

TOWN OF WILMINGTON



REQUEST FOR QUALIFICATIONS (RFQ)

**OWNER'S PROJECT MANAGEMENT (OPM) SERVICES
FOR A
TOWN HALL/SCHOOL ADMINISTRATION BUILDING
WILMINGTON, MASSACHUSETTS**

**Proposals Due: Thursday, November 19, 2020 by 2:00 PM
Late Proposals Will Be Rejected.**

Deliver Complete Proposals To:

Jeffrey M. Hull, Town Manager
Town of Wilmington
121 Glen Road
Room 11
Wilmington, MA 01887

For Further Information, Please Contact:

George Hooper, Public Buildings Superintendent
Town of Wilmington
121 Glen Road
Wilmington, MA 01887
978-658-3017
ghooper@wilmingtonma.gov

The Town of Wilmington reserves the right to reject any or all proposals.

REQUEST FOR QUALIFICATIONS (RFQ)
OWNER'S PROJECT MANAGEMENT SERVICES
FOR THE
TOWN HALL/SCHOOL ADMINISTRATION BUILDING

The Town of Wilmington is seeking proposals for an Owner's Project Manager (OPM) to oversee the feasibility study and schematic design and potential final design and construction of a combined Town Hall/School Administration building. All respondents must be able to comply with the RFQ specifications and follow all instructions in preparing RFQ responses. Failure to respond properly may result in the rejection of the proposal(s).

The proposal guidelines may be obtained in the following manner: obtained electronically by visiting the Town of Wilmington website <http://www.wilmingtonma.gov/purchasing-department>.

All procedures related to this process are in accordance with Massachusetts GL C. 149, as it relates to project management service provider selection, and, Massachusetts GL C. 7, as amended.

Eleven (11) copies of the proposal should be submitted with all information identified in this RFQ's "Proposal Submittal Requirements" section and any supplementary materials, if desired.

Proposals must be submitted in a **sealed envelope** and must be labeled on the outside as: **"Proposal for Owner's Project Manager – Wilmington Town Hall/School Administration Building"**, and must list the date and time of the proposal opening and sent or delivered to:

Town of Wilmington
Attn: Jeffrey M. Hull, Town Manager
121 Glen Road
Room 11
Wilmington, MA 01887

Due to current restrictions we ask for your cooperation in our efforts to maintain social distance and keep you as safe as possible. When dropping off your RFQ submissions you may come to the Town Manager's window of Room 11 at Town Hall. Drive or walk beyond the front door of the building toward the playground and you will see a sign in front of the bushes for our room number. If your submission is too large for this option you may contact Wendy Martiniello @ 978-694-2047 and she will meet you at the front door to take your submission.

Complete proposal packages must be received at the above address by:

Date: Thursday, November 19, 2020
Time: 2:00 PM Eastern Daylight Time

All proposals received after the stated opening date and time will be judged to be unacceptable and will be returned unopened to the sender. No facsimile of proposals is permitted.

PROJECT BACKGROUND

The Town Hall is currently located in a single story 20,000 square foot former school constructed in 1959. General government operations have remained in this building since 1984 following decommissioning of the facility as an elementary school. At present the building provides office space for the following departments: Board of Selectmen/Town Manager; Human Resources; Town Clerk; Treasurer/Collector; Assessor; Finance/Accounting; Health; Building Inspector; Planning and Conservation; Engineering; Recreation. As the number of positions in some departments has increased, available space to accommodate them has become increasingly challenging. Space for document storage and small group meetings is inadequate. The former school gymnasium which serves in a dual role as storage space and a large meeting room lacks the acoustics to permit audiences to easily hear speakers and is not set to accommodate the 21st century technology customary for such meeting space. The forced hot air heating system and electrical system have not been upgraded to meet current demands.

