor's Proposal is submitted.

All minority owned businesses are encouraged to apply for SDO certification. For further information on SDO qualifications, or access to SDO vendor lists, contact the Supplier Diversity Office at (617) 502-8831.

The Town of Stow will require contractors and subcontractors involved in local municipal projects to abide by the Equal Employment Opportunity Anti-Discrimination Program guidelines below, which form a part of the Contract generating from this RFQ.

EQUAL EMPLOYMENT OPPORTUNITY ANTI-DISCRIMINATION PROGRAM

During the performance of this contract, the Contractor and all of his/her Sub-Contractors (hereinafter collectively referred to as the Contractor), for himself, his assignees, and successors in interest, agree as follows:

The Contractor, in the performance of all work after award and prior to completion of the contract work, will not discriminate on grounds of race, color, religious creed, national origin, age or sex in employment practices, in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment Fair Employment Practices Law of the Commonwealth (M.G.L. Chapter 151B).

See MGL Chapter 7C regarding an affirmative marketing program for state-assisted local projects, and the Town of Stow's Minority or Women Business Enterprise Participation programs for additional D/M/WBE requirements.

The contractor by signing the Contract offered by the Town of Stow agrees to abide by the above paragraphs to the best of his/her ability.

SECTION IV. PROPOSAL REQUIREMENTS

A. Minimum Requirements

The Designer Selection Board shall reject Proposals which do not meet the following certain minimum requirements:

1. The Proposal must be from an individual or established business, corporation, partnership, sole proprietorship, joint stock company, joint venture, firm, or other entity engaged in the practice of providing such services as the principal business for which the entity was formed.
2. Possess all necessary current licenses and registrations, as applicable, either within the firm or through independent consultants, to qualify under Massachusetts law to perform the stated services. All consultants carried by the Architect are to be licensed to provide professional services in the Commonwealth of Massachusetts.
3. All Proposers must provide a "Contractor Profile" that includes:
 - a. Full name, tax identification number, main office address and officers of the Contractor that would ultimately enter into a Contract with the Town of Stow.
 - b. History and background including when the firm was organized and if a corporation, where incorporated, and how many years engaged in providing the stated services. Provide a complete list of officers including name, title, address, telephone number, and e-mail address.
4. Not be debarred under M.G.L., chapter 149, section 44C, or disqualified under M.G.L., chapter 7C, section 38H, as applicable.
5. All Proposals shall be submitted to the Town Administrator as stated in the "Legal Advertisement"- Appendix "B". Each Proposal shall be in a SEALED envelope, clearly marked on the outside of the envelope to indicate the contents, and the name and address of the proposer.
6. The Proposal must be received by the Town Administrator before the deadline for receipt of Proposals indicated in Section II, Key Project Dates and Schedule, and must be complete (must include or address all items specified in Section VI – Proposal Submission Requirements). The proposer is responsible to make sure that their proposal submittal is received at the proper location as stated herein before the due date and time. Do not rely upon stated delivery times from contracted package delivery services. Proposals delivered after the proposal response deadline will be refused.

7. The proposer must have signed the Certificate of Non-Collusion and the State Taxes Certification Clause, and all other required Proposal forms (see Attachment “B”) and shall include them in the Proposal package.
8. The proposer must have completed and signed the Commonwealth of Massachusetts, Division of Capital Asset Management and Maintenance (DCAMM), Cities and Towns Application Form (DSB 2016) (see Attachment “C”) and shall have included them in the Proposal package.
9. The Proposal must be signed by an agent of the company who has authority to bind the company to a firm bid price.
10. All responses are to include a statement that the Proposal is in accordance with this Request for Qualifications and that the proposer has read and understands all sections and provisions herein. Exceptions, if any, are to be clearly stated.

