

TOWN OF WHITMAN, MASSACHUSETTS

**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL DESIGN SERVICES
FOR
A NEW POLICE HEADQUARTERS**

Introduction

The Town of Whitman (the Town) through its Awarding Authority, the Whitman Building Projects Committee ('Owner'), is issuing this Request for Qualifications ('**RFQ**'), soliciting proposals from qualified architectural firms for the design, preparation of plans and specifications, bidding and construction administration in connection with a new 17,000 SF police headquarters ("the **Project**"), at the former Holt School building site located at 20 Essex Street in Whitman. Funding has been appropriated for the project.

The project is to be managed by the Whitman Building Projects Committee acting on behalf of the Town of Whitman and will coordinate with other appropriate Town departments as needed.

The Town previously commissioned a feasibility study to assist in the determination of the size and location of the proposed facility. This feasibility study is available online at www.whitman-ma.gov/projects.htm.

Scope of work

The selected designer shall be responsible for providing all architectural, engineering and consulting services necessary for developing the above-noted project in accordance with all federal, state, and local building codes and regulations.

The designer shall work with the Town officials and the Owner's Project Manager (OPM) to provide all design services necessary to complete the project.

It is anticipated that the Scope of Work will include, but may not be limited to the following specific items:

Space Needs Assessment

Project Research –

- Perform a qualitative review of the Feasibility Study.

Program Requirements

- After thorough review of the Feasibility Study, the architect will be required under his contract, to provide program review with the Police Department to insure that all elements required are included in the proper design of a fully functional police station are adhered to.
- The architect will engage the services of a registered surveyor to provide a site survey of the property.
- The architect will engage the services of a geotechnical engineer to provide soil borings and soils analysis of the site.

Schematic and Design Development Phase

1. Prepare schematic design floor plans and site plans for review and comment.
2. Incorporate Cost Planning controls early in the design phase with the assistance of the OPM.
3. Prepare final schematic design floor plan incorporating comments and refinements agreed to in the schematic design review.
4. Prepare building elevations based on the final schematic design plan indicating materials of construction and overall heights. Incorporate Cost Planning summary of key building elements.
5. Prepare final conceptual site plan based on the final schematic design indicating building footprint, grades, walkways, parking, curbing materials, setbacks, utilities, access to the surrounding area.
6. Review available site maps and surveys for zoning compliance, wetlands, flood plain and environmental issues. Attend related hearings and meetings as required.

7. Prepare a written Basis of Design for each design discipline describing the proposed scope of work, materials of construction and special features including Cost Planning data for each discipline. The Basis of Design shall include but not be limited to:
 - a) Architectural scope describing structural concept, finishes and special features with costs per square foot identified for each building element.
 - b) Plumbing scope describing rest rooms, locker rooms, detention cells, coffee areas, emergency eye washes and showers, hot water generating equipment and general system distribution.
 - c) Fire protection basis of design establishing the proposed hazard type, backflow equipment and general distribution.
 - d) HVAC scope describing the general design of the proposed heating, ventilating and air conditioning systems including the size and quantity of equipment, type of control, number of zones and type of general distribution.
 - e) Electrical scope estimating the electrical service size, general service distribution, lighting standards, fire alarm and life safety systems, communications, security systems, proposed generator size and type.
 - f) Provide a scope of work for a Commissioning Agent associated with the MEP disciplines.

Construction Documents Phase

1. Produce 100% construction documents compatible with the requirements of Massachusetts Chapter 149 construction requirements.
2. Architect and his consultants will interact with the OPM during this phase to allow for constructability review, cost analysis and review of project specifications.
3. Attend periodic update meetings with the Owner to review project content and design schedule.
4. Provide adequate time for Owner review of 100% construction documents prior to bidding.

Estimating Services

1. The OPM will provide independent cost estimate services throughout the course of design development in anticipation of the designers working within the framework of the concept of Cost Planning. Cost Planning will be used to identify key building elements during schematic and conceptual design, with values assigned to each element in order to maintain cost control. Throughout the process, cost checks will be performed in an effort to ensure that the established budget is maintained.
2. Assist the OPM with the development of a comprehensive project budget (summary of hard *and* soft costs).
3. Assist the OPM with the development of project schedules including pre-construction and construction durations for overall project completion.
4. The architect will provide a minimum of two cost estimates; one at design development and one at 25% construction documents.

