

**TOWN OF PRINCETON
DESIGNER REQUEST FOR QUALIFICATIONS**

PROJECT: NEEDS ASSESSMENT & FOUR BUILDINGS MASTER PLAN

The RFQ Submission Deadline is:

Date: September 18, 2017

Time: 1:00 PM

Place: Town of Princeton

Town Administrator's Office

Town Offices

6 Town Hall Drive

Princeton, MA 01541

TOWN OF PRINCETON

PROJECT: FOUR BUILDINGS MASTER PLAN

1. REQUEST FOR QUALIFICATIONS (“RFQ”)

- 1.1 The Town of Princeton (Town) is seeking sealed proposals pursuant to M.G.L. c. 7C, §§ 44 through 58, from registered architects, engineers, and/or consultants (“Designer”) to provide master planning services for various Town buildings.

Qualified persons or firms are requested to submit proposals to the Town Administrator’s Office, Bagg Hall, 6 Town Hall Drive, Princeton, MA 01541 no later than 1:00 PM on September 11, 2017. The Town, through the Town Administrator, is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, informalities, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this RFQ if it is in the Town’s best interest to do so.

- 1.2 A mandatory pre-proposal meeting or briefing session will be held on August 21, 2017, at 10:00 AM, and will begin at the Town Hall Annex, 4 Town Hall Drive, Princeton, MA 01541. At the end of the discussion, the attendees will walk through each of the 4 buildings/sites listed in 2.1.1 below, for a brief interior and exterior review.
- 1.3 Designers shall examine all information and materials contained or referred to in and with this RFQ. Failure to do so shall be at the designer’s risk.
- 1.4 All questions regarding this RFQ must be submitted in writing to Nina Nazarian, Town Administrator, at townadministrator@town.princeton.ma.us or by mail to Town Hall, 6 Town Hall Drive, Princeton, MA 01541, C/O Town Administrator. All questions must be received at least five (5) business days before the date and time set for submission of proposals.

- 1.5 All materials submitted in response to this RFQ become the property of the Town of Princeton. The Designer takes full responsibility for any associated costs with the development or preparation of any responses to this RFQ.
- 1.6 The Town reserves the right to contract with the selected designer for any and all future phases of the various projects that may develop as a result of this study.

2. PROJECT DESCRIPTION

- 2.1 Town Meeting approved an appropriation to fund a buildings study/plan for the *functions* of Bagg Hall (Town Hall), Town Hall Annex, Public Safety Complex, and Princeton Center. The purpose of the study/plan is to review of the functions of Town departments in the referenced four specific buildings, which are much needed for the continued effective operation of town services. These buildings may require major building code and/or envelope improvements to continue operating. The study shall investigate current and long-term space needs at the existing sites, and review alternatives as well. The study shall provide recommendations, and alternatives, and proposed priorities that could then be used for long term capital planning.
- 2.1.1 Functional space, secure file storage space and adequate meeting space for Town Departments, Boards and Committees are key issues previously identified by the Town. It is expected that the selected designer will interview and review the space needs of the Departments, elected Boards and committees included in Section 2.1.1.1 to ascertain functional, storage and meeting space requirements.

2.1.1.1 Departments to be reviewed are as follows*:

- a. Bagg Hall (Town Hall), 6 Town Hall Drive
 - i. Assessors Office & Board of Assessors
 - ii. Board of Health
 - iii. Building Department
 - iv. Cemetery Department/Commission

- v. Information Technology Dept. & IT Strategic Planning Committee
 - vi. Planning Board & Zoning Board
 - vii. Town Accountant's Office
 - viii. Town Administrator's Office & Board of Selectmen
 - ix. Town Clerk's Office & Board of Registrars
 - x. Treasurer/Collector's Office
 - xi. Veteran's Services
- b. Town Hall Annex, 4 Town Hall Drive
 - i. Conservation Commission
- c. Public Safety Complex, 8 Town Hall Drive
 - i. Fire Department
 - ii. Police Department
- d. Princeton Center, 18 Boylston Avenue
 - i. Council on Aging
 - ii. Parks & Recreation Department/Commission

*Please note that Building Maintenance has space spread out in each of these buildings, but has no formal workspace. Building Maintenance should be considered as a Department as part of this study.

