

REQUEST FOR QUALIFICATIONS

# DEPARTMENT OF PUBLIC WORKS MASTER PLAN FEASIBILITY STUDY

RFQ #:	<b>DPW- Feasibility Study</b>
Bid Opening:	<b>Monday May 9, 2022 at 10:00am</b>
Bids Opened At:	Office of the Town Manager Town of Foxborough 40 South Street Foxborough, MA 03035

**Contact**

Audrey Strom  
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LEGAL NOTICE

**Request for Qualifications  
Department of Public Works Masterplan-Feasibility Study**

The Town of Foxborough invites submission of qualifications in accordance with MGL c7D Designer Selection Procedures for professional services to be provided for the Town of Foxborough in the preparation of a Master Plan Feasibility Study for the Public Works Department. Estimated value of contract is \$45,000. Bid documents will be available starting 10:00am, April 18, 2022 on the Town's website [Procurement - Town of Foxborough \(foxboroughma.gov\)](https://procurement-townoffoxborough.com) . A site visit is scheduled for April 25, 2022 at 10:00am at the Public Works Offices at 70 Elm Street. Qualification packages are due on May 9, 2022 at 10:00 am, at the Office of the Town Manager, 40 South St. The Town of Foxborough reserves the right to accept or reject any and all bids.

William Keegan  
Town Manager

**Posted:**

<b>Central Register:</b>	<b>04/18/2022</b>
<b>Newspaper:</b>	<b>04/19/2022</b>
<b>Town Hall</b>	<b>04/18/2022</b>
<b>COMMBUYS</b>	<b>04/18/2022</b>

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## Introduction

The Town of Foxborough (Awarding Authority) intends to engage an Architect/Engineer to prepare a Master Plan Feasibility Study for the Public Works Department. The study will review the space needs of the department currently located at 70 Elm Street. The Master Plan –Feasibility Study will contain five phases that are outlined in the Scope of Services. The phases are: Programming, Building and Site Plan Alternatives, Detailed Conceptual Cost Estimate, Final Report and Preparation of Presentation Materials.

Copies of the Request for Qualifications may be obtained as of **Monday April 18, 2022 @10:00am** from the Town of Foxborough – [Procurement - Town of Foxborough \(foxboroughma.gov\)](https://www.foxboroughma.gov/procurement)

A briefing session is scheduled for **Monday April 25, 2022 @10:00am** at Public Works Office at 70 Elm Street, Foxborough, MA 03035

Qualifications are to be submitted to the Office of the Town Manager at the Town of Foxborough, 40 South Street, Foxborough, MA, no later than **May 9, 2022 at 10:00 a.m.** Submittals must be clearly marked on the outside "Qualifications to provide Master Plan Feasibility Study for DPW".

## Background

The Highway Department responsibilities include: maintenance of roadways and ball fields, the upkeep of grounds at all schools and public buildings, the removal of street trees, the trash and recycling programs, the compost site, and snowplowing. The Foxborough Water and Sewer Department is dedicated to providing and maintaining the water supply/distribution system and sewer system for the Town. Our Commitment is to supply quality water that complies with all State and Federal standards; provide excellent customer service, provide education in water conservation and plan for future needs.

## Description of DPW Facility

Existing garage is 50+ years old. 180'x60'. The building includes three sections. Section 1 includes four bays used primarily for storage of large 6-wheel dump trucks, with bay dedicated to a mechanic. Section 2 includes four bays used primarily for storage of Highway and Tree & Park trucks, equipment and tools. Section 2 also serves as work areas for these two divisions. Section 3 includes two drive through bays used by the mechanics for maintenance of all town vehicles (minus Fire Apparatus).

The site includes the only Town fuel pumps utilized by all departments, a fabric top salt storage building, a fabric top cold storage building for DPW equipment, and a Pre-fab office building. The existing site and buildings are connected to municipal water and sewer.

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Selection of the Architect/Engineer for this project will be done under the requirements of M.G.L Chapter 7, sections 44-58. The total base contract Architect/Engineer fee for this project will be a negotiated fee not to exceed \$45,000 for labor and expenses.

It is anticipated that the Architect/Engineer for this Master Plan Feasibility Study may require the following sub-consultant disciplines. It is expected that these disciplines will be registered professionals, preferably in Massachusetts.

- Planner
- HAZMAT Consultant
- Landscape Architect/Engineer
- Site/Civil Engineer
- Cost Estimator
- Traffic Consultant
- Environmental Consultant (may be performed by Architect/Engineer)

The Awarding Authority has determined that the administration of this contract will be provided by the Public Works Director or their designee.