The School Administration building is located in a two story circa 1900 former Victorian home. The building's gross square footage is 4,498. This space is not handicapped accessible and lacks appropriate space and storage for document retention. The building provides office space for the superintendent of schools; assistant superintendent for administration and finance, assistant superintendent for curriculum and staff, director of human resources and administrative support staff. Due to the lack of office space other members of the superintendent's leadership team are disbursed in school buildings throughout the district. This building also requires upgrade to its HVAC and electrical systems. One room on the second floor serves as the sole available meeting space.

The Town's Facilities Master Plan, published in January of 2018 by Harriman Architects recommended a joint 42,200 square foot facility. A combined facility is expected to lead to certain "economies" created by opportunities for shared meeting space, maintenance of one facility versus two and is expected to foster a higher level of collaboration between the school department and general government. **The Facility Master Plan Report along with a Facility Conditions Evaluation can be viewed on the Town's website at https://www.wilmingtonma.gov/sites/g/files/vyhlf5221/f/uploads/wilmingtonfacility_master_plan_final_report_appendices.pdf.**

PROJECT OBJECTIVE

To address the current and future needs of the town and school administrative offices, the location for a joint facility must be determined via a feasibility study and a schematic design of the building on the proposed site will be developed. Cost projections should include all expenses associated with OPM and design services, construction, furnishings and equipment and all ancillary costs for a completed building ready for occupancy. The first major step for the OPM will be to work with the Town to complete the procurement for design services. Once an architect has been hired the OPM will be expected to work with the Town and the architect to establish the preferred site for location of the town and school administrative building. Four (4) potential sites to be considered are the current site of the Senior Center 15 School Street (Map

66 Parcel 1), the current site of the Town Hall on 121 Glen Road (Map 54 Parcel 110), the site of the former Whitefield School on Middlesex Avenue (Map 79 Parcel 9), and Town owned property on Main Street abutting the Parish of the Transfiguration (Map 45 Parcel 142A). While these sites appear to be the most likely sites under consideration, other parcels may be considered if appropriate.

Simultaneously to the work on a Town Hall/School Administration facility will be the completion of a feasibility study and schematic design for replacement of the existing Senior Center. The Town has issued a request for qualifications (RFQ) for an OPM to oversee that project. It is expected that these two projects will require coordination as decisions about the location of one building may have an impact on the location of the second building.

Once a site for the Town Hall/School Administration building has been confirmed more detailed evaluation of the preferred site will be completed. The site plan and schematic design will be developed to meet the operational, programmatic and storage space needs of the involved departments. While the projected square footage requirements did not consider the Town's community access corporation (WCTV) consideration may be given to providing space for their operation. A final decision on whether to include WCTV in this new building will be made before conclusion of the feasibility study and schematic design. The OPM will be expected to work with the architect to verify that cost estimates for final design and construction and remaining costs associated with bringing the project to completion. These costs should reflect appropriate adjustments for inflation and other factors that may have a bearing on cost.

Pursuant to M.G.L. Chapter 149, Section 44A1/2, the Town of Wilmington must use a qualifications-based selection process to procure the services of an Owner's Project Manager (OPM). For this procurement the Owner's Project Manager selected will provide project management services to coordinate and manage the feasibility study and schematic design phase of the project for a town and school administrative building that is construct-able, cost efficient and of high value.

Upon completion of the feasibility study and schematic design the Town Manager, as the Awarding Authority, reserves the right to issue a notice to proceed via an amended contract to the OPM for similar services at a fee to be negotiated. These additional services shall include the final design, building construction, information management including but not limited to confirming the accuracy of payment requisitions, tracking and confirmation of the validity of requested change orders, and any other aspects of design and construction, and to verify that other related activities are implemented, monitored, maintained and integrated consistent with the established budget and other objectives on behalf of the Town of Wilmington.

CRITERIA FOR SELECTION

Minimum Statutory Criteria:

Respondents must comply with all general laws, including but not limited to, Chapter 149, Section 44A ½ of the Massachusetts General Laws, be a registered architect or engineer with at least five (5) years' experience in the construction and supervision of construction of buildings,

or if not registered as an architect or professional engineer, at least seven (7) years' experience in the construction and supervision of construction of buildings.

