

WILLIAMSTOWN FIRE DISTRICT
WILLIAMSTOWN, MASSACHUSETTS

Request for Qualifications (RFQ) Owner's Project
Manager Services

RFQ TITLE: "Phase 1 – Fire Station Project"

RFQ #: #21-01

DATE OF ISSUANCE: December 9, 2020 at 10:00 a.m.

RESPONSE DATE: January 6, 2021 at 3:00 p.m.

SUBMIT TO: FIRE CHIEF
WILLIAMSTOWN FIRE DISTRICT
34 WATER STREET
WILLIAMSTOWN, MA 01267

As of 10:00 a.m. on December 9, 2020 copies of this RFQ for Williamstown Fire District's "OPM Services Phase 1 – Fire Station Project" may be obtained from the Williamstown Fire District at 34 Water Street, Williamstown, MA 01267, electronically on the Department's website at www.williamstownfiredept.org under "New Fire House", "Phase 1", "OPM-RFQ" or by email contacting the Fire Chief at c1wmstfire@gmail.com, for additional information.

Proposals must be submitted in a sealed envelope marked "OPM Services Phase 1 – Fire Station Project".

Contract/Proposal Awarding Owner: Williamstown Fire District
34 Water Street
Williamstown, Massachusetts, 01267

Williamstown Fire District

OPM Services Phase 1 - Fire Station Project

Key Schedule Dates

The following is a preliminary schedule noting target dates for phases and tasks to be completed in FY 2021:

12/09/2020 @ 10:00 am	RFQ Advertised and Issued
12/09/2020 @ 10:00 am	Posted in Central Register
12/09/2020 @ 10:00 am	Advertised in <i>the Berkshire Eagle</i>
12/21/2020 @3:00 pm	Last Day for Questions
12/28/2020 @3:00 pm	Responses to Questions
01/06/2021 @3:00 pm	DUE DATE for Owner Project Manager RFQ Responses
01/11/2021	Begin Review of Owner Project Manager RFQ Respondents
01/25/2021	Begin Interviews with Selected Respondents
02/10/2021	Committee Recommends Owner's Project Manager for Approval
02/12/2021	Begin Fee Negotiations with selected respondent
02/19/2021	Sign Contract with OPM

Advertisement

Request for Services (RFQ) Williamstown Fire District

Owner's Project Manager Phase 1 – Fire Station Project

December 2020

The Williamstown Fire District seeks the services of a qualified "Owner's Project Manager" (OPM) as defined in Massachusetts General Laws Chapter 149 Section 44A 1/2 and as further defined in the RFQ to provide project management services for design development, construction documents, bid and award, construction and final closeout for the construction of a new Fire Station in the Town of Williamstown.

Williamstown is in the northwest corner of Berkshire County, Massachusetts, bordering New York and Vermont. Williamstown is home to Williams College, the top small liberal arts college in the country. The Town covers 46.8 square miles with a resident population of approximately 7,800 and an undergraduate population of about 2,000 students. The college campus is in the heart of the community and is bisected by Rt 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 (firematic) 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 cost around \$10 million on District owned property.

The OPM will represent the District during the specification and schematic design phases of the project for a new Fire Station to be 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 OPM may be amended to include continued Project Management Services through design development, construction and final closeout of the potential Project. 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 at Risk.

As of 10:00 a.m. on December 9, 2020 copies of this RFQ for Williamstown Fire District's "OPM Services Phase 1 – Fire Station Project" may be obtained from the Williamstown Fire District at 34 Water Street, Williamstown, MA 01267, electronically on the Department's website at www.williamstownfiredept.org under "New Fire House", "Phase 1 OPM-RFQ" or by email contacting the Fire Chief at c1wmstfire@gmail.com for additional information.

Advertisement to be published in the Berkshire Eagle
and in the Central Register on, Wednesday, December 9,
2020

**REQUEST FOR QUALIFICATIONS (RFQ)
OWNER'S PROJECT MANAGER SERVICES
PHASE 1 - FIRE STATION PROJECT**

I. Project Overview

The Williamstown Fire District (District), acting through its Prudential Committee, is requesting the services of a qualified individual or firm for an "Owner's Project Manager" (OPM) in accordance with M.G.L. c. 149, §44A1/2, and as further defined in this RFQ. The OPM will represent the District during the specification and schematic design phases of the project, to construct a new Fire Station on property of the District, located at 562 Main Street, Route 2 in Williamstown, MA.

Subject to the approval of the Prudential Committee, and further subject to appropriation authorized by the Williamstown Fire District, the contract between the District and OPM may be amended to include continued Project Management Services through design development, construction and final closeout of the potential Project. It is anticipated that construction services for the Project will be procured using procedures in accordance with Massachusetts General Laws Chapter 149 or 149A, Construction at Risk.

The estimated total project cost is approximately \$10 million dollars, depending upon the design agreed to by the District. Qualified individuals or firms are requested to submit their proposals to the Fire Chief, c/o the Williamstown Fire District, 34 Water Street, Williamstown, MA, 01267, in accordance with the instructions contained within this RFQ.

