



TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS

REQUEST FOR OWNER'S PROJECT MANAGEMENT SERVICES
FIRE STATION 1

RFQ #FIRE-24-Q-016

1. Introduction

The Town of Westwood (“Owner”) is seeking the services of a qualified Owner’s Project Manager (OPM)” as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this Request for Qualifications (RFQ), to provide Project Management Services for the Design Development/Construction Documentation/Bidding phase of the proposed relocation, expansion and renovation of the Fire Station 1 in Westwood, Massachusetts (“Project”).

The Owner is requesting the services of an OPM to represent the Owner during the design development, construction documentation, and bidding phase of the project, including review of architectural, engineering, construction and bid documents prepared by others; review of bid proposals; recommendation on bid award(s); and review of construction contract(s). Subject to funding authorized by the Town of Westwood, the contract between the Owner and the Owner’s Project Manager may be amended to include continued Project Management Services through the Site Preparation/Foundation Construction, Building Relocation, Building Addition/Renovation/Final closeout phases of the Project. The estimated total project costs of the Project may range from \$35M to \$40M, depending upon the final design and division of work that is agreed upon by the Owner.

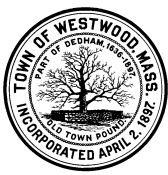
2. Background

Westwood, Massachusetts is a suburban community of approximately 16,000 residents located about 25 miles southwest of Boston. Westwood is easily accessible from Boston as it is located near routes 95, 93 and route 1. Westwood has an open town meeting form of government and is made up of a Select Board with three (3) Members and a Town Administrator. Westwood is a Massachusetts Green Community and therefore, sustainability will be an integral part of this building project.

3. Project Description, Objectives and Scope of Services

The current Fire Station 1 (FS1) building was built in 1948. In 1975, it was renovated and the addition of the apparatus bay were added. In 2023, a Feasibility Study was conducted on FS1. It studied the current building and its deficiencies. It also studied the possibility of renovations as well as potential sites for a future building. Dore + Whittier completed the Feasibility Study of this project and will continue to serve as the Designer in the future phases of the project.

The required scope of services is set forth in Article 8 of the standard contract for Owner’s Project Management Services for a Design/Bid/Build project that is described above, and incorporated by



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reference herein. The work is divided into Phases. The durations of the Phases shown below are estimates only, based on the Owner's experience. Actual durations may vary depending upon the Project agreed upon by the Owner. The total duration of the Contract is estimated as follows:

Schematic Design	3 months
Design Development	4-5 months*
Construction Documents	5-6 months
Bidding & Negotiation	2 months *
Award and Mobilize	2 months *
Construction, FF&E, Closeout & Occupancy	20-22 months*
Total	36-40 months

(*These ranges for scheduling timeframes are provided as guidelines only.)

4. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

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

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program (the "MCPPO") as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least three years' experience in the construction and supervision of construction and design of public buildings;
- OR,**
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least five years' experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

- 1) Past performance of the Respondent, if any, with regard to public and private projects across the Commonwealth, as evidenced by:
 - a) Documented performance on previous projects as set forth in Attachment A, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per



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project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions; and performance on previous net zero energy projects.

- b) Satisfactory working relationship with designers, contractors, Owner, and local officials.
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project.
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws, including knowledge and experience with CM-At-Risk Procurement Methodology.
- 4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed integrated project team staffing for the proposed Project; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost.
- 5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that specifically identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered.
- 6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants.
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million.
- 8) Familiarity with Passive House Standards and LEED Rating System. Demonstrated experience working on high performance net zero energy green buildings, life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for LEED prerequisites.
- 9) Thorough knowledge and demonstrated experience with maximizing energy efficiency in buildings. Specifically address energy efficiency practices and identify how this has been accomplished in previous projects.
- 10) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners.
- 11) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract.

In order to establish a short-list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews.



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The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFQ, any addenda issued by the Owner, 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 Owner.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated for the Design Development/Construction Documentation/Bidding Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

5. Selection Process and Selection Schedule

Process

- 1) A Group of the Town Administrator and selected town staff, the OPM Selection Group, will determine whether respondents meet the minimum requirements identified in the RFQ utilizing a standard checklist.
- 2) The OPM Selection Group will then rank all respondents that meet the minimum requirements based on the evaluation criteria in Section 4 on written score sheets to develop a short list, and at a minimum of three (3) respondents.
- 3) The OPM Selection Group will interview the short-listed respondents. The interview process will consist of a presentation by the respondents related to the evaluation criteria. Following the presentation, the OPM Selection Group will ask respondents a list of predetermined questions, which will be the same for all respondents, and may also ask questions related to the evaluation criteria provided in the response to the RFQ, and information gathered from the reference checks, which may be factored into the re-ranking of the short-listed firms. Following the interview, the OPM Selection Group will re-rank the shortlisted respondents based on the interview process to determine the first-ranked respondent.
- 4) After selecting the first-ranked respondent, the Owner will then negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. The Owner will require the following documentation from the first-ranked respondent:
 - a. A description of the scope, timeline, personnel assigned, projected hours and hourly rates.
 - b. An itemized breakdown of all other costs included in the fee proposal.