B. Staffing Requirements

1. The architect must set forth the staffing to be utilized for this service, including the percentage of time to be dedicated to this project. Provide resumes for specific staff to be assigned to the Project that include education, relevant past experiences, qualifications, licenses, current projects being worked on and any other pertinent information that will assist in making the selection.
2. List major leadership, individuals to be assigned to this project, their duties and responsibilities.
3. Submitting firm must be prepared to contractually commit all individuals as submitted in their Proposal to this service. Any deviation from the proposed will constitute a breach of Contract to any agreement which may result from this Request for Qualifications.
4. The Proposal must include resumes, experience, and qualifications of any proposed consultants that would be utilized by the Proposer in the performance of this contract. Any deviation from the architect’s listed consultants or their team will constitute a breach of Contract to any agreement which may result from this Request for Qualifications. Any change in consultants listed in the Proposal must obtain approval from the Town.
5. Should it become impossible for a contractually committed individual to complete his duties, for a reason such as termination of employment, any change in the proposer’s staffing as outlined in the Proposal will be subject to the approval of the Town of Stow. The Town of Stow Town Administrator, or designee, shall notify the proposer within fifteen (15) business days of the acceptance or rejection of any such staff substitutions. Any substituted person must be of an experience level equal to or greater than the person being replaced unless approved by the Town.

C. Technical Scope of Services

The successful architectural firm shall prepare design development and contract documents, participate in the bid process and perform contract administration phase services as outlined per

the scope of work listed below for the renovated Randall Library. The disciplines of site, civil, structural, mechanical, HVAC, plumbing, fire protection, and electrical engineering, as well as landscape architecture, site lighting, interior design, including the design, selection and procurement thru the Purchasing Office of furniture, fixtures and equipment (FF&E) are to be provided. The scope of work shall include, but is not limited to, the following:

1. Preparing a comprehensive design development phase plans, outline specifications, and construction and project cost estimates to ensure the project stays within budget. Participate with the Randall Library Building Committee 2.0 and Exterior Design Committee and Town leadership in a value engineering process which is to be utilized during each phase for potential cost savings in order to keep project construction costs within the allocated funds available.
2. Work with and make necessary presentations to regulatory and Town agencies and officials to obtain necessary permits, recommendations and approvals for the site and project, including but not limited to the Zoning Board of Appeals, Conservation Commission, Planning Board, and MEPA review if required.
3. Provide construction and project cost estimates to the Town in writing at the end of each of the three design phases in coordination with the Town's Owner's Project Manager.
4. Establish a design, approval and construction schedule for review and approval of the Town. Update at the completion of each phase.
5. Prepare final design, specifications and contract documents for the public bidding of this construction project per Massachusetts General Law.
6. Provide final construction and project cost estimate in writing.
7. Project signage, interior and exterior.
8. Provide any required demolition plans.
9. Provide design support for temporary relocation of equipment and assets currently in the existing facility to a temporary facility if needed.
10. Provide any required phasing, traffic and parking management or implementation plans.
11. Provide for the incorporation of Owner reused and relocated equipment and Owner purchased equipment.
12. Provide project scheduling.
13. Provide electronic record drawings of the completed project in approved ACAD format.
14. Bidding and construction administration.
15. Complete Project closeout, including obtaining warrantees, operation manuals, etc.

Additional services are subject to authorization by the Town include site surveys, traffic surveys, soil borings, investigation and reports, existing building condition survey, investigations for lead and asbestos containing materials within the existing building and specifications for the removal of the same, site environmental investigations and geo-technical investigations and engineering recommendations, and inventory of existing equipment to be reused.

C. Additional Narrative Information

1. Summarize what you believe your architectural firm and team offers to the Town that is unique from your competition in this field.
2. List the anticipated amount of support services and/or documents the Town would be required to provide to you.
3. Provide evidence that the firm has an established and implemented Affirmative Action Plan.
4. Discuss your Design Team's approach to the bidding and construction administration phase of the work. The Town's expectations of the designer in this role are outlined as follows. In addition to attending a pre-bid site meeting and preparing any addenda in coordination with Purchasing and Capital Projects Department, the designer should assume an eleven (11) month construction schedule with attendance at weekly site-based job meetings. The design firm will be responsible for preparation and distribution of meeting minutes. Additionally, the designer will review and process RFIs, submittals, shop drawings and potential change orders, and will create a log of each, updating them weekly. The designer will review payment requisitions and will prepare any change orders.

D. Miscellaneous Requirements

Public Relations: The Town of Stow and the Proposer shall cooperate in maintaining good public relations throughout the period of this project. All announcements including, but not limited to, press releases, bill stuffers, flyers, web site information, and so forth, shall be submitted to the Town Administrator, or designee, for review and approval before distribution to the public.

The Architect, or a representative of the firm given the Contract may be required to meet privately or publicly with various representatives, committees, boards, or commissions of the Town of Stow, or other public forums, to discuss this project, gather information, and address any concerns or to provide timely updates.

