



TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS

REQUEST FOR QUALIFICATIONS

Comprehensive Facilities Assessment
Westwood Municipal Buildings and Westwood Public School Buildings
RFQ #SCH-24-Q-022

I. GENERAL

The Town of Westwood and Westwood Public Schools require professional services to conduct a comprehensive facilities assessment. The Town provides appropriate work spaces that are conducive to effective and efficient operations. The Westwood School Committee maintains a physical environment which is conducive to teaching and learning. Providing appropriate educational spaces that meet program and enrollment needs while also supporting the quality of learning experiences requires the assessment and study of our buildings.

The comprehensive facilities assessment will be limited to those described in Attachment A, Scope of Services. The budget for this assessment is approximately \$400,000.

A. Responses to the RFQ for services shall be received by the Town of Westwood **no later than 11 am on April 1, 2024**. Responses must be delivered electronically to procurement@townhall.westwood.ma.us. The title of the email shall be clearly labeled "RFQ #SCH-24-Q-022 –FACILITIES ASSESSMENT".

B. Any questions concerning this RFQ must be submitted in writing to: procurement@townhall.westwood.ma.us. Written responses to questions will be posted on the Town website.

C. This RFQ has reference documents available for use. Reference documents come from previous studies for facilities, Americans with Disabilities Act (ADA) and Building Security. Reference documents will not be posted on the website. Reference documents may be obtained by emailing procurement@townhall.westwood.ma.us.

D. All materials submitted in response to this Request for Qualifications (RFQ) become the property of the Town of Westwood and Westwood Public Schools. The applicant takes full responsibility for any associated costs with the development or preparation of any responses to this Request for Qualifications.

E. The consideration of all qualification packages and subsequent selection of the successful applicant will be made without regard to race, color, age, handicap, religion, political affiliation, and/or national origin.



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- F. The Town of Westwood and its departments are an EEO/AA/MBE employer. Women and minority owned businesses are encouraged to apply.
- G. The School Committee and Select Board reserves the right to reject any and all qualification packages, waive informalities, and to award contracts if it deems doing so is in the best interest of the School Committee and the Town of Westwood.

II. TENTATIVE TIMELINE

- Local Advertisement – March 7, 2024
- Central Register – March 13, 2024
- Receive Qualification Packages – April 1, 2024
- Interview finalists – *Approximately* April 10-11, 2024
- Negotiate contract by – April 20, 2024
- Completion of draft report – October 1, 2024
- Completion of project – December 15, 2024

III. MINIMUM QUALIFICATIONS

- A. Massachusetts registration and licensing in all applicable disciplines. Disciplines will include architect, structural engineer, HVAC/plumbing/fire protection/electrical engineer, civil/site engineer, hazardous materials specialists, construction cost estimator, and code consultant.
- B. Demonstration of a thorough knowledge of procedures, requirements, and practices of Massachusetts and other agencies with respect to building codes with specific knowledge of Massachusetts municipalities.
- C. Demonstrated experience in the preparation of school building assessments, municipal building assessments, design options, and public information campaigns.
- D. Demonstrated experience with multi-phased, occupied projects.
- E. Thorough knowledge and familiarity with applicable Massachusetts public construction statutes, including General Laws Chapters 7, 30, 70B, 149, 193, and 208.
- F. A registered architect shall be assigned to the project and shall attend all meetings as required.



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G. Financial and operations capability, including appropriate staffing levels, to perform the requested services within the established time frame.

IV. QUALIFICATION PACKAGE REQUIREMENTS

A. Designer selection shall be in accordance with the provisions of Massachusetts General Laws Chapter 7 §38A½, as amended. The following items are required for submittal in the order listed:

1. Acknowledgment that the applicant meets all the requirements outlined in Section III: MINIMUM QUALIFICATIONS.
2. Summary statement, less than ten (10) pages exclusive of attachments, detailing, at a minimum, the applicant's particular qualifications for this project. The statement should describe the applicant's approach to this project and explain its skills and previous experiences with projects similar in nature. In addition, include any other information that the applicant considers relevant for the purpose of evaluating its qualifications for this project.
3. A reasonably detailed description of the scope of work required, including time frames for completion of each step and conditions of the qualification package submitted, if any.
4. Description of the applicant firm's size, professional capabilities to undertake this project in a timely manner, organizational structure, and evidence of financial stability. This profile should include a list of key personnel who will actively participate on this project, and should identify the principal in charge, project manager, and project architect. Any and all sub-consultants who will work with the applicant must also be identified. Resumes must be included but do not count toward the page limit.
5. Identification of all school and town feasibility, design, and construction projects completed by the applicant within the last five (5) years. Each project must list, without limitation, the name, address, and telephone number of the awarding authority, or of the owner if different from the awarding authority, the name of the project, a description of the project, a description of the services performed by the applicant, the length of time during which the services were performed, and the cost of the construction project (if applicable). Also include the name, address, telephone number, and position title of the contact person for each awarding authority whom the Westwood Public Schools may contact regarding the services performed. Relevant photographs may also be submitted.