2.1.2 In addition, there are a number of smaller committees and boards that meet less frequently and have limited need for file storage or functional space. It is not expected that the selected designer will meet with the smaller committees and boards. Attached as Appendix A is a list of the smaller committees and boards.

2.1.3 Princeton Center: As of July 31st the Princeton Center was closed by the Board of Selectmen, in response to correspondence from the Building Inspector and Fire Inspector, as well as a walkthrough of the building, relative to the buildings condition.

In Appendix B please find a memo that outlines the timeline and conditions of concern by the Building & Fire Inspectors.

- 2.2 The intention of this master plan is to recommend alternatives for the use, re-use, or demolition of Town-owned buildings. The plan shall also consider recommendations for the acquisition of additional property.

2.3 PROPOSED PROJECT SCHEDULE

August 2, 2017	Advertisement of the RFQ in Central Register and local papers
August 21, 2017	Mandatory site Visit/Walk through at 10:00 AM
September 18, 2017	Proposal due by 1:00 PM in the Town Administrator's Office
September 26, 2017	Selection Committee reviews and ranks proposal
September 27, 2017	Notification to successful designers of the interview schedule
October 10, 2017	Interviews
October 16, 2017	Selectmen vote award of Contract
October 23, 2017	Contracts signed
October 24, 2017	Consultant begins work/Kick off meeting
January 31, 2018	Draft Report Submitted
TBD	Presentation Meeting by the Town
TBD	Presentation Meeting by the Town
TBD	Presentation Meeting by the Town
February 28, 2018	Final Report Submitted
May 14, 2018	Town Meeting
May 15, 2018	Conclusion of Contract

3. SUBMITTALS

Submittals will be received as follows:

- 3.1. Nine (9) sealed envelopes containing qualifications must be clearly marked: SEALED QUALIFICATIONS – NEEDS ASSESSMENT & FOUR BUILDINGS MASTER PLAN.
- 3.2. Proposal documents may be obtained on or after 8:00 AM on August 2, 2017 by email to townadministrator@town.princeton.ma.us or at the Building Department, Bagg Hall, 6 Town Hall Drive, Princeton, MA 01541, from 8:30 a.m. to 4:00 p.m., Monday through Thursday, excluding holidays.

3.3. Designers must provide a thorough and complete response to the requirements of this RFQ. The proposal shall be a part of the contract resulting from the RFQ.

3.4. All proposals are subject to the laws of the Commonwealth of Massachusetts, and specifically M.G.L. c. 7C, §§ 44 through 58. The Town has adopted a Designer Selection Process, which is incorporated within this RFQ.

4. EXPECTED DURATION OF CONTRACT

4.1 Any contract resulting from this RFQ is expected to terminate on May 15, 2018. (May 14, 2018 is the Town's Annual Town Meeting)

5. USE OF CONSULTANTS

5.1 The selected designer must identify any consultants that will be used on this Project and describe the contractual arrangements that will exist with all consultants. The proposal submitting designer will be considered the prime contractor and will be fully responsible for the performance of any task pursuant to this contract, including the quality and timeliness of work performed by any consultant.

6. RETURN OF PROPOSALS

6.1 The Town will not return any proposals or materials submitted by designers in response to this RFQ.

7. EVALUATIONS OF QUALIFICATIONS AND CONTRACT AWARD

7.1. Minimum Requirements

The following are the minimum requirements for a Proposal to be considered responsive:

- 7.1.1 Designer shall have a minimum of 5 years of experience in master planning of municipal facilities.
- 7.1.2 Designer must exclusively commit an individual project manager with at least 5 years of project management experience, with 3 of those years spent in managing municipal master planning projects in Massachusetts comparable in size and complexity to this Project. This individual must be a Massachusetts registered professional architect or engineer and must demonstrate availability to commit to this Project.
- 7.1.3 Designer must demonstrate prior successful working relationships on similar type projects. A compact team is desirable and should have the capacity to undertake the Project in a timely manner.
- 7.1.4 Designer employee rates applicable to the entire proposed designer team, including, but not limited to, Principal, Project Manager, and Architect.
- 7.1.5 Designer must demonstrate financial stability.

