

**TOWN OF MAYNARD, MASSACHUSETTS**  
**REQUEST FOR QUALIFICATIONS**

**Owner's Project Manager (OPM) Services for constructing a Fire Station**

**I. Overview - Description of Project**

The Town of Maynard acting through its Fire Station Building Committee (the FSBC) is requesting Owner's Project Managers to submit applications stating their qualifications to provide professional services in connection with the following project: to design, develop and construct a fire station of approximately 17,500 sq. ft. on a site owned by the Town.

It is anticipated that the project will commence during calendar 2017. It is anticipated that the project will be completed within 18 months of its start date.

**Applications will be received until 3:00 p.m. EST on January 24, 2017 at the Office of the Town Administrator, Maynard Town Building, 195 Main Street, Maynard, MA 01754.** One original and three (3) copies of the application and an electronic copy on a USB flash drive must be submitted in a sealed envelope marked Application for Professional Services – Owner's Project Manager.

All written applications will be evaluated by the FSBC and a list of not fewer than three finalists will be developed. The FSBC will interview the applicants identified as finalists and identify its preferred applicant and attempt to negotiate a fee for the professional services. If the fee negotiations are not successful with the first preferred applicant, the FSBC will commence fee negotiations with its second preferred applicant, and so forth until the contract is awarded.

The Committee anticipates that the contract will be awarded within 30 days after the date for submission of applications set forth above and will use its best efforts to accomplish this schedule.

Questions concerning this RFQ should be addressed to the Maynard Fire Chief, Anthony Stowers, [astowers@townofmaynard.net](mailto:astowers@townofmaynard.net), Monday - Thursday, 8:00 am - 4:00 p.m., 978-897-1016.

The selection process is governed by M.G.L. Ch. 149, sec. 44A ½

The minimum qualifications and comparative evaluation criteria are set forth below. Each applicant must be an architect or professional engineer registered in Massachusetts and must have at least five (5) years of experience in the design of, expansions to, and renovations of, existing public buildings in Massachusetts. If not a registered architect, applicant must have at least seven (7) years experience in construction and supervision of construction of buildings.

The OPM will execute a contract prepared by Town Counsel as attached as an exhibit hereto and will also be required to execute a Certificate of Non-Collusion and Certificate of Tax Compliance, as required by law.

## **II. Scope of Service**

The duties of the owner's project manager shall include, but need not be limited to, providing advice and consultation with respect to design, value engineering, scope of the work, cost estimating, general contractor and subcontractor prequalification pursuant to section 44D 1/2 or 44D 3/4 when applicable, scheduling, construction and the selection, negotiation with and oversight of a designer and a general contractor for the project, ensuring the preparation of time schedules which shall serve as control standards for monitoring performance of the building project, and assisting in project evaluation including, but not limited to, written evaluation of the performance of the design professional, contractors, and subcontractors. Duties also include specifically:

- Advise and assist the FSBC with evaluating designers and negotiating the design contract during the selection process
- Provide advice on General Contractor bid process
- Provide advice during sub-contractor bid process
- Review the designer's contract and any subsequent amendments
- Monitor the designer's progress and work with the designer to resolve any problems hindering the project's completion
- Ensure that users and others affected by the project are properly consulted
- Provide advice on design options presented by the designer or, where decisions are to be made by others, ensure that decisions are made and communicated to the designer
- Review and approve invoices for payment submitted by the designer
- Other tasks that are required to complete the project that are not within the scope of the designer's responsibilities
- Conduct weekly inspections on project throughout construction phase and provided the town with inspection reports outlining progress, potential problems and suggested solutions

## **III. Minimum Qualifications of OPM**

The OPM must meet the following minimum qualifications:

- Demonstrate a minimum of five years experience in the management of Chapter 149 construction projects in Massachusetts; seven years experience of not a registered architect or professional engineer
- Possess knowledge of and experience in legal requirements of Massachusetts public building projects
- Possess all necessary current licenses and registrations to qualify under Massachusetts law to perform as the project manager of the project
- Provide evidence of insurance for general liability (\$2 million combined single limit), automobile (\$2 million combined single limit), worker's compensation (statutory) and professional services liability (\$2 million minimum)
- The applicant as defined under M.G.L ch.29, sec,29F, shall not be debarred under M.G.L. ch. 149, sec. 44C.

#### **IV. Requirements for Application**

The following information is specifically required in each application:

- Name and address of applicant.
- Brief resume of principals and of the staff to be assigned to the project.
- List of projects, which would best illustrate qualifications for the project. References must be included.
- List of all projects, public and private, which the applicant has commenced within the past five (5) years.
- Statement of the scope and type of services proposed for project.
- Statement of any legal or administrative proceedings pending or concluded adversely to the applicant within the past five (5) years that relate to the applicant's performance of this type of work.
- Appropriate certificates of insurance.
- Evidence of financial stability.
- Statement of the applicant's philosophy regarding the construction of public buildings.
- Completed OPM Application (attached)

#### **V. Evaluation Process**

The FSBC will evaluate all applications submitted. Any application that fails to meet any of the minimum qualifications will be rejected as non-responsive. In addition to the minimum qualifications, the evaluation will consider the following comparative criteria:

- Experience in the construction of similar projects
- Past performance on public and private projects
- Ability to manage project construction schedule
- Ability to work with town committees, officers and contractors
- Record of projects being completed as designed, on time and within budget and the degree of satisfaction of the owner
- Depth and breadth of experience and qualifications for personnel to be assigned to the project
- Identity and qualifications of any engineers or other consultants whom the applicant proposes to employ to assist in the project
- Basis and amount of proposed fee for services
- Financial stability of applicant

The Committee will evaluate written applications and check such references as may be appropriate. The Committee will develop a list of not fewer than three finalists, ranked in order of preference. The finalists will be interviewed by the Committee, which will make the final selection. The Committee will issue a written decision describing the reasons for its selection if the contract is not awarded to the highest-ranked applicant.

## **VI. General Provisions**

- The FSBC reserves the right to reject any and all applications and to waive any informality whenever such rejection or waiver is in the best interests of the Town of Maynard.
- The FSBC will not be responsible for any expenses incurred in the preparation or submission of applications by the applicants. Each application should provide a concise explanation of the applicant's capacity to satisfy the requirements of this RFQ. Emphasis should be placed on clarity of content.
- The application, and any subsequent contract for services, shall be governed by applicable Massachusetts laws.
- Upon submission, all applications, plans and specifications will become the property of the Committee and will be subject to disclosure in accordance with the Massachusetts Public Records Law.
- **The selected OPM will be required to comply with all applicable federal state and local laws, ordinances and regulations.**
- The Town of Maynard is an Affirmative Action/Equal Opportunity Employer.
- The Town encourages applications from qualified MBE/DBE/WBE firms.