

***Request for Proposals for Architectural Consulting Services***  
**Chesterfield Public Safety Complex/Town Offices**  
**Feasibility Study**

**Chesterfield, Massachusetts**

Contact: Susan Labrie, Town Administrator  
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**Applications due 12/07/16 at 2:00 PM**

## **Introduction**

The Town of Chesterfield is seeking to initiate a feasibility study (the Study) for a Public Safety Complex and Town Office building. The Study would assess the current condition of the Fire Station and Town Office Building and recommend if they could be renovated and reused. The Study would also assess the site of the Town Office Building to see if the property could support a new Public Safety Complex and/or new Town Office Building. The Study would identify whether or not the site is suitable for a combined use building (both public safety and Town offices), separate buildings (public safety complex and Town offices), or single use building (either public safety or Town offices) to serve the needs of the Fire, Police, and Emergency Management Director as well as Town government staff and to identify preliminary costs associated with developing the project(s). The Town invites proposals from firms seeking to conduct this Study.

The Chesterfield Select Board has identified the need for a new Public Safety Complex and a new Municipal Office Building (the Projects) which will meet the Town's needs over the next 40+ years.

The needs of the Town government include but are not limited to office space for the Select Board, Town Administrator, Town Clerk, Treasurer, Accountant, Tax Collector, Building Commissioner, and Assessors, an area for records storage, as well as general meeting and administrative space for numerous boards, committees and civic groups. The needs of a public safety complex include, but are not limited to, storage and repair of firefighting apparatus and equipment, police vehicles, administrative offices for Police, Fire, and the Emergency Management Director, and general areas for meeting and training.

This Study will address four areas:

1. Assess the Town Office Building at 422 Main Road and Fire Station at 5 North Road and recommend whether they should be utilized, renovated, or demolished
2. Assess whether or not the Town Office Building site is suitable and could support new structure(s)
3. Develop a preliminary approach for the Projects mentioned above with input from the Fire Chief, Police Chief, Select Board, and Town Administrator
4. Identify preliminary costs associated with developing the Projects

## **Fee for Services:**

Please provide a fee proposal for the Scope of Services as outlined.

## **Applications for RFP Due:**

Applications are due at the Chesterfield Town Offices, 422 Main Road, PO Box 299, Chesterfield, MA 01012, by **Wednesday, 12/07/2016 at 2:00 PM**. Postmarks will not be considered. Applications submitted by fax will not be considered.

## **THE APPLICATION**

A complete application will include the following items in the following format:

### **A. Threshold Items**

(Note: These items must be provided for an application to be considered)

1. Proof of current Massachusetts Architectural Registration
2. Completed Non-Collusion and Tax Certification Form (provided)

### **B. Other Items**

3. Familiarity with the Area: Describe your familiarity with the Chesterfield area.
4. Relevant Architectural Experience: Describe the designated project architect's knowledge and/or experience regarding the design, renovation and or construction of the building types specified in the Scope of Work, and the regulations governing the design and use of such buildings.
5. Sustainable Design: Describe the designated project architect's knowledge and/or experience with sustainable design principles. List projects where such principles were incorporated.
6. Building Efficiency: Describe the designated project architect's knowledge of and/or experience with designing buildings that emphasize low operating cost, energy efficiency, renewable energy, low maintenance, and considerations for efficient use of staffing.
7. Publicly Funded Projects: Describe your firm's experience with projects that require the payment of State Prevailing Wages and the public bidding process.
8. Work Plan: Provide a work plan and schedule.
9. Other Relevant Information: Provide any additional information that you believe will further your candidacy.
10. Conflict Resolution: List any lawsuits, liens, claim settlements, and contractual disputes relating to services provided by your firm, along with the final resolution for the past seven years.
11. Provide references from at least three municipal projects (required).

### **C. Forms**

1. Non-Collusion and Tax Certification Form (copy provided)
2. Insurance: **If awarded**, provide a Certificate of Liability Insurance of not less than \$1,000,000 (one million) per occurrence and naming the Town of Chesterfield as an additional insured, and must also carry Workman's Compensation Insurance as required by law.

### **D. Application Requirements**

Three (3) Copies of completed application materials, required forms, and fee proposal with cost breakdown must be submitted in a sealed envelope. The envelope must be marked in the lower left-hand corner with the following legend:

#### **Public Safety Complex/Town Offices Feasibility Study**

The forms included in this package may be reproduced and supplemental information not requested in the application may be submitted.

## **General Conditions**

1. The successful firm will comply with all applicable Federal, State, and local laws, rules, regulations, executive orders and administrative procedures pertaining to the design of municipal buildings, including a public safety complex and municipal offices.
2. Purchases made by the Town are exempt from taxes and prices must exclude any taxes. A tax certificate will be provided upon request.
3. All text and figures submitted in the application shall be typed. Signatures must be in ink. Applications that are conditional, obscure, or which contain erasures, alterations, or irregularities may be rejected.
4. The Town of Chesterfield reserves the right to reject any or all applications, to waive technicalities, to advertise for new applications, and to make awards as may be deemed in the best interests of the Town. The Town will award the contract within 30 business days after receipt of applications, unless all applications are rejected.
5. All applications shall become the property of the Town of Chesterfield. The Town has the right to disclose information contained in the applications once the awards have been made.