7.2. Rejection of Proposals

The Town will disqualify any proposal it determines to be unresponsive, including, but not limited to:

- 7.2.1 Proposals determined to be non-responsive to any material requirement of this RFQ.
- 7.2.3 Proposals that fail to meet the Minimum Requirements listed in this RFQ.
- 7.2.4 Proposals that are received after the submission deadline.

7.2.5 Proposals in which a designer misrepresents services or provides demonstrably false information.

7.2.6 Proposals submitted by a designer, that identifies a consultant who is currently subject to state or federal debarment order or like determination.

7.3 Comparative Criteria

7.3.1 The relative merits of each submittal will be evaluated using the following comparative criteria. Any ranking below “Not Advantageous” is unacceptable.

7.3.2 Designers’ past successful performance on design of municipal facilities will be evaluated. Indicate whether the project(s) obtained a desired or favorable outcome. This will be based upon references provided in the designer proposal.

7.4 Designer shall have a minimum of 5 years of experience in master planning of municipal facilities.

- a. “Highly advantageous” rating for greater than 5 years of designer experience in master planning of municipal facilities or projects comparable in type, size and complexity.
- b. “Advantageous” rating for 5 years of designer experience in master planning of municipal facilities or projects comparable in type, size and complexity.
- c. “Not advantageous” rating for less than 5 years of designer experience in master planning of municipal facilities or projects comparable in type, size and complexity.

7.5 Designer, who is a Massachusetts registered architect or engineer, must exclusively commit an individual project manager with at least 5 years of project management

experience, with 3 of those years spent in managing municipal facility master planning projects in Massachusetts comparable in size and complexity to this Project.

- a. “Highly advantageous” rating for a project manager to be committed throughout the entire project with greater than 5 years of experience in project management and 3 years managing projects comparable in type, size and complexity.
- b. “Advantageous” rating for a project manager to be committed throughout the entire project with 5 years of experience in project management and 3 years managing projects comparable in type, size and complexity.
- c. “Not advantageous” rating for a project manager to be committed throughout the entire project with less than 5 years of experience in project management and less than 3 years managing projects comparable in type, size and complexity.

7.6 Proposed designer team must demonstrate prior successful working relationships on similar type projects. A compact team is desirable and the team should have the capacity to undertake the Project in a timely manner.

- a. “Highly advantageous” rating for greater than 5 projects of comparable size and complexity to this RFQ.
- b. “Advantageous” rating for greater than 3 projects of comparable size and complexity to this RFQ.
- c. “Not advantageous” rating for 3 or fewer projects of comparable size and complexity to this RFQ.

7.7 Proposed designer team must indicate whether the previous successful projects have been on time with the expected schedule.

- a. “Highly advantageous” rating for projects being completed prior to expected schedule deadline.
- b. “Advantageous” rating for projects being completed as indicated in expected schedule deadline.
- c. “Not advantageous” rating for projects being completed after the expected schedule deadline.

7.8 Response to Technical Scope of Services

- a. “Highly advantageous” rating for proposal that was very thorough, appeared consistent with project intent, and responded to needs expressed by the documents in all areas.
- b. “Advantageous” rating for proposal that was adequate, appeared consistent with project intent, and responded to needs expressed by the documents in all areas.
- c. “Not advantageous” rating for proposal that did not adequately explain all aspects of the included documents.