Proposals not meeting the above criteria will be rejected without further consideration.

SCOPE OF SERVICES

The Owner's Project Manager will provide consulting and project management services to coordinate and manage the design and building process and other aspects of the Town Hall/School administration building to assure that design, construction and other related activities are implemented, monitored, maintained and integrated consistent with the established budget and other objectives on behalf of the Town of Wilmington. The Owner's Project Manager's primary functions will include:

Feasibility/Schematic Design Phase

Provide Advice and Consulting including but not limited to the following project items:

- Designer Selection/Negotiation
- Timeline to complete this phase
- Site Selection
- Project Delivery Method
- Designer Selection Materials
- Cost estimate for subsequent phases
- Preparation/presentation to town meeting for funding of subsequent phases
- Design Contract
- Procurement of Other Consultants (if required)

More specifically:

1. Serving as the Town's, (Owner's) advocate and third-party professional resource in site assessment and the development of the primary and potentially final concept plan ensuring the proposal meets the Town's needs and objectives.
2. Drafting of the Request for Qualifications (RFQ) for the Designer to complete the feasibility study and schematic design and managing this procurement process. The designer shall have strong architectural design and cost estimating services along with specific experience designing through the completion of municipal office buildings of a similar scope and scale.
3. Evaluating a range of potential construction delivery methods (including but not limited to: design-bid-build, CM at Risk, modular construction, etc...) to select and recommend the most cost efficient method.
4. Reviewing and confirming information related to the specific departments and functions and number of staff to be "housed" in this facility and projecting some measure of potential growth over the expected life of the building. The OPM will be expected to

affirm the space needs identified and projected programming and services identified through discussions with the Owner and the designer. Work with the designer to put forward a schematic design that maximizes efficiencies, flexibility and adaptability of spaces for services that may not be currently envisioned, that creates opportunities for shared spaces, that is energy efficient and that results in a properly sized building.

5. Establish a schedule in concert with the designer and in consultation with the Owner for completion of the feasibility study and schematic design and work to ensure that unnecessary delays are avoided and that completion of the feasibility study and schematic design occur as close to the target date as possible.
6. Provide the Owner with regular status updates and meet with the Permanent Building Committee, Board of Selectmen, School Committee, Finance Committee and relevant Town officials as necessary.
7. Work on the Owner's behalf to ensure that the sites being considered for a new Town Hall/School Administration building are thoroughly vetted and that the schematic design provides full consideration of the requirements and expectations for the evolving needs of the departments into the future.
8. Facilitate opportunities for public dialogue and input on the sites being considered and development of the schematic design. This should include development of a plan for involving the public in the process through schematic design.
9. Provide expertise to the Owner in conjunction with the design to fully prepare all necessary documentation for Town Meeting to seek funding for the subsequent phases. The OPM may be called upon to participate in public hearings leading up to a Special or Annual Town Meeting and may be called upon to participate in the Special or Annual Town Meeting.
10. Complete and assume all other responsibilities customarily performed by the OPM on projects of a similar nature through completion of the feasibility study and schematic design.

While the initial work of the OPM for this first phase of work is described above the OPM may be called upon to continue to provide services through completion of the project, subject to funding, as described below.

11. Providing advice on the construction schedule and the proposed building constructability, particularly as it relates to project phasing. This would include advice on site constraints and opportunities that exist for each site being considered.
12. Reviewing the Construction Cost Estimate and identifying areas of potential savings early on in the process (e.g., selection of materials, etc...) and working directly with the Designer and Cost Estimator to present a peer reviewed Total Project Budget, vetting all soft costs, contingencies and line items. These services shall extend to ensuring that cost estimates are provided for ongoing utility costs and other operating and

maintenance costs after construction is completed.

13. Coordinating the procurement of other professionals if necessary, to resolve identified issues and reduce project uncertainties.
14. Serving as the lead on project presentations before the Permanent Building Committee, Board of Selectmen, School Committee and Finance Committee and vetting deliverables prior to public distribution or presentation.
15. Making a presentation to Town Meeting on the proposed concept and final design.