## **SCOPE OF SERVICES**

1. Assess the Town Office building at 422 Main Road and Fire Station at 5 North Road and recommend whether they should be utilized, renovated, or demolished
2. Determine and recommend whether or not the Town Office site can support a combined municipal Town Office building and Public Safety Complex, two separate buildings, or a single building (either Public Safety Complex or municipal Town Office building)
3. Develop a preliminary approach for the Projects mentioned above
4. Clearly identify preliminary costs associated with the development of the Project(s)

NOTE: The Town wishes to emphasize energy efficiency and “green” building technologies to the greatest extent feasible in the development of the Project(s).

### **Task One: Assess Town’s Needs and Develop a Program for each Project:**

- Meet with the Chesterfield Select Board (some late afternoon and/or evening meetings required) to discuss the Study and the Town’s needs for a public safety complex and Town office building as defined below.
- Meet with representatives from each department – Fire, Police, and EMD, and municipal - to determine function, required space by function, building size, and other general criteria to meet the departments’ current and future needs.

The needs of Town government include but are not limited to office space for the Select Board, Town Administrator, Town Clerk, Accountant, Treasurer, Collector, Building Commissioner, and Assessors, records storage space, as well as general meeting and administrative space for numerous boards, committees, and civic groups.

The needs of a public safety complex include but are not limited to storage and repair of firefighting apparatus and equipment, parking for police vehicles, administrative offices for Fire, Police, and the Emergency Management Director (EMD), laundry area, and general assembly areas for meeting and training.

Parking area must be large enough to support emergency response personnel and municipal government staff. Emergency vehicle access must not be impeded by general public parking and vehicle access.

**Task Two: Research Federal, State and Local Code Requirements for Each Structure:**

Research all pertinent Federal, State, and local building codes, regulations, ordinances, requirements and orders applicable to the design and construction or reconstruction of the Project(s). Conduct applicable environmental and zoning reviews to determine the feasibility of the Project(s) development.

**Task Three: Evaluate Existing Buildings**

Assess the existing Town Office building and Fire Station for potential renovation and re-use. Identify costs associated with renovation and compare with the cost of new construction. Make recommendations on the most appropriate and economical course of action. (The Town has detailed drawings available for review of the Town Offices from a previous project.)

**Task Four: Evaluate Potential Site for New Construction**

Review available information relating to the property owned by the Town at 422 Main Road (site of the current Town Office Building). Evaluate the site conditions including access, water and sewer capacity, parking and utilities, and developable area. Determine suitability of the site and recommend the favorability and cost effectiveness of the location for the Project(s).

**Public Safety Complex:**

Visit and evaluate the site of the current Fire Station (5 North Road), with consideration given to acquiring additional land from abutters as determined to be needed.

**Town Offices:**

Visit and evaluate the site of the Town Offices. Determine if the site is suitable for a combined municipal Town Office building and Public Safety Complex, two separate buildings, or a single building (either Public Safety Complex or municipal Town Offices).

**Task Five: Conceptual Design Drawings**

Based on the findings in Task Four, recommend whether or not the 422 Main Road site is favorable and for which Project(s), and develop preliminary drawings to assist in further evaluation of the options. Include:

- Site plan, demonstrating access, parking, building orientation, and location of utilities.

- Floor plans and elevations at an appropriate scale, to a level sufficient to demonstrate the design. Give overall building dimensions. Present these findings to the Select Board and appropriate Town departments for input.
- Assist the Town in choosing the most suitable design for further evaluation.

**Task Six: Identify Costs**

- Provide a preliminary estimate that identifies costs for each category of work including architectural, site work, mechanicals, electrical, and fire protection, include costs of building removal (if recommended) and disposal of hazardous materials.

**Task Seven: Summarize Findings and Present to the Town:**

- Present written analysis and rationale for the proposed location and construction approach for each project as the most feasible and cost effective. Explain how and why this approach will best meet the needs of the Town.
- Demonstrate the reasonableness of the project costs.
- Attend a public hearing to present findings and receive comments from Chesterfield officials and residents
- Incorporate comments into a “Final Report” summarizing the best options for the Project(s) outlined above.
- Provide the Town with three copies of the report.

**THE SCHEDULE**

**Walkthrough**

11/28/2016 at 10:00 AM: Briefing, Town Office, 422 Main Road, Chesterfield, MA 01012, will also include a visit to the current Fire Station, 5 North Road.

**Application Deadline**

12/07/2016, 2:00 PM: Proposals due at Town Office, 422 Main Road, P.O. Box 299, Chesterfield, MA 01012.