II. Background

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 2019 the District commissioned a comprehensive "Department Organizational Assessment," including recommendations for future facilities and equipment, as well as 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 (firematic) 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 a safety concern 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 rooms for Officers and staff other than the Chief.

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

The OPM will initially represent the District for the schematic design selection and cost estimate phases of the project. The new Fire Station will be constructed on a 3.5 acre parcel at 562 Main Street, which the Fire District purchased in 2017. The new facility will be designed to current codes and ADA standards, and be energy efficient, low-to-no maintenance and built to last 50 – 75 years. The District wishes the building to meet NFPA guidelines, be LEED certified and utilize the most up-to-date sustainability principles.

Subject to the approval of the Prudential Committee and an appropriation authorized by the Fire District, the contract between the District and OPM may be amended to include continued Project Management Services through design development, construction and final closeout of the potential Project.

III. Scope of Services

The Scope of Services will be set forth in the negotiated agreement, and shall include, but not be limited to, the following:

Consult with the Fire District's Prudential Committee, Building Committee and Fire Department Officers on all aspects of project development for the RFP for a new fire station "Concept Design", including, but not limited to, attending official and work-group meetings.

Review previous reports, assessments and feasibility studies conducted for the District, and determine the desired space and programmatic requirements to be included in the RFP for "Concept Design."

Walk the building site and review the survey, engineering and environmental studies conducted on the property to-date and apply the data accordingly.

Coordinate with all Town departments, as necessary, to facilitate the completion of project specifications that address building code, zoning, storm water and other compliance regulations.

Review and establish RFP specifications for NFPA and ADA compliance.

Ensure that traffic safety concerns, related to personnel and apparatus access and egress, are given appropriate design consideration.

Review FEMA guidance to ensure the building design qualifies for potential grant funding.

Present an RFP for the District's approval and assist the District with pre-qualification and publication. Specifically, manage communication of design and engineering requirements to insure they are clearly articulated and fully understood, throughout the RFP process.

Assist the Building Committee with the evaluation and ranking of the respondent's proposals and ultimately, the selection of the successful Station Design Team.

If, by agreement with the Prudential Committee and subject to appropriation by the District, this contract is amended and extended, the expectation is for the OPM to continue providing Project Management Services through design development, construction and final closeout of the Fire Station Project.

IV. Minimum Requirements

To be eligible for selection, each Respondent must certify in its cover letter that it meets the following minimum requirements.

Respondent is a registered architect or professional engineer with at least five (5) years of experience in the construction and supervision of the construction and design of public buildings or, if not registered, have at least 7 years experience in the construction and supervision of construction of buildings of similar size and scope of complexity. Certified OPM credentials are preferred. The OPM must be independent of any architect and construction firms that may be hired for this project and will be selected prior to the bidding for any of these contracts. The OPM will have this project as its primary responsibility and will always be available to the District and contracted entities. The OPM shall include in its submission a statement of its experience (by the firm and key personnel) on similar type and size projects in the last five (5) years, at least two (2) of which shall be public projects; documented and demonstrated knowledge of MA State Building Code and all pertinent codes and regulations related to the successful and timely completion of projects; demonstrated knowledge of MA procurement laws (MCPPO certification preferred). The OPM shall also include evidence of its capacity and financial stability to perform the project, documentation that all consultants and key personnel have any required certifications and licenses and documented evidence that the firm has met deadlines and estimated budgets regarding the successful completion of public construction projects.

V. Evaluation Criteria

Proposals will be evaluated in accordance with the following evaluation criteria:

1. Compliance with the minimum qualifications.
2. Compliance with the submission requirements.
3. Prior successful experience within the public sector, especially in fire station design and construction. Demonstrated ability to work with governmental building committees.
4. Evaluation of references for similar projects.
5. Proposed approach to this project that will minimize project management costs while assuring high quality standards of performance in meeting the District's goals and objectives for design and construction within budget and on time.
6. Depth and breadth of experience and qualifications of the personnel and consultants to be assigned to this project.
7. Evaluation of the financial stability and insurance requirements of the firm and that of any sub-consultants.
8. Applicants experience in applying LEED certification standards.
9. Any other criteria the District deems relevant.

The District may request that one or more applicants provide additional information during the selection process. The District will review and evaluate all proposals in accordance with the selection criteria and will select and rank up to three finalists. Once the finalists are chosen, the District will commence negotiations with the top-ranked finalist to negotiate a fee, and if the District cannot, in its sole discretion, negotiate a reasonable fee with the top-ranked finalist, it will cease such negotiations and begin negotiations with the second ranked proposer, and so on until a reasonable fee is negotiated.

VII. Fee

The District will negotiate a fee for services with the selected OPM.