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6. The applicant must complete and submit the *Designer Selection Board Application* (attached).
7. The applicant must complete and submit *Proposal Certification* attesting to non-collusion and tax compliance.

V. EVALUATION OF QUALIFICATION PACKAGES

A. All qualification packages shall be received and evaluated in conformance with the requirements of Massachusetts General Laws Chapter 7 §38A½, as amended.

B. The Westwood Public Schools will evaluate the qualification packages for completeness and verify that the minimum qualifications as outlined have been met. Incomplete qualification packages and/or failure to meet minimum criteria will disqualify the qualification package from further consideration.

C. After evaluation of minimum criteria, qualification packages will be evaluated based solely on the comparative evaluation criteria specified below:

1. Prior experience with similar projects in the evaluation, planning, design and construction oversight of school and recreational facilities. The experience of both the applicant's firm and specific individuals assigned to this project will be evaluated. The experience shall demonstrate:
 - Knowledge of contemporary education theories and practice
 - How such knowledge has been reflected in past designs, and
 - Knowledge of Massachusetts School Building Authority requirements
2. Past performance on public projects and working knowledge of Massachusetts General Laws Chapter 149 relating to public construction projects.
3. Design excellence in past projects.
4. Financial stability and responsibility of the applicant.
5. Professional qualifications and licenses of staff and consultants assigned to this project.
6. Ability to complete this project on schedule based on the adequacy of staff and current workload.



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7. The applicant's demonstrated ability to prepare and support effective implementation plans, including the ability to accurately estimate costs and meet schedules.
8. The appropriateness of the project organization, the identity and qualifications of the individuals assigned, including sub-consultants, responsible for this project and the role of each individual in completion of the project.

D. Comparative criteria will be rated as follows:

- Highly advantageous – Qualification package excels on specified criteria
- Advantageous – Qualification package meets specified criteria
- Unacceptable – Qualification package does not meet criteria

E. Based upon the ranked comparative criteria, as many as three finalist qualification packages will be selected to be interviewed by representatives from the Town of Westwood and Westwood Public Schools.

F. During the evaluation process, the Town of Westwood and Westwood Public Schools will confirm claims of past experience and reserves the right to request additional information or clarification from any applicant and/or to allow corrections of errors or omissions.

G. The Town of Westwood representatives and School Administration will make a recommendation of award to the Westwood Select Board and, separately, the Westwood School Committee based on the outcome of the interview.

VI. FEE

A. The Town of Westwood and Westwood Public Schools will select an applicant and will engage in fee negotiations with the selected firm. The negotiated cost and fee will not exceed \$400,000.

B. In the event that a fee cannot be successfully negotiated with the top ranked applicant, it shall be removed from consideration and negotiations will commence with the applicant ranked second, and so on.

VII. SPECIAL PROVISIONS

A. The applicant is expected to comply with all applicable federal and state laws and Town of Westwood by-laws and regulations in the performance of services.



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- B. The successful applicant will adhere to the provisions of the Fair Employment Practices Law of the Commonwealth, Massachusetts General Laws Chapter 152B.
- C. The provisions relating to nondiscrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful applicant may receive or award as the result of this contract.
- D. Services provided by the successful applicant will be rendered through a professional contract. The successful applicant will not be considered an employee of the Town of Westwood or Westwood Public Schools and will not receive benefits afforded employees.
- E. The Town of Westwood and/or the Westwood Public Schools may, at its discretion, continue with the successful applicant as the designer in the preparation of contract documents for selected recommendations from this facilities assessment in accordance with Massachusetts General Laws Chapter 149 Public Bidding Laws and subsequently the successful applicant may provide bidding assistance and construction administrative services.
- F. The successful applicant must provide proof that it possesses Professional Services Liability, Errors and Omissions insurance coverage in an amount no less than \$1,000,000.