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- 5) The Owner will commence fee negotiations with the first-ranked respondent.
- 6) If the Owner is unable to negotiate a contract with the first-ranked respondent, the Owner will then commence negotiations with the second-ranked respondent and so on, until a contract is successfully negotiated and approved by the Owner.
- 7) The selected firm will be submitted to the Select Board for its approval.
- 8) The selected firm may be asked to participate in a presentation to the Select Board and/or submit additional documentation, as required by the Select Board.
- 9) Should the Owner receive fewer than three responses, the Owner has the option to re-advertise. The Owner may also re-advertise if fee negotiations fail.

The following is a schedule of the selection process, subject to change at the Owner's discretion. All dates after February 15 are *tentative*.

January 24, 2024	RFQ appears in Central Register of the Commonwealth of Massachusetts and local newspaper.
January 29, 2024	Informational meeting and site inspection at Fire Station 1, 637 High Street, Westwood MA 02090 at 10:00am.
February 9, 2024	Last day for questions from Respondents
February 15, 2024	Responses due
February 23, 2024	Respondents short-listed
February 27, 2024	Interview short-listed Respondents
February 29, 2024	Negotiate with selected Respondent
March 4, 2024	Final selection submitted to the Select Board for review and approval
March 15, 2024	Anticipated execution of contract

The RFQ is available on the Town of Westwood website, www.townhall.westwood.ma.us, under the Procurement Department tab.

Any questions concerning this RFQ must be submitted in writing to:
procurement@townhall.westwood.ma.us.

All Responses to the RFQ for OPM services shall be received by the Town of Westwood **no later than 11 am on February 15, 2024**. Responses must be delivered electronically to procurement@townhall.westwood.ma.us. The title of the email shall be clearly labeled "OPM for Fire Station 1."



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6. Requirements for content of response:

All responses shall be:

- In legible ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required form in Attachments A;
- Must include all required Attachments and certifications;
- Must include the following information:
 1. Cover letter shall be a maximum of two pages in length and include:
 - a. An acknowledgement of any addendum issued to the RFQ.
 - b. An acknowledgement that the Respondent has read the RFQ. Respondent shall note any exceptions to the RFQ in its cover letter.
 - c. An acknowledgement that the Respondent has read the Contract for Project Management Services. Respondents shall note any exceptions to the Contract for Project Management Services in its cover letter.
 - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFQ to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment A), as well as the date of the MCPPO certification. (A copy of the MCPPO certification must be attached to the cover letter).
 - e. A description of the Respondent's organization and its history.
 - f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFQ, on behalf of the Respondent.
 - g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
 2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (including Attachment A only but excluding Attachment B) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt" for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½" x 11" pages.**

Certifications: The following certifications (Attachment B) shall be included in the proposal:

- Certification of Authorization
- Certification of Non-Collusion
- Certification of Tax compliance



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7. Payment Schedule and Fee Explanation:

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

8. Other Provisions

A. Public Record

All responses and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

B. Waiver/Cure of Minor Informalities, Errors and Omissions

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the Owner and its beneficiaries.

C. Communications with the Owner

The Owner's Procurement Officer for this RFQ is:

Michelle C. Miller, Procurement Manager
Town of Westwood
Telephone: 781 320 1073
Email address: procurement@townhall.westwood.ma.us

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business and must not relate to this RFQ. In addition, such respondents shall not discuss this RFQ with any of the Owner's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

D. Costs

The Owner will not be liable for any costs incurred by any Respondent in preparing a response to this RFQ or for any other costs incurred prior to entering into a Contract with an OPM.



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E. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

F. Rejection of Responses, Modification of RFQ

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFQ does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFQ in part or in its entirety, or to change the RFQ guidelines. A Respondent may not alter the RFQ or its components.

G. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

FURTHER INFORMATION

ATTACHMENTS:

Attachment A: OPM Application Form – July 2019

Attachment B: Required Certificates



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