E. Payments

Invoicing shall be furnished as per Article 13, Notices, Approvals, Invoices, of the sample Contract, Attachment "A".

SECTION V. SELECTION PROCEDURES

A. PROCESS

1. The Designer Selection Committee for this project will be appointed by the Town Administrator.
2. The Town Administrator's office will review all qualification submittals to make sure minimum requirements are met. Those qualification submittals that meet all of the minimum requirements as outlined in this RFQ, and are determined to be both responsive (those that offer all of the services requested in the RFQ and contain all of the required information and forms properly completed) and those that are responsible (those with the capability, integrity, and reliability to perform under the contract) will be further reviewed by the Designer Selection Committee using the selection criteria outlined in this section.
3. The Designer Selection Committee will select the highest ranked submittals by proposers in accordance with the comparative evaluation criteria listed in Section V.B below (3 minimum). Should the Committee need further information to make a selection, interviews will be scheduled.
4. The committee will rank each of short-listed architects based on the evaluation criteria, the presentation of the firm and the interview (if necessary), and then make a recommendation of award to the Town Administrator as the awarding authority on this project. If the Town Administrator is unable to negotiate a contract, including the fee, with the top-ranked finalist, the Town Administrator will then commence negotiations with the next ranked finalist and so on, until a contract is successfully negotiated and approved by the Town Administrator.
5. The Town currently has appropriated funds for Phase II Services, which shall include full design and engineering, and bidding and construction administration services.

The Town reserves the right to award the contract to the responsive and responsible qualification submittal which best meets the Town's needs, taking into account firm qualifications, submittal quality and evaluation criteria. The awarding authority's decision or judgment on these matters shall be final. The committee will use the comparative criterion for each separate rating area, and based upon these criteria, will assign an overall rating to each proposal. Each of the criteria may contain ratings of:

“Unacceptable” – 0 points – submission will be eliminated from further consideration

“Not Advantageous” – 1 point – submission does not fully met the evaluation criteria or leaves a question or issue not fully addressed

“Acceptable” – 2 points – meets the minimum requirements

“Advantageous” – 3 points – submission exceeds minimum requirements

“Highly Advantageous” – 4 points – submission excels in the category

An “Unacceptable” rating in any one of the criteria will eliminate the proposal from further consideration.

The Town reserves the right to award the contract to the responsive and responsible proposal which best meets the Town's needs, taking into account proposal quality and proposal price.

B. COMPARATIVE EVALUATION CRITERIA

Architects must meet the minimum requirements as specified in Section IV.A. Failure to meet the minimum evaluation criteria will result in immediate rejection of the qualification submittal and will not be subject to further review.

The following criteria will be used in the evaluation of the architectural firm regarding the Technical or Non-Price Proposal. An “**Unacceptable**” rating in any one of the listed criterions will eliminate the proposal from further consideration. **Responding Architects are to address each of the following criteria in a clearly labeled section of their response and in the same order.**

1. The Project Team:

a. Firm Background

- b. Capability:** to perform all of the aspects of the project, such as programming, planning, site permitting, cost estimating and value engineering, architectural design, landscape architectural design, civil, environmental, structural and mechanical engineering, fire protection, electrical engineering, interior design, and FF&E services.

Unacceptable: Less than three (3) years of experience in providing architectural services for public projects.

Not Advantageous: Architectural services have not been for public projects.

Acceptable: Three (3) to five (5) years of experience in providing architectural services for public projects.

Advantageous: More than five (5), of experience in providing architectural services for public projects.

Highly Advantageous: More than five (5) years of experience in providing architectural services for public projects to municipalities with documented examples of providing services to Massachusetts municipalities.

2. Recent Relevant Experience: with projects comparable to the proposed project. Architect to address:

- i. Relevant Library design experience
- ii. Other experience of similar size and scope

Unacceptable: Firm has no Library design experience.

Acceptable: Three (3) to five (5) years of Library design experience.

Advantageous: Library design experience is current (within past 5 years).

Highly Advantageous: Library design experience is current (within past 5 years). Additional similar work is underway currently within the firm. Three (3) or more projects of similar type have been successfully completed.