VIII. Additional Information

1. The Prudential Committee, working with the Fire Chief, will oversee this project. The primary contact for the District will be determined prior to award of contract and will work with the selected OPM throughout the project.
2. All communication and correspondence shall be directed through the Fire Chief or his designee unless otherwise specified in writing. The Williamstown Fire District is an Affirmative Action/Equal Employment employer, which encourages the utilization of minority and women-owned enterprises.
3. The Williamstown Fire District reserves the right to reject any proposal that, in its judgment, fails to meet the requirements of the RFQ; or which is incomplete, conditional or obscure; or which contains additions or irregularities; or in which errors occur; or if determined to be in the best interest of the District to do so.
4. The Williamstown Fire District may cancel this RFQ, in whole or in part, at any time whenever such act is deemed in its best interest. The District reserves the right to waive minor discrepancies or permit an applicant to clarify such discrepancies and so conduct discussion with all qualified applicants in any manner necessary to serve the best interests of the District.
5. Finalists may be required to meet with the Prudential Committee, Building Committee, Fire Chief and other individuals as necessary for interviews.
6. If the RFQ is obtained from the District's website, it is the sole responsibility of the Respondent to obtain any/all future addendums. Faxed responses to the RFQ will not be accepted.
7. All responses and information submitted in response to this RFQ are subject to the Massachusetts Public Record Law, G.L. c.66, §10 and G.L. c.4, §7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

8. The District 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 Respondent and to take any other measures with respect to this RFQ in any manner necessary to serve the best interests of the District.
9. After successful negotiations on fee, the OPM will be expected to execute a standard contract with the District.
10. Any questions regarding this RFQ must be submitted to the Fire Chief, Williamstown Fire District by 3 pm, December 21, 2020. Questions can be e-mailed by that time/date to c1wmstfire@gmail.com Any addenda issued will be posted on the Fire Departments website www.williamstownfiredept.org.

IX. Proposal Submittal

Applications will be received until 3 p.m. January 6, 2021 and should be clearly marked "**OPM SERVICES Phase 1 - FIRE STATION PROJECT**".

Send to:
Fire Chief
Williamstown Fire District
34 Water Street
Williamstown, MA 01267

Applicants shall submit a Proposal and Statement of Qualifications for OPM Services for this project. Each Proposal should be based on an inspection of the site and the ability of the applicant to complete the job in a timely manner.

Each applicant is asked to submit one signed original and five (5) copies of the Qualifications submittal, as well as an electronic (PDF) copy labeled thumb drive, to include the Standard Designer Application Form for Municipalities and Public Agencies not with DSB Jurisdiction. Acknowledgement of any addenda, if applicable, must be included. Faxed copies will not be accepted.

Proposals should include the following, in addition to addressing the scope of services and minimum requirements set forth above:

1. Provide a list of at least five (5) references (names and telephone numbers).
2. Provide a list and brief description of similar Public Safety, preferably Fire Station projects, (in scope and size) completed within the past five (5) years. Include who in the firm was involved in the project, as well as the primary contact at the owner's site (name and telephone number).
3. Provide a list of all projects that your firm is currently working on, including project cost and estimated completion date.

4. Provide the resume, name and title of all those who will be assigned to this project.
5. Execute and comply with state tax compliance certification.
6. Execute and comply with Non-Collusion statement.
7. Execute a Certificate of Corporate Authority.
8. Provide a copy of a certificate of insurance indicating coverage as follows:
 - Professional Liability \$1,000,000
 - General Liability \$1,000,000
 - Auto Liability \$1,000,000
 - Workers' compensation at statutory limits(A certificate specific to the job will be required from the awarded OPM. This certificate must list the Williamstown Fire District as a certificate holder and as an additional insured.)

A Respondent may withdraw or modify its proposal prior to the deadline. All proposals submitted must remain valid for 90 days following RFQ deadline.

The District is not responsible for, and will not pay for, any costs incurred in preparing a Response to the RFQ, interviewing for the project, negotiating a contract for the project, or any other costs incurred prior to entering a contract with the OPM.

CERTIFICATE OF NON-COLLUSION

The undersigned hereby certifies that the bid, proposal and agreement have 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.

Executed under and as a sealed instrument this day of 2021.

Respectfully submitted,

(Name of bidder)

(Signature)

(Type name and title)

Date:

WILLIAMSTOWN FIRE DISTRICT
STATE TAXES CERTIFICATION CLAUSE

Pursuant to G.L. c.62C, §49A, I certify hereby in writing, under penalties of perjury, that the within named Bidder/Contractor has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

By:

* Signature of individual or Corporate Officer
Corporate Name (Mandatory) (Mandatory, if applicable)

CERTIFICATE OF CORPORATE AUTHORITY

At a duly authorized meeting of the Board of Directors of

_____ (Name of Corporation)

held on _____ it was VOTED that:
(Date)

_____ (Name) _____ (Title)

of this corporation, be and he/she hereby is authorized to submit bids and proposals, execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal thereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such _____ under seal of the company, shall be valid and binding upon this corporation.

A True Copy,

ATTEST:

TITLE: _____

PLACE OF BUSINESS: _____

DATE OF THIS CERTIFICATE: _____

I hereby certify that I am the clerk of the _____
(Corporation)

that _____ is the duly elected _____ of
(Name) (Title)

said corporation, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this Certification.

(Clerk)

CORPORATE SEAL: