

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**TOWN OF BILLERICA**  
**FEASIBILITY STUDY SERVICES AND DESIGN**  
**FIRE DEPARTMENT FACILITY PINEHURST BRANCH**  
**832 Boston Road, Billerica MA 01821**

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## I. LEGAL NOTICE

### REQUEST FOR QUALIFICATIONS (RFQ)

#### TOWN OF BILLERICA FEASIBILITY STUDY SERVICES

Fire Department Facility

The Town of Billerica, will receive responses from qualified firms for Feasibility Study Services (Services) for a new Fire Department Sub-Station Facility located in the Pinehurst area of the town located at 832 Boston Road, Billerica MA 01821.

Copies of the RFQ will be available February 20, 2019 between the hours of 9:00am to 3:00pm at Fire Department, 8 Good Street, Billerica MA 01821 or by email request to [rcole@billericafire.com](mailto:rcole@billericafire.com)

Responses are to be submitted to Billerica Fire Department, 8 Good Street, Billerica MA 01821 no later than March 20, 2019 at no later than 3pm to be considered.

A pre-Proposal meeting will be held on March 13, 2019 at 10 am at the Billerica Fire Department on 8 Good Street, Billerica MA 01821, a site visit of the Sub Station will follow.

The Town reserves the right to reject any and all responses, to waive informalities and to award in the best interest of the Town. All questions regarding this RFQ should be directed to Fire Chief [Rcole@billericafire.com](mailto:rcole@billericafire.com)

## II. SCOPE OF SERVICES

### Background

The Town of Billerica Fire Department Pinehurst Branch Facility has exceeded its useful life and is in need of replacement. The Town would like to identify the current and future needs of the Fire Department operations in order to identify facility improvement / expansion opportunities. Additional services by the feasibility study firm, including full Design Services, Construction Documents, Bidding and Construction Administration Services may be continued under the same contract, subject to approval by the Town and further appropriation by the Town.

The Designer's responsibilities shall include, but not limited to, the following services:

#### TASK 1 - PROJECT START-UP

- A. Attend a kick-off meeting with Town officials to review the project goals, the scope of tasks to be undertaken, procedural protocols, and the nature and schedule of deliverables.
- B. The Town does not have plans for current site, visiting the site is recommended; a prior appointment is required by calling (978)671-0940.
- C. Conduct a preliminary regulatory review to determine if the site falls within any regulatory protected areas or has physical characteristics which may impact the development of the site for the Fire Department. The results of the analysis shall be summarized in a report describing any physical or environmental features identified and what precautions or actions must be taken to address these features.

#### TASK 2 - SPACE NEEDS ASSESSMENT / FACILITY PROGRAMMING

- A. Prepare a space needs assessment which will include a meeting with Fire Department personnel to verify functions that the facility will need to support. The space needs assessment shall include an evaluation of building space needs (e.g., administration, employee facilities, apparatus storage, supply storage, mechanics bay, etc.) along with site needs (e.g., vehicle parking, circulation, and stormwater control).
- B. Based on the results of the existing documentation review and staff meeting, prepare programming sketches for each major functional space to be incorporated into the new facility. These programming sketches will provide layouts for individual spaces illustrating layouts for desks, chairs, shelves, file cabinets, apparatus, and equipment. The purpose of these sketches will be to validate the required size and functional capabilities.

- C. Prepare a Facility Space Needs Matrix which details each space required for the facility, including operational spaces and support spaces. The matrix shall be organized by space type (e.g., offices, employee facilities, shops, apparatus storage, etc.), and shall include factors to account for corridors, structure, and other non-usable square footage, and shall yield a total proposed facility size.
- D. Review the programming sketches and matrix with the Town.
- E. Incorporate comments from the Town into an updated Fire Department Facility Space Needs Matrix.

### TASK 3 - PRELIMINARY ZONING ANALYSIS

- A. Zoning Analysis: Prepare a preliminary zoning analysis for the site utilizing the current local zoning regulations (allowable use, setbacks, lot coverage, height, floor area ratio, etc.). The analysis shall identify all dimensional restrictions as well as any special permits or variances required to meet the requirements of the zoning bylaws.

### TASK 4 - BUILDING AND SITE PLANNING CONCEPT DESIGN

- A. Utilize the results of the previous tasks to develop building and site alternatives. The plans shall be in the form of “block plans” that are assembled from the various groupings of space types (e.g., offices, employee facilities, apparatus storage, etc.) based on the Fire Department space needs assessment. The alternatives shall show the general layout of the interior space functions and shall include an overall site plan with parking and circulation.
- B. The concept plans shall be reviewed with the Town to solicit comments. The comments shall be used to assemble a final referred conceptual plan for the new facility.

### TASK 6 - PRELIMINARY CODE ANALYSIS

- A. Prepare a preliminary code analysis to assess code requirements including means of egress, building use and occupancy classification, general building height and area limitations, type of construction, and fire and smoke protection features.

## TASK 7 - CONCEPT-LEVEL DEVELOPMENT BUDGET

- A. Prepare a conceptual development budget based on the preferred alternative. The estimate shall be in the form of an order of magnitude estimate based on dollar per square foot values for similar projects. **The cost estimate shall include temporary housing of fire staff, fire trucks and equipment cost,** building costs and anticipated site development costs. The cost estimate shall also identify potential soft costs associated with the project, including design contingencies, construction contingencies, clerk-of-the-works services, printing of bid documents, architectural and engineering design fees, and escalation costs.

## TASK 8 - REPORT AND PRESENTATION OF CONCLUSIONS

- A. Prepare a summary report that outlines the work completed as part of the study, with exhibits illustrating all of the completed tasks.
- B. Present the study recommendations to Town governing authorities and the community, as appropriate.

## TASK 9 - PREPARE PRESENTATION MATERIALS

- A. 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 and PowerPoint presentations and handouts.

## III. MINIMUM QUALIFICATIONS AND EVALUATION

### Minimum Qualifications

In order to be eligible for selection, each Respondent must certify in its cover letter that it meets the minimum requirements detailed below. Any response that fails to include such certification in its response demonstrating that these criteria have been met, will be rejected without further consideration.

1. Each response shall be accompanied by a completed Standard Designer Board Application Form.
2. Responses shall be signed as follows: (1) if the respondent is an individual, by her/him personally; (2) if the respondent is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the respondent is a corporation, by the

authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

3. Each Respondent must designate an individual who will serve as the Project Director and Project Manager.
4. The Project Manager shall be a registered architect or professional engineer with at least 10 years' experience in the design and construction of municipal facilities.
5. A thorough knowledge of the Massachusetts State Building Code, Stretch Code, the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities Act.
6. A thorough knowledge of all public bid laws, including without limitation, M.G.L. Chapter 149, Section 44A-M.
7. Financial and operational ability to perform services on the project within established budget limits and time schedules.
8. Not be debarred under M.G.L. c.149, §44C or disqualified under M.G.L. c.7C, §47.

## **Evaluation**

Responses that meet the minimum criteria above must demonstrate how they will meet the following criteria:

1. Compliance with the minimum qualifications.
2. Proposed approach to this project which will minimize costs while assuring high quality standards of performance in meeting the Town goals and objectives for completion of a well-designed building within budget and schedule and giving maximum value for money.
3. Prior Similar Experience
  - a. Documented experience by the firm and key personnel on similar type and size projects in the last five (5) years.
  - b. Documented experiences by the firm and key personnel on public facility projects and construction projects in Massachusetts.
  - c. Provide contact information for these project as possible references.
4. Past Performance on Public Projects
  - a. Documented successful performance on previous projects of similar cost, size, and trades.
  - b. Documented and demonstrated knowledge of the MA State Building Code and all pertinent codes and regulation related to successful and timely completion of the projects.