**Scope of Work**

The Master Plan Feasibility Study will follow the format as outlines in the following phases:

**Phase I - Programming**

- 1.1 Attend an initial kick-off meeting with the Town to discuss project objectives and schedule.
- 1.2 Complete a review of all available existing published data for the existing site provided by the Town. Existing data that may be reviewed as part of this initial phase may include organizational information, existing building plans, site history documentation, environmental reports, utility plans, zoning regulations, wetlands bylaws, and any other local bylaws that may govern over the project. Utilize this data to develop a list of questions and issues to be further reviewed and discussed at the staff interviews.
- 1.3 Perform site inspections and develop independent vehicle, equipment, and material inventory lists.

Meet with key staff from the DPW to develop the building and site program requirements. Interviews shall be conducted and will focus on developing an understanding of the operations. The data obtained from this analysis will be used to identify the “near term needs” (5 to 10 years) and the “long term needs” (more than 10 years). Programming needs will be identified for all anticipated future spaces. Interviews will be conducted by our Project Manager and Assistant Project Manager and will focus on developing an understanding of all operations. Some of the topics that may be discussed at these interviews are as follows:

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- Existing building and site deficiencies
- Description of the day-to-day operations
- Emergency (24 hours a day) operations
- Vehicle, equipment, and material storage requirements
- Anticipated growth in service
- Anticipated growth in vehicles, equipment, and materials

Interviews will take into consideration the recent site and building improvements (including the modular office space and cold storage building) which have been implemented to address recent programmatic deficiencies.

- 1.4 Based on the results of the site inspection, existing documentation review, and staff interviews, prepare programming sketches for each major area to be incorporated into the renovated facility. These programming sketches will provide layouts for each space including desks, chairs, shelves, file cabinets, vehicles, equipment, and plows.
- 1.5 Identify site components to be incorporated into the new facility including potential relocated fueling operations, staff parking, bus parking, and circulation.
- 1.6 Review the programming sketches with the Town and incorporate comments accordingly and assembled the space needs into a matrix that will summarize the total area needed.

**Phase II – Building and Site Plan Alternatives - Master Plan**

- 2.1 Prepare an existing conditions base plan of the existing facility for use in developing master plan alternatives. Plans will be developed utilizing any existing floor plans provided by the Town supplemented with field measurements of the existing building.
- 2.2 Utilize the results of the space program to develop building and site alternatives on the Town's existing site. Building alternatives will be created by piecing together the programming sketches into the footprint of the existing facility to identify the most cost effective and efficient layout for building renovations. The site plans will show the layout of driveways, buildings, vehicle fueling facility, circulation, and parking. Building and site plans will be prepared as a Master Plan document to allow the Town to phase the construction as needed. Building renovation alternatives will be developed to illustrate how the facility can remain operational while specific components of the renovations are completed.
- 2.3 A one-page summary sheet will also accompany each alternative. This summary sheet will include a general description of the alternative with sizes, description of renovation activities, a list of advantages and disadvantages, preliminary construction cost information, and descriptions of major building systems (mechanical, electrical, plumbing, and fire protection). Preliminary construction

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costs will be based on historic DPW facility construction data to assign building costs to each major building component. The estimate will also include site costs based on preliminary concepts focusing on major site components supplemented with allowances for specific site features/improvements. The estimates will identify all other project costs including, but not limited to design contingencies, construction contingencies, escalation (to the assumed midpoint of construction), printing costs, and furnishings.

- 2.4 Each of the alternatives will be reviewed with the Town and comments incorporated accordingly to create a preferred building renovation/site alternative.
- 2.5 Utilizing the preferred alternative, create a conceptual level floor plan which will show all interior spaces and adjacencies.

**Phase III – Detailed Conceptual Cost Estimate - Master Plan**

3.1 Prepare a conceptual cost estimate for the preferred building and site alternative. The estimate will list individual materials and systems anticipated for the project. The cost estimate will also identify potential soft costs associated with the project including design contingencies, construction contingencies, clerk-of-the-works, printing of bid documents, Architect/Engineer and engineering design fees, and escalation. The estimate will be prepared as a Master Plan document and will identify each component of potential renovations, expansion, and site development separately to allow the Town to phase the construction as needed. All costs will be projected to the anticipated year of construction as identified by the Consultant and the Town.

**Phase IV – Final Report**

4.1 Assemble the data from Phases I, II, and III into a final feasibility report. The report will include an executive summary with conclusions and associated attachments consisting of the department interviews, functional space plans, space needs assessment, building and site alternatives, final alternative, phasing plans, and detailed conceptual cost estimate.

**Phase V – Prepare Presentation Materials**

5.1 Prepare presentation material and assist the Town with presenting the project to the appropriate Town committees, Town boards, and other interested parties. Presentation materials to include colored conceptual building and site plans, conceptual 3D site modeling, and PowerPoint presentations and handouts.