3. Local Experience: with public and private projects completed within Stow or Massachusetts Communities in the surrounding 10 miles:

- i. Relevant permitting experience through the local boards and commissions
- ii. Other local experience of similar size and scope

Unacceptable: Firm has no local design and permitting experience.
Acceptable - Local design and permitting experience is more than 5 years ago
Advantageous: Local design and permitting experience is current (within past 5 years).
Highly Advantageous: Local design and permitting experience is current (within past 5 years). Two (2) or more projects of similar scale have been successfully completed.

4. **Experience with Historical Municipal Buildings:** with projects comparable to the proposed project. Architect to address:
- i. Relevant historical design experience

Unacceptable: Firm has no municipal historical design experience.
Acceptable: Three (3) to five (5) years of municipal historical design experience.
Advantageous: Municipal historical design experience is current (within past 5 years).
Highly Advantageous: Municipal historical design experience is current (within past 5 years). Additional similar work is underway currently within the firm. Three (3) or more projects of similar type have been successfully completed.

5. **References:** Provide at least five (5) references with contact names and valid phone numbers of other clients whereby similar work has been performed.

Unacceptable: References are not provided.
Not Advantageous: References provided are not related to similar project type.
Acceptable: At least two (2) references are from similar project experience.
Advantageous: More than three (3) references are provided from similar project types.
Highly Advantageous: All references provided are for similar project types.

6. **Staffing:**

- a. **Key Personnel:** Professional background, caliber and staff availability for project; quantify staff and discipline; describe the percentage of time to be committed to the project by the key members of the project team.
- b. **Outside Consultants:** Qualifications and experience of firms regularly engaged by the architect; describe the percentage of time to be committed to the project by the leadership of the project team.
- c. **Team Organization:** Chart and describe team organization

Unacceptable - No staffing plan or team organization provided.
Not Advantageous - The staffing information provided may meet the Town's needs, but the organization plan provided is not clear enough to make a determination of roles and responsibility.
Acceptable - The staffing and team organization information provided will adequately meet the needs of the Town.
Advantageous - The staffing information and team organization plan provided will meet the needs of the Town, and shows the proposer's commitment to the project by providing an experienced team of quality professionals with defined roles.
Highly Advantageous - The staffing information and team organization provided will exceed the needs set forth by the Town and shows the proposer's commitment to putting their best and most experienced staff and resources into this project. Project roles and responsibility are clearly defined.

7. **Project Discussion & Scope of Work:**
 - a. **Project Understanding & Challenges**
 - b. **Project Approach**

Unacceptable - Proposal did not adequately convey the proposer's understanding of the project and the firm's approach to completing the project successfully.

Not Advantageous - The response indicates the proposer may understand the Town's needs, but the plan provided is not clear enough to make a determination. The proposer's approach does not instill confidence in a plan to complete the project in a well thought out manner.

Advantageous - The Scope of Services response provided indicates the proposer will meet the needs of the Town; and shows the proposer's demonstrated understanding of the project and their approach to the work required to complete a successful project.

Highly Advantageous - The Scope of Services response provided clearly indicates the understanding and ability to successfully meet the needs of the Town; shows the proposer's demonstrated understanding of the project; their ability to bring leadership to the project and that their approach to the project demonstrates a creative and thorough process

8. **Proposed Schedule**

- a. **Please provide a proposed schedule and articulate any differences from the Project Schedule proposed by the OPM in Appendix "A."**

Unacceptable: A proposed schedule was not offered.

Not Advantageous: The proposed project schedule does not demonstrate a plan to complete the project in a well thought out manner.

Acceptable: The proposed project schedule provided indicates the proposer understands the project, its scope and its timeframes for completing the work adequately.

Advantageous: The proposed schedule provided indicates the proposer has more than adequately demonstrated their understanding of the project and the work required to complete a successful project and to meet the requirement of the Town's review and approval cycles.

Highly Advantageous: The proposed schedule provided indicates the proposer has demonstrated their complete understanding of the project and will monitor and keep the project on schedule. The firm understands the time required to complete a successful project and has clearly demonstrated their process which will meet the requirements of the Town for timely reviews and approvals.

9. **General Impression of Proposal**

Unacceptable - The proposal was not responsive to the Comparative Evaluation Criteria in an acceptable manner.

Not Advantageous - Response is informative, meets the criteria for responsiveness. Reviewer feels proposal reflects that proposer is able to perform in a manner acceptable to the Town but was lacks details and demonstration of proposer's ability to meet project objectives.

