

Williamstown Fire District
Williamstown, MA

REQUEST FOR QUALIFICATIONS
Designer Selection RFO # 21-02

Project Title: Fire Station Project

ISSUED: June 16, 2021

RESPONSES DUE: June 30, 2021 at 11:00 A.M.

OWNER:

**WILLIAMSTOWN FIRE DISTRICT
34 WATER STEET
WILLIAMSTOWN MA 01267**

**OPM
COLLIERS INTERNATIONAL
67 HUNT STREET, SUITE 119
AGAWAM, MA 01001**

**ANTHONY J. DILUZIO, PROJECT MANAGEMENT
Main 1-413-592-0030 x231 / Mobile 1-774-262-2770
Anthony.diluzio@Colliers.com**

ISSUED BY:

**Williamstown Fire District
Prudential Committee
34 Water St.
Williamstown, MA 01267**

Pre-Proposal Conference

A virtual briefing session will be held on June 23, 2021 at 10:00 AM

Zoom Link: <https://colliers.zoom.us/j/92015114545?pwd=UU5oT1lvbElmYzVFNnJiRlRPa1lJUT09>

**Legal Advertisement
Designer Selection Request for Qualifications
Williamstown Fire Station
Williamstown Fire District**

The Williamstown Fire District acting through its Prudential Committee, (“WFD”), and Colliers Project Leaders, designated Owner’s Project Manager (“OPM”) is seeking proposals from qualified, experienced architectural firms to (review and formalize) develop department programming for the WFD services. The scope of the project will be limited to department interviews and data collection to establish the appropriate special requirements for the departments. This initial scope is intended to produce program requirements and schematic design layout for the proposed site. Qualification will be received at the office of the Fire Chief, Williamstown Fire District, 34 Water St. Williamstown MA 01267 on or before June 30, 2021 at 11:00AM. Responses received at that time and place will be opened and recorded.

This solicitation is being conducted in accordance with the provisions of Massachusetts General Laws Chapter 7C, §§ 44-57, the designer selection law, and any resulting contract will be strictly awarded in accordance with the requirements of the solicitation. A quality-based selection process will be used to select the Architect. The Prudential Committee has appointed a Building Committee (“Committee”) the to evaluate qualifications and experience of the submission and recommend the finalists for an award. The fee for services is to be negotiated with the chosen Architect. **The selected firm may be retained through completion of design, bidding and construction phases pending additional funding authorization, without solicitation for up to 12 months.**

**A briefing session will be held via Zoom
<https://colliers.zoom.us/j/92015114545?pwd=UU5oT1lVbElmYzVFNnJiRIRPa1lJUT09>
on June 23, 2021 at 10:00AM.**

Request for Qualification, Terms and Conditions, and Forms may be obtained via the Fire District website at www.williamstownfiredept.org under “New Fire Station”, or by emailing Anthony DiLuzio, OPM at Anthony.diluzio@colliers.com. Proposers shall examine all information and materials contained in and with this solicitation. Failure to do so shall be at the proposer’s risk. The District reserves the right to waive any informalities or irregularities in the proposals received, or to reject any and all proposals, wholly or in part.

Anthony DiLuzio, OPM
Colliers Project Leaders

Advertised in Berkshire Eagle (June 17, 2021)
Advertised on the District website (June 16, 2021)
Advertised on COMMBUYS (June 16, 2021)
Published in Central Register Bulletin of (June 16, 2021)

I. Project Overview

Project Background

Williamstown is located in the northwest corner of Berkshire County, Massachusetts, bordering New York and Vermont. Williamstown is home to Williams College, one of the country's top small liberal arts colleges. The Town covers 46.8 square miles with a resident population of approximately 7,800 which includes an undergraduate population of about 2,000 students. The college campus is in the heart of the community and is bisected by Route 2, the Mohawk Trail, the primary east / west access route. The original fire station building constructed in 1950, is no longer viable in its current configuration. Problems include lack of size and space for personnel and apparatus and all other fire and rescue operations. The current site is far too small for relevant renovation or expansion and does not support land acquisition on any side. The Fire District anticipates a project to construct a new Fire Station at a total project cost of \$10.0 million District owned property.

The Design firm selected will be responsible for the initial project scope of programming and schematic design including floor plans, elevations, site plans and other conceptual drawings so as to communicate the intended final project to stakeholders including the public. The proposed site is located at 562 Main Street, Route 2, in Williamstown. Subject to the approval of the Prudential Committee, and further subject to an appropriation, authorized by the Williamstown Fire District, the contract between the District and the Designer may be amended to include Design Development, Contract Documents, Bidding, and Construction Administration Services. It is anticipated that construction services for the project will be procured using procurement procedures in accordance with Massachusetts General Laws Chapter 149 or 149A, Construction Management at Risk.

Project History

The Williamstown Fire District contracted with a consulting architectural firm in 2008 for an assessment of the current fire station, and that study was updated in 2013. In 2018 the District commissioned a comprehensive "Department Organizational Assessment," including recommendations for future facilities and equipment, as well "best practices" for management and staffing over the next 25 years. With respect to the fire station, both studies resulted in a similar conclusion:

The current fire station building, constructed in 1950, is no longer viable in its current configuration. Problems include lack of size and space for apparatus and all other fire and rescue operations. The site is far too small for relevant renovation or expansion and does not support land acquisition on any side. The lack of space in the bays poses safety concerns due to proximity of apparatus to each other and to the structure.

The current structure has no space for new or larger replacement apparatus and lacks decontamination areas for equipment and personnel. There are no firefighter sleeping quarters or segregated shower facilities. Training space is insufficient, and there are no offices or storage room for Officers and staff other than the Chief.

The building infrastructure and systems are outdated and do not meet NFPA or Americans with Disabilities Act (ADA) guidelines for accessibility or compliance.

A. Project Schedule

The following is a preliminary schedule and subject to change as may be in the best interest of the District.

06/16/2021	RFQ Available
06/23/2021	Pre-Response Virtual Briefing
06/25/2021	Last Day for Questions (11:00AM)
06/30/2021	Responses to Designer RFQ due (11:00AM)
07/22/2021	Interviews for Pre-Selected Candidates (Time and date to be determined)
07/28/2021	Prudential Committee Votes (NTA)
08/25/2021	Executed Contract
09/30/2021	Final Program Issued 6 weeks after contract award (adjust dates)
10/20/2021	Design Presentation to Prudential Committee a
11/18/2021	Final Concept Plans
01/13/2022	Final Program & Schematic Report

B. Project Cost Estimate

The estimated total project cost is anticipated to be approximately \$10.0M dollars. The initial phase of the project is intended to produce a general square footage, floor plans, building elevations preferred site plan to meet District needs and establishment of a project scope, budget and schedule.

C. Pre-Bid Conference

A voluntary virtual conference will be held on **June 23, 2021 at 10:00 a.m.** vial zoom and can be attended at <https://colliers.zoom.us/j/92015114545?pwd=UU5oT11vbElmYzVVNnJiRlRPa1lJUT09>

D. Deadline to Submit Questions

Questions or clarifications regarding the RFQ shall be submitted in writing by 11:00 AM, June 25, 2021.

Submit questions to OPM:

Anthony J DiLuzio, MCPPO, Project Manager, Colliers Project Leaders

Anthony.diluzio@colliers.com

II. Scope of Design Services

A. Phase I Design Services

The Williamstown Fire District intends to commission one firm to provide all Fire Department programming and conceptual design services necessary to develop the project scope, budget and schedule. The selected firm will have the responsibility to provide these services through the firm's own capabilities and approved sub-consultants as necessary. The selected firm must possess the skills and experience associated with public safety facilities through the Commonwealth and construction of public safety facilities utilizing MGL. C149. Other areas of expertise such as cost estimating, code research, and environmental assessment as needed for the complete design of the project, are the responsibility of the commissioned design team. This expertise must be provided if, or as needed, by in-house personnel or through engaging sub-consultants.