- c. Demonstrated knowledge of MA Procurement and Public Construction laws
5. Financial Stability
    - a. Documentation that the firm has the financial resources and stability to undertake a project of this scope and size in conjunction with any other current projects.
  6. Demonstrated Capacity and Resources to Undertake a Project of this Magnitude
    - a. Documentation that the firm has sufficient staff and capacity to undertake this project on the identified schedule in conjunction with any other current projects on which they are working.
    - b. Identify current workload of staff assigned to the project.
    - c. Documented and verifiable evidence of meeting timelines for public facility construction projects.
  7. Identity and Qualifications of Consultants Who Will Work with the Applicant on the Project
    - a. Documentation that any/all consultants have the required registrations and licenses.
    - b. Documentation of experience by any/all consultants on projects of a similar size and cost.

### **Comparative Criteria**

The following ratings will be used to measure the relative merits of each submission which has met the Minimum and Evaluation Criteria described above. Those submissions which do not meet the criteria will be deemed unacceptable and will not be considered for this project. These rankings will be applied to each of the Evaluation section for the purpose of scoring the value of each submission.

Definition of the rankings is as follows:

1. **Highly Advantageous:** That submission which demonstrably meets or exceeds all requirements of the RFQ criteria.
2. **Advantageous:** That submission which meets or exceeds a majority of the requirements of the RFQ. Vagueness or lack of information may not allow full understanding of the Submitter's description of services, staff qualifications, etc.
3. **Not Advantageous:** That submission which clearly does not meet a majority of the requirements of the RFQ criteria.

The Town of Billerica reserves the right to reject any proposal. The Town reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The Town may or may not, within its sole discretion, seek additional information from Respondents. This RFQ, any addenda issued, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the Sub-Consultants identified in the response shall take place without the prior written approval of the Town.

#### IV. FEE

The Town will negotiate a fee and final scope of work with the selected design firm. If unable to negotiate a contract with the first-ranked selection, the Town will then commence negotiation with the second ranked selection and so on, until a contract is successfully negotiated and approved by the Town.

The Town reserves the right to re-advertise if a fee and/or final scope of work cannot be negotiated with one of the top three ranked firms. The negotiated fee will include all expenses, direct and indirect, related to this project.

#### V. SUBMISSION DEADLINE AND INSTRUCTIONS

Sealed submissions shall include one (1) signed original and 5 copies and must be received no later than **March 20, 2019 at 3 PM at the Billerica Fire Department, 8 Good Street, Billerica MA 01821**. Responses submitted by fax or by electronic mail will not be considered. Responses will only be accepted if sent by certified mail (return receipt requested), Federal Express or similar or delivered by hand between the hours of **9:00 am and 3:00 pm, Monday through Friday**, and in either case must be sealed and marked:

#### **Town of Billerica RFQ – Feasibility Study Services - Fire Department Pinehurst Branch Facility Project**

Applicants must also execute and include in the sealed submission the Town of Billerica Certificate of Corporate Authority, Certificate of Non-Collusion, Conflict of Interest Statement, Certificate of Tax Compliance and a DSB Application Form (copies of which are attached) and acknowledgement of any addenda, if applicable.

#### VI. QUESTIONS, ADDENDUM, OR MODIFICATION

Questions concerning this RFQ must be submitted in writing to: **Robert Cole, Fire Chief 8 Good Street, Billerica MA 01821** or emailed to [rcole@billericafire.com](mailto:rcole@billericafire.com)

Only inquiries received seven (7) or more days prior to the submittal deadline will be considered. Written responses will be emailed to all applicants on record as having received the RFQ.

If any changes are made to this RFQ, an addendum will be issued. Addenda will be emailed to all applicants on record as having received the RFQ.

An applicant may correct, modify, or withdraw a response by written notice received by the Town prior to the time of opening. Modifications must be submitted in a sealed envelope clearly labeled “**Modification No. \_\_\_\_**”. Each modification must be numbered in sequence, and must reference the RFQ.



After the opening, an applicant may not change any provision of their response in a manner prejudicial to the interests of the Town or fair competition. Minor informalities may be waived by the Town.