Design Development Phase

1. Assistance in the selection of a Clerk of the Works if requested by the Owner.
2. The ability to integrate Building Commissioning services into the project to provide documented confirmation that the facility fulfills the functional and performance requirements of the Town, occupants and operators. The commissioning process must establish and document the Owner's criteria for system function, performance and maintainability (Design Intent); and to also verify and document compliance with these criteria throughout design, construction, start-up and the initial period of operation. In addition, complete operation and maintenance (O&M) manuals, as well as training on system operation, should be provided to the building operators to ensure the building continues to operate as intended.
3. Coordination, advice and assistance to the Owner in the development of the final design documents.
4. Review final bid documents and assist in the selection process for a Contractor, including the review of bid bond information, bid analysis, review of Contractor and Subcontractor references and review of all bids for conformance with appropriate Massachusetts public bid laws that pertain to these projects.
5. Assist the Owner in completion of all relevant Contract documents to insure compliance by the Contractor in the areas of insurance(s), understanding of wage reporting requirements, schedule(s) for payment and all other Contract terms as needed to avoid possible legal conflicts within the scope of concern between the Owner, the Contractor and all Subcontractors.
6. Coordinate and monitor progress of separate, but related, activities related to infrastructure work including road and sidewalk improvements, sewer line installation and water system modifications or upgrades.
7. Oversee the activities and responsibilities of the Contractor in order to assist in maintaining schedules, controlling costs, assuring quality, minimizing disruptions, monitoring compliance with various Contract requirements (including local hiring provisions) and generally assuring that the Projects are built according to approved

designs, drawings and other relevant construction contract documents.

8. As required, assist the Owner in the procurement of building equipment, furnishings and other materials and coordinate vendor services.
9. Provide the Owner with detailed written reports, as agreed upon by the Parties, with respect to the overall status and progress of the work with particular emphasis in identifying key action items over the forthcoming thirty (30) day period.
10. Keep the Owner advised on an on-going basis of all significant project developments, including conditions or circumstances that may cause delay in the Project Schedule or otherwise may be inconsistent with Project requirements of the Owner's objectives or expectations. In these cases, provide the Owner with proposed contingency plans to avoid or mitigate possible or actual delays.
11. Manage on behalf of the Owner planning for operations and maintenance activities.
12. Identify financial and administrative safeguards and, if approved by the Owner, implement such safeguards.
13. Coordinate all permitting activities as necessary to acquire all permits, licenses or other approvals in a timely fashion.
14. Evaluate invoices of various project consultants, if appropriate, and so desired by the Owner.
15. Oversee and monitor the activities and responsibilities of the Architect(s) to assure the Owner that they are fulfilling their contractual obligations. The Project Manager shall also, as requested by the Owner, attend and assist the Owner in various project briefings and presentations before municipal and public groups and committees.

Construction Phase Services

1. Provide project management services either in a field office or other location as mutually agreed to by the Owner and the Project Manager. Provide, as an advisor and representative of the Owner, administrative, management and related services as required to coordinate work of the Contractor, Subcontractor(s) and other consultants in order to complete the projects in accordance with the Owner's objectives for cost, time and quality.
2. Prior to the start of construction, convene pre-construction meetings as needed to coordinate and communicate duties and responsibilities to all parties involved in the project, to review the Contractor's Master Project Construction Schedule, to insure that all Fire and Safety codes and regulations of Federal, State and Local officials are clearly delineated and to answer any concerns of the Owner towards the project.
3. Coordinate the commissioning work with all parties involved, to ensure that the commissioning activities are being incorporated into the Master Project Schedule.

4. Assist the Contractor and Architect(s) in development of a schedule of values for payment that is realistic and in conformance with the expected flow of the work.
5. Develop and implement control systems for monitoring the projects' progress with respect to cost, schedule and quality for providing early warning of impending problems. Ensure that the contractor or subcontractors are executing the construction according to specifications and to the extent errors in the specifications are identified that those issues are brought to the attention of the Owner with options for resolution. Prepare contingency plans for corrective action(s), and with the Owner's approval, implement such plans for corrective action, as required.
6. Schedule and conduct regular construction and progress meetings to discuss such matters as procedures, commissioning work, progress on resolving problems and scheduling. Prepare and distribute the minutes of these meetings to all Parties in a prompt fashion.
7. Update and issue the Master Project Construction Schedule monthly to show current conditions and revisions required by actual experience. Consistent with the Project Construction Schedule, monitor the activities of the Contractors and Consultants on the projects, including activity sequences and duration, allocation of labor and materials, processing of Shop Drawings, Project Data and Samples and delivery of products requiring long lead time procurement.
8. Expedite and participate in the Owner's review of project data and samples when such review is requested by the Architect.
9. Endeavor to obtain satisfactory performance from each of the Contractor(s). Recommend courses of action to the Owner when the requirements of the Contract are not being fulfilled, and, the non-performing party will not take satisfactory corrective action.
10. Provide regular monitoring of the construction costs, showing actual costs for activities in progress and estimates for unaccomplished tasks. Identify variances between actual and established costs and advise the Architect and Owner if project costs are expected to exceed the respective contract sums.
11. Establish systems for maintaining and reporting cost accounting records and information on authorized work performed under unit costs, additional work performed on the basis of actual costs of labor and materials and other work requiring accounting records such as preliminary change order request systems, etc.
12. Advise the Owner of necessary or desirable changes to the projects, assist in negotiation of the Contractor's proposals for these changes, submit recommendations to the Architect and the Owner, and, if accepted, prepare or direct the Contractor to prepare change orders for the Architect's approval and the Owner's authorization. Establish and implement a change order system monitoring and reporting on job cost events,

including approved change orders, pending change orders and anticipated change orders. Establish a time line for the change order process that does not interfere with the progress of the work.

13. Develop and implement procedures for the prompt review and processing of Applications for Payment from the Contractor for progress and final payments, including certification requirements by the Architect. Make recommendations to the Owner for payment(s). As instructed, provide accounting and auditing services in connection with the Contractor's Application for Payment(s).
14. Oversee the submittal and implementation of the safety programs of each of the Contractors as required by their Contract documents.
15. Assist in obtaining building permits and special permits for permanent improvements, excluding permits required to be obtained directly by the Contractor(s). Verify that the applicable fees and assessments have been paid. Assist in obtaining approvals from authorities having jurisdiction over the projects.
16. Assist the Owner in selecting and retaining the professional services of testing laboratories. Coordinate their services.
17. Oversee and coordinate quality assurance and testing and inspection programs. Develop and implement procedures for consistent and rapid feedback to the Contractor(s) of observations and recommendations of the Architect and the Clerk of the Works.
18. Make weekly checks of all payroll records provided by the Contractor(s) to insure that all state wage reporting requirements are fully adhered to.
19. Verify the timely flow of payments to Subcontractors based on contract documents and Massachusetts General Laws.
20. Insure that proper record keeping of all types, including progress prints, manuals, samples, cut sheets, handbooks, etc., related to the quality and nature of the construction in progress is being maintained on the job site by the Contractor(s) and the Clerk of the Works for review by the Architect and the Owner.
21. At the conclusion of the project, coordinate hand over to the Owner of all as-built drawings and all other construction related documents and all materials necessary for occupancy and full operation of the facilities.
22. Maintain open communication with the Town including regular meetings, as needed, throughout the construction phase.

Warranty Phase Services

1. Review equipment warranties to ensure that the Town of Wilmington's responsibilities are clearly defined.

2. Oversee and review the training of the Town of Wilmington's operating personnel.
 - a. Oversee the videotaping of this training.
 - b. Review the creation of a "Town of Wilmington's manual" that is to be kept in the facility.
 - c. Review the preparation of the O&M manuals for commissioned equipment.
3. Compile a Commissioning Record, which shall include:
 - a. A brief summary report that includes a list of participants and roles, brief building description, overview of commissioning and testing scope and a general description of testing and verification methods. For each piece of commissioned equipment, the report should contain the disposition of the commissioning provider regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
 - i. Equipment meeting the equipment specifications
 - ii. Equipment installation
 - iii. Functional performance and efficiency
 - iv. Operator training
 - b. All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.
 - c. Also included in the Commissioning Record shall be the issues log, commissioning plan, progress reports, submittal and O&M manual reviews, training record, test schedules, construction checklists, start-up reports, functional tests and trend log analysis.
4. Compile a Systems Manual that consists of the following: Town of Wilmington's Project Requirements (by Town of Wilmington); Design Narrative and Basis of Design (by designer); Performance Metrics, if completed during design; space and use descriptions, single line drawings and schematics for major systems (by designer); control drawings, sequences of control (by contractor); and a table of all setpoints and implications when changing them, schedules, instructions for operation of each piece of equipment for emergencies, seasonal adjustment, startup and shutdown, instructions for energy savings operations and descriptions of the energy savings strategies in the facility, recommendations for recommissioning frequency by equipment type, energy tracking recommendations and recommended standard trend logs with a brief description of what to look for in them (all by commissioning provider).

5. Coordinate and supervise required opposite season or deferred testing and deficiency corrections and provide the final testing documentation for the Commissioning Record and O&M manuals.
6. Return to the site at 10 months into the 12 month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposals must be signed by the Company or a representative of the Company authorized to act on behalf of the Company.
2. **The Company information, Certificate of Non-Collusion Form, Statement of Tax Compliance Form, Certificate of Authority (if applicable), and the Debarment Disclosure Form must be included with your Proposal Submission.**
3. Complete description and background information on the company responding to the RFQ. (Who the Company is, what they do, how long they have been in business, and why they are qualified for this project, etc.)
4. A full listing of the person(s) to be assigned to the project including all sub-consultants to be used which includes the following:
 - a) Each Individual's resume including work performed on projects of similar scope and scale over the past ten (10) years.
 - b) Each individual's qualifications for the project including a listing of all Massachusetts Registrations by discipline, licenses or other documentation of qualification(s).
 - c) Please include specific information about expertise in building commissioning tasks (e.g. feasibility studies, design reviews, specification writing, commissioning management, troubleshooting, change order management, test writing, test execution, energy management, sustainable design, etc.)
5. A listing of comparable projects performed by your firm or as an individual over the past five (5) to ten (10) years which includes the following:
 - a) Description of the project.
 - b) Initial budget estimate and final project cost.
 - c) Initial construction schedule for completion and actual date of project completion.

- d) Contact person for each project including recently verified address, telephone and fax numbers for the following:
 - 1) Project Owner or Awarding Authority
 - 2) General Contractor
 - e) Synopsis of any problems encountered in completion of the work and how these were managed by your firm to maintain the quality and cost effectiveness of the project.
6. A listing of projects in which your firm is currently involved, dollar value and their projected completion dates. The intention is to receive the requested information about projects of a similar nature to this Town Hall/School Administration Building that can be attributed to the individuals from the firm that would be assigned to the Town of Wilmington for these OPM services. If someone currently working for the firm submitting the proposal served as the OPM for a similar project prior to their employment with the current firm then that information can be provided. Not only should the firm be able to demonstrate that it has employees with prior experience working on similar projects but it should demonstrate that the employee(s) assigned to serve the Town have such experience.

The listing of projects can include both public and private projects. More weight may be given to the public projects given the public process that is required to complete such a project.

7. **Inquiries** – No oral interpretations will be made to any potential respondent as to the meaning of any requirements specified within this Request for Qualifications. In preparing its proposal, the respondent shall rely only what has been communicated in writing and no oral communication shall become the basis for any subsequent protest of the selection process. No questions, written, faxed, or emailed, will be answered after the close of business on November 10, 2020. **Any technical questions pertaining to this RFQ should be directed to:**

George Hooper, Public Buildings Superintendent
Town of Wilmington
121 Glen Road
Wilmington, MA 01887
Telephone: 978-658-3017
Email: ghooper@wilmingtonma.gov

Following the closure of questions on **November 10, 2020** a single response will be prepared for all questions received and circulated to all recipients of this RFQ.

8. **Completion and signing of documents beginning on page 18.**

SELECTION / EVALUATION PROCESS

Minimum Statutory Criteria:

Respondents must comply with all general laws, including but not limited to, Chapter 149, Section 44A ½ of the Massachusetts General Laws, be a registered architect or engineer with at least five (5) years' experience in the construction and supervision of construction of buildings, or if not registered as an architect or professional engineer, at least seven (7) years' experience in the construction and supervision of construction of buildings.

Proposals not meeting the above criteria will be rejected without further consideration.

The selection process will be conducted in compliance with Massachusetts General Laws, and according to the criteria described herein. The five (5) member Permanent Building Committee, a member of the Board of Selectmen, a member of the School Committee, a member of the Finance Committee, the School Superintendent or their designees will evaluate all proposals that offer all of the required project management services, to determine the most advantageous proposal. The Town may select the top three (3) or four (4) firms to be interviewed. If there is an interview process, the final ranking of the firms will be prepared.

Contract negotiations with the Town Manager will start with the highest ranking firm shortly after the rankings are finalized. If negotiations cannot be successfully completed with the highest ranking firm the Town Manager will pursue negotiations with the second highest ranking firm and so on until the terms of a contract are reached between the parties. The Town of Wilmington reserves the right to reject any and all proposals deemed not to be in the best interest of the Town.

Proposals should address the following criteria which shall serve as the basis for evaluation:

1. Ability to demonstrate a high degree of quality and experience in completion of projects of a similar nature. **(Preferably projects over \$25,000,000)**
2. History of work within the public sector, especially in municipal Public Facility construction.
3. Availability to start work immediately upon contract execution to meet project time schedule to bring a proposal for approval to **Annual or Special Town Meeting in calendar year 2022**. The OPM is expected to work with the designer/architect to facilitate the completion of the site selection and schematic design so that a plan including the recommended site, schematic design of the building and estimated cost can be presented to a special or annual town meeting for funding of final design.
4. The ability to provide Building Commissioning experience, including technical and management expertise on projects of similar scope.
5. Ability to demonstrate experience in progressive problem solving for projects of a similar size and scope and a demonstrated history of bringing projects of similar scope and scale to completion on time and on budget.

6. Evaluation of project approach including staffing of project and qualifications, value engineering, information management, change order process management, claims avoidance and other management and administrative systems related to the scope of work.
7. Firms must include a listing of project personnel indicating professional registrations from the Commonwealth of Massachusetts, with at least five (5) years of construction supervision experience.
8. Thorough knowledge of the Massachusetts State Building Code(s), Architectural Access Board (AAB) regulations, Americans with Disabilities Act (ADA) and all other pertinent codes and regulations related to successful completion of the project.
9. Ability to work with a wide range of agents (architects, engineers, contractors, subcontractors, consultants, municipal bodies, etc.) on behalf of the Awarding Authority in providing information relevant to the progress of the project on a timely basis.
10. Evaluation of financial stability and insurance requirements of the firm and that of any of its sub-consultants.
11. Evaluation of references on meeting client's expectations and managing construction costs, schedules and quality of work on projects of similar scope and size.

FEE FOR SERVICES

The fee for services requested will be negotiated following the selection of the Owner's Project Manager deemed best qualified to perform the services on behalf of the town. The fee will be negotiated as a lump sum including all direct expenses unless otherwise agreed, following agreement on a final scope of work.

GENERAL AND SPECIAL PROVISIONS

1. The Town of Wilmington Town Manager, as the Awarding Authority, reserves the right to reject all proposals and to waive any formalities or irregularities as is deemed in the best interest of the Town.
2. All proposals become the property of the Town of Wilmington.
3. All correspondence, documentation and materials generated for work associated with this project become the property of the Town of Wilmington.
4. The applicant, and all sub-consultants of the selected applicant shall be expected to comply with all applicable federal, state and local rules, regulations and laws as they apply to the project without limitation including all federal, state and local bidding, environmental, and safety rules, regulations and laws in the performance of service.
5. The consideration of all proposals and the subsequent selection of the successful applicant shall be made without regard to race, color sex, age, handicap, religion, political affiliation or national origin.

6. The successful applicant, and all sub-consultants of the applicant, shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth (M.G.L. Chapter 151B).
7. The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful applicant may receive or award as a result of this contract on behalf of the Awarding Authority.
8. **The following insurance requirements must be met by the selected OPM:**
 - a. Workers' Compensation, in strict accordance with state regulation. The certificate shall name the Town of Wilmington as an additional insured.
 - b. Comprehensive General Liability Insurance for a minimum of Two Million Dollars (\$2,000,000) per occurrence, naming the Town of Wilmington as additional insured.
 - c. Automobile Bodily Injury, Property Damage and Liability Insurance for a minimum of Two Million Dollars (\$2,000,000) per occurrence, naming the Town of Wilmington as additional insured.
 - d. Professional Liability Insurance for a minimum of One Million (\$1,000,000) with umbrella coverage for any and all sub-consultants hired by the Project Management firm.
 - e. **Copies of all the insurance certificates must be presented to the Town by the successful OPM before any contract is issued.**

CONTRACT

Upon selection, the successful Owner's Project Manager will receive a contract document prepared by the Town for review and execution. Upon execution of the Contract, the OPM will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the OPM pursuant to this project shall be the property of the Town of Wilmington.

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 give any gift, contribution, or offer of employment to the applicant, or to any other person, corporation, or entity as an inducement for, or, in connection with, the award to the consultant or subcontractor of a contract by the applicant.
3. That no person, 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, corporation or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.

I hereby attest with full knowledge of the penalties for perjury, as in accordance with Massachusetts General Laws C.7, S.38E that all information provided in this application for services is correct.

Name of person signing the proposal (Printed)

(Signature)

(Title)

(Name of Firm)

(Address)

Date _____

TOWN OF WILMINGTON



CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid proposal 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.

FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (print) _____

TITLE _____

TELEPHONE: _____ DATE _____

TOWN OF WILMINGTON



STATE TAXES CERTIFICATION CLAUSE

I certify under the penalties of perjury that, I, to my best knowledge and belief, have complied with all laws of The Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

* Signature of individual or
Corporate Name (mandatory)

By: _____
Corporate Officer
(if applicable)

** Social Security Number or
Federal Identification Number

* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

** 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 their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L. 2C s. 49.A.

* Signature of individual or
Corporate Name (mandatory)

By: _____
Corporate Officer
(if applicable)

** Social Security Number or
Federal Identification Number

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of

(Name of Corporation)

it was VOTED that _____,
(Name and Title)

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

A True Copy Attested,

Company Name: _____

Address: _____

Name & Title of Signatory: _____

Date: _____

I hereby certify that I am the Clerk of _____;
(Name of Corporation)

that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

Name of Clerk: _____

(Corporate Seal)

DEBARMENT DISCLOSURE FORM

**PUBLIC CONTRACTS – DEBARMENT
CHAPTER 550, ACTS OF 1991**

The said undersigned certifies under penalties of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of Section 29F of Chapter 29 of the General Laws, or any other applicable debarment provisions of any other chapter of the General Laws, or any Rule or Regulation promulgated there under.

Date: _____

Name of Bidder: _____
(Company)

BY: _____
(Signature)

(Print Name & Title of Person Signing)

(Address)

(City, State, Zip)