Services shall include but not be limited to:

1. Provide all necessary requirements as is customary and defined by AIA Basic Services and as required under Mass General Law.
2. Meet with the Building Committee, Owner's Project Manager, District Officials and other project stakeholders to gain a full understanding of the department's specific needs, goals and objectives to support the operations for the next 50 years.
3. Attend District Building Committee meetings as necessary to present the project findings, site selection and option considerations as necessary to inform the District sufficiently for its decision-making process. Building committee meetings shall be anticipated at a minimum of monthly. More meetings may be required based on the phases and progress of the design services.
4. Provide an independent cost estimator with a minimum of five (5) years experience providing construction cost estimating services on similar public projects. Detailed construction cost estimates and total project cost shall be in sufficient detail based on the square footage and types of spaces.
5. Develop final programming and cost estimate report of findings sufficient for presentation to hold public information meetings, including with the Prudential Committee.
6. Provide Site and Environmental assessment and permitting analysis of the site to accommodate the intended project. The initial phase shall include a complete assessment of project constraints and recommendations to support the future development.

The Owner may engage the services of other consultants, as needed, outside the architect's contractual obligation, as well as hazmat, or other consultants the Owner deems necessary beyond the contractual requirements of the Architect.

Subject to the approval of the Prudential Committee and an appropriation authorized by the WFD, the contract between the District and Designer may be amended to include continued Design, Bidding and Construction Administration Services through design development, construction and final closeout of the potential Project

B. Minimum Qualifications

All applicants must meet the following list of minimum qualifications to be considered for the project. The applicant is responsible to present their qualifications in a clear and concise manner. The minimum qualifications are as follows:

1. Massachusetts registered architect with a minimum of five (5) years of relevant experience in the design and construction administration of public safety construction projects. Massachusetts registration and licensing in all other applicable disciplines.
2. A thorough knowledge of the Massachusetts State Building Code, Massachusetts Architectural Access Board, the Americans With Disabilities Act, and all other local, state and federal codes that would apply to this project.
3. A thorough knowledge of all public bid laws, including to but not limited to M.G.L. Chapter 149A, Section 44A-1/2.
4. Prior experience in design and construction of projects of similar size, cost and complexity.
5. Financial and operational ability to perform the design services on this project.
6. Experience relating to “green” building design and construction.
7. Submission of a completed Certificate of Non-Collusion by the applicant.
8. Submission of a completed Certificate of Tax Compliance Certification by the applicant.
9. Submission of a completed Certificate of Corporate Authority by the applicant.
10. The selected entity shall be required to carry at their expense professional malpractice and/or errors and omissions insurance with limits of at least \$5,000,000 per claim and \$5,000,000 aggregate, with a deductible of no more than \$25,000.00 per claim. The selected entity shall also carry workers compensation, general liability and motor vehicle insurance policies listing the WFD as additionally insured in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage liability.
11. The selected entity shall also agree to indemnify and hold harmless the WFD, District Officials, employees, boards, committees, agents and representatives against all claims, course of actions, suits, damages and liability of any kind (that) arise out of the negligence or willful misconduct of the selected entity.

C. Owner/Architect Agreement

All firms submitting responses must include a statement in the cover letter indicating the review and acceptance or exceptions of the terms and conditions of the attached Owner - Designer Agreement. The Town will negotiate the full extent of scope of services and deliverables as an attachment to the contract with the top ranked firm.

III. Design Team Selection Process

A. Review Process

The District plans to select a design firm for the Public Safety Programming project through a “Quality Based Selection Process” utilizing a combination of written proposal evaluation and interviews in accordance with M.G.L.c.7C §§38A1/2-O as amended. The Building Committee will evaluate the written proposals and rank the firms in order of qualifications. The Committee will take into account all available information, including but not limited to: the scope of work, project

specific criteria, reference information, project specific information, performance of applicants on previous public and private work, and the information contained in the firm's application. The Committee will then invite the top finalists for a presentation and interview before the Committee.

B. Evaluation Criteria of Written Proposals

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

1. Compliance with the submission requirements.
2. Quality of proposal, project approach and organization.
3. Experience in design of municipal projects of similar size and complexity to this project and assigned personnel.
4. Ability to begin immediately after Notice to Proceed and complete work within the given time frame as outlined on the attached schedule.
5. Success of completed projects, including adherence to schedule and budget.
6. Firms should describe the environmental goals achieved in past projects.
7. Satisfaction of former or present Public Safety clients.
8. Creativity, appeal and timelessness of designs of past projects.
9. Experience and reputations of proposed consultants and assigned individuals, specifically with regard to the MEP/FP and Structural Engineering team members with similar buildings.
10. Financial stability of the firm.

