

TOWN OF WHITMAN, MASSACHUSETTS

**REQUEST FOR PEER REVIEW
FOR TOWN HALL AND FIRE STATION
FEASIBILITY STUDY**

Introduction

The Town of Whitman through its Awarding Authority, the Whitman Building Projects Committee, is issuing this Request for Peer Review; soliciting proposals from qualified architectural firms to perform an independent review of a previously commissioned Needs Analysis for Whitman's Town Hall and Fire Station facilities, as conducted by LPBA Architects, Inc.

The feasibility study is available online at www.whitman-ma.gov/projects.htm, and is identified as TH-Fire Feasibility Study PDF.

Scope of work

The selected designer shall be responsible for reviewing the Feasibility Study in order to ensure its reasonableness and adequacy, and to provide the Town with a written assessment and recommendations relative to the review.

This request for proposals is submitted in accordance with guidelines published by the Commonwealth of Massachusetts Office of the Inspector General, The Designer Selection Process, "Using the Same Designer for Study and Final Design Services".

It is stipulated in the aforementioned section that the reviewer should have no connection with either the study consultant and no vested interest in the study results. By responding to this request for proposal, the respondent attests to said stipulation.

Proposal Submission Deadline – Wednesday, June 10, 2009 at 3:00 P.M.

Proposal is to be clearly marked

**"Whitman Town Hall/Fire Station Renovations
Feasibility Study Peer Review"**

Proposals shall be delivered to:
Frank Lynam, Chairman
Building Projects Committee
Office of the Selectmen
54 South Avenue
Whitman, MA 02382-0426

Proposal Requirements

The proponent shall submit 15 (FIFTEEN) copies of the proposal, which shall include:

1. Cover Page - Identify the name of the project as “**Whitman Town Hall/Fire Station Feasibility Peer Review**”. Include the name of the firm, official address, contact person, voice telephone and email address.
2. Description of the firm’s history, size and professional capabilities to undertake the project in a timely manner.
3. Outline the experience of the firm with regard to Historical Renovation Architecture.
4. Proposed format for presentation of the review and recommendations.
5. Time schedule to perform the review.
6. Submit at least five (5) separate professional references with persons who are familiar with the work of the firm. References will be contacted by person, phone and/or correspondence as to the firm’s past performance.
7. Proposed enhancements to the scope of work presented herein.
8. Experience with previous peer reviews to include type and number of reviews conducted
9. Fee proposal to perform the work.

Designer Qualifications and Selection

Evaluation Criteria – The Building Committee will evaluate proposals based upon the following criteria.

- Quality of the proposal
- Peer review experience
- Quality of references

- Proposed Time Schedule
- Proposed Fee

While this invitation for bids includes aspects of c149, this is a 30B solicitation with consideration given to qualification of the bidder as well as price bid.

The Building Committee reserves the right to reject any and all proposals, waive informalities and award contracts as may be in the best interests of the Town of Whitman.

Municipal Contact

Questions regarding this Request for Proposals and related issues should be addressed to:

Frank Lynam
Town of Whitman Town Administrator
54 South Avenue
Whitman, MA 02382

Email: FJL@whitman-ma.gov