**Proposed Project Schedule**

RFQ available	04/18/2022
RFQ Briefing	04/25/2022 @10:00 am
Final date to submit questions	04/29/2022 @ noon
RFQ responses due	<b>05/09/202 @10:00 am</b>
Interviews for final selection (estimated)	05/11/2022

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Contract Award  
Complete and issue final report\*

05/18/2022

**\*Note: It is anticipated that Phases I through IV will be completed within four (4) months of receiving the authorization to proceed. Phase V will be completed on an as needed basis consistent with the phasing of the Master Plan.**

### **QUALIFICATIONS**

All applicants for consideration must possess the following minimum qualifications:

Massachusetts registration and licensing in applicable disciplines

- Thorough knowledge and understanding of current Massachusetts Building Codes and standards.
- Demonstrated experience with Massachusetts public construction laws, procedures, as well as hold a current MCPPO certification.
- Sufficient levels of staff to complete the project within the schedule requirements
- Flexibility to work for a lump sum fee.
- Adequate levels of professional liability insurance for all disciplines sufficient to cover the services and resulting response provided.
- Staff experience: Firm must commit an individual project manager with at least ten (10) years of project management experience, five (5) of them in managing similar feasibility studies for town offices comparable in size and complexity in Massachusetts.

### **SUBMISSION REQUIREMENTS**

One clearly marked single sided original copy (unbound), Three (1) and one (1) electronic copy (***neither facsimiles nor emails are acceptable***) of the following requirements must be submitted to the attention of Office of the Town Manager, Town of Foxborough, 40 South Street, Foxborough, MA 03035 no later than **Monday, May 9, 2022, at 10:00 a.m.** Submittals must be clearly marked on the outside “Qualifications to provide Master Plan Feasibility Study for Foxborough Town Offices”.

*(Note: qualification packages must be delivered to the Office of the Town Manager if you are using a delivery service –please take notice, failure to deliver to this location may result in a disqualification of your submission.)*

The information shall be submitted with clearly identified sections as identified and described as outlined.

#### **1. LETTER OF APPLICATION**

#### **2. QUALIFICATIONS INFORMATION**

- The completed original of the application to Designer Selection Committee form attached herein as [https://www.mass.gov/files/citiestownsapplication2016\\_1.doc](https://www.mass.gov/files/citiestownsapplication2016_1.doc)
- Background data concerning the Architect/Engineer’s firm and all consulting firms anticipated to have participation in the project’s development and execution including an explanation of areas of specialty, technologies utilized and knowledge of procedures required by the Commonwealth of Massachusetts.

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- Resumes of all team members of the Architect/Engineer’s firm and of key members of all consulting forms.
- Evidence of professional liability insurance from an insurance company licensed to do business in the Commonwealth of Massachusetts.
- Firm must disclose any and all lawsuits or legal proceedings against said firm.

**3. PROJECT APPROACH**

- A description of all previous town offices feasibility studies of comparable size and complexity. The description should include construction cost estimates and references relative to these projects. The Town of Foxborough is to have express permission to contact either in person, via telephone and/or correspondence any reference identified.
- Provide a list of recently completed project (past five years), and their corresponding project costs, in the greater Boston area which are similar in function and size to the proposed project.

A brief description of the firm’s preliminary approach to study, organization and scheduling of the project. Vendor will describe how they will deal with the proposed schedule and submit sample forms and reports for similar projects

**4. SUBMISSION OF REQUIRED FORMS**

- Insurance and Certifications
- W-9
- Certified Statement of No known lawsuits or legal proceedings
- Certificate of Non-collusion
- Tax Compliance Certification
- Acknowledgement of Consultants on Public Building Projects
- Certificate of Vote
- ***Executed copy of Professional Services Contract – failure to submit the signed contract may be grounds for disqualification. This is for acceptance of the Town’s Terms and conditions.***

**OTHER CONDITIONS**

- The Town of Foxborough reserves the right to reject the choice of any design/engineering sub-consultants.
- An Owner/Designer agreement is attached. Responders **must** complete, sign and include, unaltered, with the submission package.
- Finalists will be required to appear before the Town of Foxborough Board of Selectmen to review their qualifications. It is requested that any personnel who will be assigned to the project, including Principal-in-Charge, Project Architect/Engineer and Project Manager be available to participate in the interview.

**SELECTION PROCEDURE**

The Town of Foxborough Department of Public Works will select finalists for interviews based upon the following criteria:

- Understanding and approach to this specific project.