C. Presentation and Interview

The Building Committee may elect to interview firms that submit proposals and receive high reviews from the written proposal process. Key members of the proposed design teams are expected to participate in the interview/presentation including the Principal-in-Charge, Project Architect, and/or other individuals proposed to play key roles in the planning and design of the project and that will likely be engaging with the OPM and the Building Committee for the duration of the Project. The Committee will send its recommendations to the Prudential Committee as to the ranking of design consultants.

D. Interviews/Presentation Evaluation Considerations

The following criteria, not listed in priority order, are likely to be considered in evaluating and selecting the design team after presentation interviews:

1. Experience with multi-year projects commencing with programming and culminating with project delivery.
2. Experience with Police, Fire, EMS facilities designed and constructed under MGL 149/149A.
3. Knowledge of this building type by consultant design team members.
4. Sensitivity to Williamstown's culture, geography, and ability to assist the Building Committee in presenting the project to the voters.
5. Clarity and method of presentation.

6. Track record of delivering projects on time and budget from concept to completion.
7. Presentation of Sustainability features of past projects
8. Cohesion and clarity of role of design team members including consultants.
9. Experience creativity and sensitivity in problem solving.
10. Personal chemistry and energy of design team members.

E. Designer Selection & Negotiation

Following interviews, the Building Committee will rank the finalist in order of qualification and a rationale for selection and ranking shall be captured for the record. The WFD then anticipates negotiating an acceptable, lump sum, not-to-exceed fee, with the top-ranked finalist and award a contract. The fee shall include all expenses, including but not limited to, travel, meeting attendance, preparation and production of reports, phone calls, and faxes. If an acceptable fee cannot be negotiated with the top-ranked finalist, the Prudential Committee or its designee(s) will negotiate with the other finalists in order of their ranking.

IV. Instructions for Submission of Design Service Proposal

A. Submission Logistics

Qualification submissions must be received at the office of the Fire Chief, Williamstown Fire District, 34 Water St. Williamstown MA 01267 on or before June 30, 2021 at 11:00 am. One sealed envelope or container one original un-bound, ten (10) copies, and one electronic version (USB/thumb-drive) of the Qualifications submittal marked “**Williamstown Fire District Designer Qualifications**” must be received per the time frame outlined in the legal advertisement. It is the sole responsibility of the proposer to ensure that the Qualification submittal arrives on time and at the designated place.

Within your Qualification submittal, please supply each of the following items and clearly structure and label your Qualification submittal:

Cover Letter including name of Agency/Firm, address and telephone number, signed in ink by someone authorized to sign such documents. Acknowledge any addenda and state the firms ability to commence work upon receipt of the Notice to Proceed and the firms ability to meet the proposed timeline

Provide a Financial Statement for the 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 the 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.

Submissions received late or submissions received at other than the designated location will be returned to the submitter unopened.

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:** Name, address, phone number, fax number and email address. History and description of the firm, including number of personnel in each discipline and a description of in-house services.
2. **Certificate of Legal Existence:** Including name and addresses of persons controlling the legal entity.
3. **Financial Stability:** Submit an audited financial statement for the most recent fiscal year. The financial information submitted shall remain confidential and shall not be a public record.
4. **Organization:** Proposed project organization, including resumes of key personnel proposed for this project, and an organization chart delineating internal relationships and external consultant responsibilities. Resumes shall indicate years of experience and length of employment.
5. **Consultants:** List of any and all consultants, including their disciplines, that the firm plans to utilize on this project. A description of each consultant's firm must be supplied. Consultants are to be included as part of basic services.
6. **Project Specific Thoughts and Ideas:** Any materials that will demonstrate your design team's sensitivity, creativity, and insight into the issues related to the project.
7. **Project Approach:** A management plan and detailed task schedule outlining the firm's intended approach to this project and plan for working with the Owner to ensure a successful project should be presented.
8. **Massachusetts Project Experience:** A list of all public projects in Massachusetts's for which the applicant has entered into contract for architectural services within the past five (5) years.
9. **Similar Project Experience:** Description of similar Call/Career Fire Station projects, at least three (3) projects having been fully funded and built. Include the following reference information at a minimum:
 - Name of Project
 - Owner, Owner's Representative, telephone numbers
 - Dollar value of the project
 - Design schedule
 - Completion date
 - Principal-in-Charge and Project Architect
10. **Current Workload:**
 - Name of projects
 - Owner's Representatives and telephone numbers
 - Dollar values of each project
 - Design schedule
 - Completion date
 - Principal and Project Architect in charge
11. **Standard Designer Application Form:**
 - In accordance with M.G.L.c.7C §38K(b) proposals from designers must include the form "Standard Designer Application Form for Municipalities and Public Agencies Not with DSB Jurisdiction".
12. **Certificates:** Submission of the following Certificates:
 - Certificate of Tax Compliance
 - Certificate of Non-Collusion

- Certificate of Corporate Authority. The Certificate of Authority provided, or the firm's corporate vote will satisfy this requirement.
13. **Insurance:** Statement that the applicant and any consultants presently have, or can obtain, the insurance requirement listed under Minimum Qualifications.
 14. **Litigation:** List any and all lawsuits you have been a party to in the last five years, and the position your firm has taken.
 15. **Owner-Architect Agreement:** The District intends to enter into a design agreement for limited programming services based off the standard AIA Owner-Architect agreement as amended and modified to meet the statutory requirement of MA General law.
 16. **Addenda:** Applicants must acknowledge the receipt of any addenda issued by the District. Failure to acknowledge any addenda will result in disqualification of the applicant. It is the applicant's responsibility to ensure receipt of any addenda.

The Williamstown Fire District reserves the right to reject any and all proposals in whole or in part, and to waive minor informalities, when at its sole discretion is deemed to be in the best interests of the District and to the extent permitted by law.

C. Fee Proposals – Fee for Service

Fee negotiations will take place with the most qualified proposer as determined by the Committee and as approved by the Prudential Committee or its designee. The selected and approved proposer shall provide the Awarding Authority with a fee proposal that includes a proposed lump-sum fixed fee along with a detailed breakdown of the estimated labor and expenses the successful proposer believes are necessary to perform each task. All related cost information requested by the Awarding Authority shall be furnished by the successful proposer for the purpose of complete disclosure during negotiations. This cost information includes, but is not limited to:

Breakdown of Design fee by phase with specific deliverables from prime and subconsultants

Hourly rates for the design and subconsultant personnel with any projected increases over the duration of the project.

An itemized breakdown of all other costs included in the fee proposal.

If the Williamstown Fire District is unable to negotiate a contractual Agreement, including the fee, with the top-ranked finalist, the District will then commence negotiations with the next ranked finalist and so on, until a contract is successfully negotiated and approved by the District.

The Williamstown Fire District reserves the right to award the contract to the responsive and responsible proposer who submitted the Qualification submittal that best meets the District's needs, taking into account the Qualification submittal quality and evaluation criteria. The District's decision or judgment on these matters shall be final, conclusive and binding.

THE CONSULTANT SHALL CERTIFY TO THE FOLLOWING

CERTIFICATION OF GOOD FAITH

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.

COMPANY NAME

DATE

BY: SIGNATURE AND TITLE

PRINT NAME

STATEMENT OF TAX COMPLIANCE

Pursuant to Massachusetts General Laws Chapter 62C, Section 49A, I certify under the penalties of perjury that, _____ to the best of my knowledge and belief, has complied
(name of bidder)

with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

COMPANY NAME

DATE

FEDERAL ID#

BY: SIGNATURE AND TITLE

PRINT NAME

Approval of a contract or other agreement shall 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 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.

CERTIFICATE OF AUTHORITY*

At a duly authorized meeting of the Board of Directors of the _____ held on _____ Directors were present or waived notice,
(name of corporation) (date)
it was voted that _____ of this company be and hereby is
(officer and title)
authorized to execute contracts and bonds in the name and behalf of said company, and affix its
Corporate Seal thereto, and such execution of any contract or bond of obligation in this company's
name on its behalf of such _____ under seal of the company shall be valid and binding
upon this company. (officer)

A TRUE COPY,

ATTEST:

Place of Business:

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)
that _____ is the duly elected _____
(Name of Officer) (Title)
of said 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: _____

Name/Title: _____

Date: _____
(Corporate Seal)

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS.

, 2016

Then personally appeared the above named _____ and acknowledged the
foregoing instrument to be his/her free act and deed before me.

Notary Public
My commission expires:

*The company's Corporate Vote may be substituted for the Certificate of Authority.