Advantageous - Response is informative, meets criteria for responsiveness and communicates well. Reviewer feels proposal reflects that proposer is able to perform in a manner acceptable to the Town, and shows the proposer's commitment to the Town and the project.

Highly Advantageous - Response is concise, informative, and highly detailed. Proposal reflects that provider is able to perform in a manner acceptable to the Town, communicates well and shows the proposer's commitment to the Town and the project. The Designer Selection Committee is confident in the provider's overall ability to provide and administer the services as required by the Town.

C. WORK REFERENCES

Architects will be evaluated based upon the answers to the questions posed to references as outlined below. Reference check list of minimum questions:

1. Did this architect provide the specified services for you or for the community? When? Are you using the architect for any project currently?
2. Did the architect perform the work requested in accordance with the terms of the qualification submittal and the written contract? If not, what were the deviations?
3. How would you describe the working relationship between the architect and lead members of the contracting body?
4. Did the architect adhere to the rules and regulations associated with your business relationship?
5. Overall, on a scale of one to ten, how would you rate the architect's performance?
6. Would you retain this architect's services on future projects?
7. Did the architect provide a design that upon completion was within the allocated budget and was the project completed on time?

SECTION VI. QUALIFICATIONS & PROPOSAL SUBMISSION REQUIREMENTS

A. SUBMISSION

One sealed envelope containing an original and five (5) copies of the qualification submittal marked "**Qualifications – Randall Library Renovation - Designer Selection,**" must be received per the time frame outlined in the legal advertisement- (Appendix "B").

The qualification submittal will be accepted until **2:00 PM, on November 28, 2022**. They shall be delivered to the Town Administrator's Office, 380 Great Road, Stow, MA 01775. It is the sole responsibility of the architect to ensure that the qualification submittal arrives on time and at the designated place. Place firm name on the outside of each envelope.

Within your Qualification submittal, please provide each of the following items and clearly structure and label your Qualification submittal. Qualification submittals received after this date and time will not be accepted.

1. Cover Letter to include the name of Firm, address and telephone number, signed in ink by someone authorized to sign such documents. Acknowledge any addenda, if any, and include a statement that the Proposal is in accordance with this RFQ, and that the Proposer understands all sections and provisions therein. Any exceptions must be clearly stated.
2. Attach Financial Statement for two previous calendar years attested by a CPA or Bank Officer. In respect of confidentiality, this may be submitted (one copy) in a separate envelope. This information will only be used if financial information provided in qualification submittal is not adequate to communicate financial capabilities. If you do not provide financial statements, you must include a letter to that effect and provide some other means to determine the financial status of your company. The Town reserves the right to request additional financial information from any proposer who does not submit adequate information to allow the Town to make a reasonable determination of financial capability and stability.
3. Submission of all information requested to meet Minimum Requirement per Section IV.A.
4. Certificate of Non-Collusion, State Taxes Certification Clause, and other required forms per Attachment "B".

5. Appropriate certificates of insurance.
6. If applicable, and the company is not registered in Massachusetts, proof of registration with the Massachusetts Secretary of State as a “foreign” corporation authorized to do business in the Commonwealth of Massachusetts.
7. Any other information that the Proposer considers relevant for the purpose of evaluating its qualifications for the Project.
8. Division of Capital Asset Management and Maintenance (DCAMM) Cities and Towns Application Form (DSB 2016) per Attachment “C” to do business in the Commonwealth of Massachusetts. See their website at https://www.mass.gov/files/citiestownsapplication2016_1.doc
9. Clearly identify any and all consultants and/or subcontractors who will work with the architect with resumes of staff to be assigned to the project and their roles and responsibility.
10. Proposal shall contain a proposed schedule and timeline which clearly identifies the Consultant’s project approach to the scope of services as defined in *Section IV Proposal Requirements – Part C Technical Scope of Services*.

B. CONTACT INFORMATION

Clarification and interpretations of this Request for Qualification must be requested in writing. Responses shall be likewise furnished. See key dates listed in Article II. A for last day to submit questions. After that day no requests or questions will be accepted. Please contact the Town of Stow for clarification of this Request for Qualification, direct all inquiries to:

Denise M. Dembkoski
380 Great Road
Stow, MA 01775
Phone. (978) 897-2927
Email: townadministrator@stow-ma.gov
Business Hours: 8:00 a.m. – 4:00 p.m. Monday through Friday