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- Prior experience in executing Master Plan Feasibility Studies for similar facilities within New England, preferably in the Commonwealth of Massachusetts.
- Past performance of public projects, including completion of contract reports and documents in a timely manner, cost control efficiency and quality and completeness of documents.
- Identify qualifications of key personnel assigned to the projects, including participants from both the applicant firm and all design/engineering consultants,
- Experience in Massachusetts public construction, laws and procedures.
- Capacity to effectively undertake the scope of project and meet all time requirements.
- Financial stability.

Following the interviews with the finalists, the Town of Foxborough will establish a ranking of applicant preference based on above criteria. Effort will be made to negotiate a contract with the top ranked applicant. Failing this effort, the Town of Foxborough will then approach the remaining finalists in ranked order to negotiate a contract.

**ADDITIONAL INFORMATION**

- Questions concerning this Request for Qualifications must be submitted on or before **noon** on **April 29, 2022** in writing by email to [Astrom@FoxboroughMa.gov](mailto:Astrom@FoxboroughMa.gov)
- There will be a project briefing on **Monday April 25, 2022, at 10:00 am.**, at the DPW Facilities located at 70 Elm Street. Attendance is NOT mandatory.
- Architect/Engineer must be able to complete the project within the funds allocated and meet the proposed schedule.
- The selected Architect/Engineer will be considered by the Town of Foxborough for further development of the selected Master Plan Feasibility Study option contingent on the qualifications of the Architect/Engineer, approved funding appropriation, satisfaction with the completion of the Master Plan Feasibility Study and mutual agreement on the additional fee.
- This scope of work will be funded through ARPA funds. Future work may be funded through an appropriation at Town Meeting or other State or Federal funding or grants.

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**CERTIFICATE AS TO CORPORATE CONTRACTOR**

I \_\_\_\_\_

Certify that I am \_\_\_\_\_ of  
the Corporation named as Contractor in the within Proposal Form that

\_\_\_\_\_ who signed said Proposal Form on behalf of the  
Contractor was then \_\_\_\_\_ of said Corporation; that  
I know his signature and that his signature hereto is genuine and that said Proposal Form was  
duly signed, sealed, and executed for and on behalf of said Corporation by authority of its Board  
of Directors.

(Corporate Seal)

(Signature)

(Title)

This Certificate must be completed where the Contractor is a Corporation, and should be so completed by its Clerk. In the event that the Clerk is the person signing the Proposal on behalf of the Corporation, this Certificate must be completed by another Officer of the Corporation.

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**CERTIFICATE OF VOTE**

(to be filed if Contractor is a Corporation)

I, \_\_\_\_\_ " hereby certify that I am the duly qualified and acting  
(Secretary of the Corporation)

Secretary of \_\_\_\_\_ and I further certify that at  
(Name of Corporation)

a meeting of the Directors of said Company, duly called and held on \_\_\_\_\_  
(Date of Meeting)

at which all Directors were present and voting, the following vote was unanimously passed:

VOTED: \_\_\_\_\_ authorize and empower  
To \_\_\_\_\_

Anyone acting singly, to execute Forms of General Proposal, Contracts or Bonds on behalf of the Corporation.

I further certify that the above vote is still in effect and has not been changed or modified in any respect.

By: \_\_\_\_\_  
(Secretary of Corporation)

A True Copy:

Attest: \_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_  
(Date)

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**CERTIFICATION STATEMENTS**

The response and statements are hereby submitted in response to the request for qualification cited above. All information, statements are true, accurate and binding representations of its intentions and commitments in responding to this RFQ. Bidder acknowledges that they have read all the bid and contract documents and understands his obligations to faithfully perform the work.

<b>Vendor:</b>	_____				
<b>Street:</b>	_____				
<b>City:</b>	_____	<b>State:</b>	_____	<b>Zip:</b>	_____
<b>Phone:</b>	_____	<b>e-mail:</b>	_____		
<b>Web Address:</b>	_____				

**Non-Collusion Statement**

The undersigned certifies under penalties of perjury that this bid 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.

**Taxes Paid Certification**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am/my company is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and Contractor's, and withholding and remitting child support.

**Certified Statement of no known lawsuits or legal proceedings**

The undersigned certifies under penalties of perjury that this is a certified statement of no known lawsuits or legal proceedings. 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.

**Acknowledgement of Code of Conduct for Consultants on Public Building Projects**

For the Bidder:

**Attach certificate of corporate vote**

X \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**CERTIFICATE OF APPROPRIATION**

In accordance with M. G. L. c. 44, §31C, this is to certify that an appropriation in the amount of this contract is available therefore and that the Town of Foxborough, including any of its designated agents or employees, has been authorized to execute the Contract and approve all requisitions and change orders.

By: \_\_\_\_\_

Signature of Accounting Official

\_\_\_\_\_  
Name of Accounting Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order