***NOTE: The Study and all deliverables are to be completed within three months of the contract award.***

**QUESTIONS**

Contact Susan Labrie, Chesterfield Town Administrator, at (413) 296-4771, ext. 1# or email [townadmin@townofchesterfieldma.com](mailto:townadmin@townofchesterfieldma.com).

## **CRITERIA FOR EVALUATING PROPOSALS**

(Parentheses indicate where evaluator should find the applicant's response)

**Threshold Items:** (Items 1 and 2 must be provided for application to be considered further.)

**Completeness of Application:** Greatest consideration will be given to applications that are complete, having provided all the requested information. Applications that are incomplete will receive lower ratings. (See checklist of required items.)

**General Design and Construction Experience:** For this criterion, greatest consideration will be given to applicants whose Project Architect has completed five or more construction projects of similar size and complexity and has worked in the capacity of project architect for at least 5 years. (Response to Application Item #4.)

**Sustainable Design Principles:** Project Architect's knowledge and experience with sustainable design principles, energy efficiency, and use of building materials will be evaluated in this criterion. (Response to Application Item #5.)

**Building Efficiency:** Project Architect's experience in designing efficient buildings, with regard to both maintenance and function will be considered. (Response to Application Item #6.)

**Qualifications of other Key Personnel:** For this criterion, greatest consideration will be given to firms whose key staff (Project Architect) has more than 5 years experience in their position/discipline.

**Experience with Publicly Funded Projects:** For this criterion, greatest consideration will be given to Project Architects knowledgeable of public design and construction and Massachusetts bidding laws and have completed more than 5 publicly-funded projects. (Response to Application #7.)

**Proposed Work Plan:** For this criterion, greatest consideration will be given to applicants that provide a detailed work plan and are able to provide completed documents no later than the date established in the timeline. Applicants that do not provide a work plan and cannot have the documents completed by the date indicated will receive lower ratings. (Response to Application Item #8.)

**Other Relevant Information:** This criterion is provided to allow other relevant information to be considered. Additional information is not required but may help to support the application. (Response to Application Items #9.)

**Conflict Resolution:** For this criterion, greatest consideration will be given to firms who have not been involved in lawsuits, liens, claim settlements, and contract disputes or have had only minimal involvement in such matters and have resolved such disputes to the satisfaction of both parties. (Response to Application Item #10.)

**Communication and Presentation:** The Select Board will interview the top candidates. During these interviews, firms will also be evaluated on communication and presentation skills.

**References:** A comprehensive background and reference check will be conducted for the selected firm or firms if more than one finalist emerges.

**Chesterfield Public Safety Complex/Town Offices Feasibility Study**

**GENERAL BID FORM**

Bid Due 2:00 P.M. on Wednesday, December 7, 2016

Name of Bidder: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**SCOPE OF SERVICES:**

**Feasibility Study of Site at 422 Main Road** \$ \_\_\_\_\_

**Design Preliminary approach for the Project(s)** \$ \_\_\_\_\_

**Identify preliminary costs associated with the development of the Project(s)** \$ \_\_\_\_\_

**TOTAL BID** \$ \_\_\_\_\_

**Total Bid in writing:** \_\_\_\_\_ **dollars.**

**Chesterfield Public Safety Complex/Town Offices Feasibility Study**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this bid or bids 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.

\_\_\_\_\_  
(Printed Name of Person Authorized to Bind Bidder)

\_\_\_\_\_  
(Signature of Person Authorized to Bind Bidder)

\_\_\_\_\_  
(Name of Firm)

**CERTIFICATION AS TO PAYMENT OF STATE TAXES**

Pursuant to M.G.L.v.62C, S49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, the within named proposer is in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Tax Identification Number

\_\_\_\_\_  
Signature of Individual or  
Corporate Name

By: \_\_\_\_\_  
Corporate Officer  
(If applicable)

**Chesterfield Public Safety Complex/Town Offices Feasibility Study**

**CERTIFICATE OF VOTE**

(Corporations Only)

At a duly authorized meeting of the Board of Directors of the

\_\_\_\_\_ held on \_\_\_\_\_  
(Name of Corporation) (Date)

it was VOTED that

\_\_\_\_\_  
(Name) (Officer)

of this company, be and hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such officer under seal of the company, shall be valid and binding upon this company.

I hereby certify that I am the clerk of the above named corporation and that \_\_\_\_\_ is the duly elected officer as above of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as the date of this contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Clerk)

Corporate Seal

## REFERENCES

**Reference 1:**

Name and Address of Reference: \_\_\_\_\_

Telephone Number of Reference: \_\_\_\_\_

Name of Project Owner: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

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**Reference 2:**

Name and Address of Reference: \_\_\_\_\_

Telephone Number of Reference: \_\_\_\_\_

Name of Project Owner: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

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**Reference 3:**

Name and Address of Reference: \_\_\_\_\_

Telephone Number of Reference: \_\_\_\_\_

Name of Project Owner: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

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