Additional Considerations

1. The contemplated facility will provide for efficient operations and administrative layouts. Areas to be considered and contemplated include but are not limited to employee and public facilities, detention areas, processing area, locker and exercise facilities, day room, police training facilities (including audio-visual), central telephone and radio dispatch area, administrative meeting areas (including provision for storage), investigative offices, vehicle bays, administrative space, public access meeting rooms, and parking for the public as well as Town personnel.
2. The design process will emphasize cost effective concepts consistent with code, regulation and professional standard for public safety facilities. In addition, the design should be flexible to allow for future adjustments to area utilization.
3. Design concepts and cost estimates are to consider minimizing life cycle cost.
4. The Designer will attend progress meetings as required with the Owner and OPM to discuss the status of the project.
5. Green Building concepts are strongly encouraged to be considered during the design development process. The Owner is amenable to pursuing grant money for sustainable design elements that may be available.
6. Incorporate building elements eligible for utility rebate programs.

7. Should the Town receive State Funding for this project, the State Office of Minority and Women Business Assistance (SOMBA) may require 10% participation of Minority Business Enterprises or Women Owner Business Enterprises.
8. Contract documents will be distributed and tracked via digital electronic format.

Bidding Phase

1. Assist the Owner and OPM and with the coordination of the filed sub-bid and general contract bidding process for the project.
2. Develop and distribute bid documents and addenda as necessary during the bidding phase. Provide tracking services relative to the distribution of all bid documents.
3. Provide assistance with the vetting process with regard to evaluation of General Contractor references and DCAM evaluations.

Construction Phase and Project Closeout

1. Provide basic services with those as described in AIA Document B141 – Standard Form of Owner/Architect Agreement.
2. Attend project meetings and committee meetings as required.
3. Additional construction documents required to ameliorate errors and omissions discovered during the course of construction shall be provided by the Architect and its consultants at no additional cost to the Owner.
4. Provide project close-out services consistent with industry standards, including development of the punch lists, review of Operating and Maintenance manuals, and review/distribution of as-built plans.

Proposal Submission Deadline – Thursday, May 7th, 2009 at 12:00 Noon.

Proposal is to be clearly marked “**Whitman Police Station RFQ**” 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

1. Cover Page - Identify the name of the project as "**Whitman Police Station**". 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, including sub-consultants.
3. Outline the experience of the firm with regard to relevant similar projects, including a summary of change order costs to overall project costs.
4. List of projects or other professional experience utilizing green or sustainable energy technology.
5. Proposed method of organizing and executing the work for the project, including critical dates.
6. At least 3 examples of recent Police Headquarters and Public Safety projects completed by the project team within the last five years.
7. Complete a "Designer Application Form 2005" as published by the Commonwealth of Massachusetts for Municipalities and Other Public Agencies. Electronic version is available at the mass.gov website.
8. 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.
9. Demonstrated ability to secure professional liability insurance, worker's compensation and automobile insurance for all proposed staff who will be involved in the project.
10. Certificate of Non-Collusion
11. Certificate of Good Standing and/or Tax Compliance from the Commonwealth, or a statement that this certificate has been applied for.
12. Proposed enhancements to the scope of work presented herein.

Outside of the DSB form and resumes, the proponent shall limit its presentation to 12 double sided pages.

Designer Qualifications and Selection

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

- Quality of references
- Adherence to proposal requirements.
- Thorough knowledge of Commonwealth of Massachusetts procurement requirements.
- Adherence to project budgets and minimization of change orders.

The Building Committee may invite the top three (3) or more ranking firms for interviews and/or presentations. Firms selected must at a minimum emphasize their general experience and qualifications, prior experience with police station design work, prior experience in working with staff involvement groups, experience with listed consultants and experience in estimating life cycle costs of projects.

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

Owner's Project Manager

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Falmouth, MA 02541
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