## **VII. ADDITIONAL INFORMATION**

1. The Town reserves the right to reject any response which, 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 Town to do so.
2. The Town may cancel this RFQ, in whole or in part, at any time whenever such act is deemed in the best interest of the Town.
3. The Town reserves the right to waive minor discrepancies.
4. No inquiries about this RFQ will be entertained after 3 PM, March 13, 2019.
5. All responses and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L. c.66, sec 10 and c. 4, section 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.
6. A Respondent may withdraw or modify their proposal prior to the deadline. All proposals submitted must remain valid for 90 days following RFQ deadline.
7. The Owner 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 Designer.

## **VIII. AWARD**

This is not a price competition, but rather the Town's decision will be based upon qualifications and experience with similar projects. The Town may schedule interviews with three, or more, highest scoring firms or individuals. The Town will rank the finalists based on consideration of the submission requirements, the comparative evaluation criteria, and the interview (if applicable).

All proposals submitted in response to this RFQ shall remain for ninety (90) days following the bid opening. The contract will be awarded within (90) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement.

The Town will evaluate RFQs and enter negotiations with the highest scoring proposer. If unsuccessful, the Town may attempt to negotiate with the second highest scoring proposer (and

repeat that process) until successful. Upon a successful negotiation, the Town will incorporate into its Standard Contract appropriate specifics for this project and submit the contract to the successful respondent for execution. In the event that the selected respondent fails, neglects or refuses to execute the contract within a specified number of days after receiving the Contract from the Town, the Town may at its option terminate and cancel its action in awarding the contract and the contract shall become null and void and of no effect. If negotiations with one or more of the finalists prove unsuccessful, the Town may reject all responses and may choose to re-advertise if deemed in the best interest to do so.

**TOWN OF BILLERICA MASSACHUSETTS  
CERTIFICATE OF CORPORATE AUTHORITY**

The principal, officer, or person to sign below pledges under penalties of perjury, that he or she has been designated by the Owner(s) or the Board of Directors of the below named firm as an authorized representative.

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

Signature of individual submitting bid or proposal: \_\_\_\_\_

Printed Name of Person signing the bid or proposal: \_\_\_\_\_

Title of Person signing the bid or proposal: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

**MUST BE SIGNED AND RETURNED WITH RESPONSE**

**TOWN OF BILLERICA, MASSACHUSETTS**  
**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that it has not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the contract. 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. Furthermore, the Designer certifies under the penalties of perjury that throughout the duration of the contract, it will not have any financial relationship in connection with the performance of this contract with any materials manufacturer, distributor or vendor. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the Securities and Exchange Commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation.

Authorized Signature \_\_\_\_\_

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

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_ Date \_\_\_\_\_

**TOWN OF BILLERICA, MASSACHUSETTS**  
**CONFLICT OF INTEREST STATEMENT**

The applicant hereby certifies that:

1. The applicant has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services.
  
2. No Consultant to, or subcontractor for the applicant has given, offered, or agreed to any gift, contribution, or offer of employment to the applicant, or to any other person(s), corporation, or entity as an inducement for, or in connection with, the award of the consultant or subcontractor of a contract by the applicant.
  
3. That no person(s), corporation, or other entity, other than a bona-fide full-time employee of the applicant has been retained or hired to solicit for/or in any way assist the applicant in obtaining the contract for services upon an agreement or understanding that such person(s), corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

**TOWN OF BILLERICA, MASSACHUSETTS**  
**CERTIFICATE OF TAX COMPLIANCE**

Tax Certification

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Chapter 151A, Section 19A, the undersigned acting on behalf of the business, certifies under penalty of perjury that, to the best of the undersigned's knowledge and belief, the business is in compliance with all the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.\*

** Signature of Individual	*** Individual's Social Security
Number or	Corporate   Contractor   Federal
Identification	
By: _____	Date: _____
Corporate Officer	

\* The provision in the Attestation of relating to child support applies only when the contractor is an individual.

\*\* Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

\*\*\*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 heir non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. Chapter 62C, Section 49A.