7.9 Demonstrated knowledge of renovating municipal facilities.

- a. “Highly advantageous” rating for demonstrating a clear and thorough understanding of existing operations, functions, and needs of Town of Princeton buildings.
- b. “Advantageous” rating for demonstrating an adequate understanding of existing operations, functions, and needs of Town of Princeton buildings.

- c. “Not advantageous” rating for proposal that fails to demonstrate an understanding of existing operations, functions, and needs of Town of Princeton buildings.

8. CLARIFICATION OF PROPOSALS

- 8.1 The Facilities Steering Committee (“Selection Committee”) is not required to seek clarification of proposals; therefore, designers should be as clear and unambiguous as possible in their proposals.

9. INTERVIEWS

- 9.1 The Town reserves the right to conduct or waive interviews based upon the qualifications of each designer as established through its proposal. Designers that are requested to do so may be asked to detail their qualifications and their ideas and approach to the Project further at the interview by a presentation. The Selection Committee may pose questions as a part of the interview. The parties who make the presentation must be the same as those named as assigned to the Project in the proposal.

10. AWARD RECOMMENDATION AND RULE

- 10.1 The Town shall determine the most advantageous proposal from a responsible and responsive designer, taking into consideration qualifications and evaluation criteria set forth in this RFQ.

11. NOTIFICATION OF AWARD

- 11.1 A written Notice of Award will be sent to the awarded designer approved by the Town.
- 11.2 A notice will be sent to each designer who is not approved for award including those designers disqualified during the evaluation process.

12. AMENDMENTS TO THE CONTRACT

- 12.1 The Town reserves the right to negotiate mutually acceptable amendments to the contract arising from this RFQ and, in particular, with respect to additional services that are consistent with the services solicited by this RFQ. The right to negotiate mutually acceptable amendments applies for the term of this contract and any extensions.

13. QUALIFICATIONS CONTENT

- 13.1 Designer must provide qualifications that meet or exceed all requirements listed in this RFQ. At a minimum, the following should be included:

- a. Letter of Interest/Project Approach – Indicating interest in Project, ability to staff Project, proposed schedule and Project approach. Summarize what the Designer can offer that is unique from other designers in this field.
- b. Designer Background – General brief description of the person or firm, including history, size of the office, and staff make-up.
- c. Related Experience – Description of similar projects including work performed for client, project scope, budget and year work was completed. Be sure to include projects that show the designer's public-sector knowledge relative to bidding, building codes, public facilities, and replacement design.
- d. Resumes – Resumes of key staff who will work on the Project, highlighting the proposed manager and his or her experience on similar projects.
- e. References – the name, title, address, telephone numbers and e-mail addresses of client contacts of projects outlined in related experience.

- f. Certifications/Insurance – Completed and notarized copy of Appendix C for “Taxes, Non-Collusion, and Signing Authority”. “Certificate of Insurance” covering general liability, worker’s compensation, and professional liability.
- g. Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction – Completed copy of Appendix D.

14. SERVICES REQUIRED

Services under this contract will generally include:

- 14.1 Attend introduction meeting with designer team and Town Officials. This meeting will include an agenda from the designer team with the Project’s schedule. Following the meeting, the team will visit the various facilities included in item 2.1.1.
- 14.2 Attend monthly meetings as to the status of planning to keep Town staff involved and updated through all phases of the Project; further, attend three stakeholder meetings to obtain comment from interested parties.
- 14.3 Conduct programing sessions with the various department heads to determine specific current and long-term space needs for their respective departments.
- 14.4 As part of the programming review, conduct meetings with various town entities and major stakeholders for inclusion in the final report.
- 14.5 After the programming review has been completed, and all departmental needs have been outlined, the Designer shall consider the Town’s existing sites and buildings for housing the various departments. Included in that review shall be an assessment and evaluation of any requirements the subject buildings may have with previous completed repair work that has received funding from the Mass Historical Commission and may be subject to preservations restrictions.

- 14.6 If the existing sites/buildings are not adequate, the Designer shall review available sites/buildings in town for consideration of acquisition.
- 14.7 Develop an existing conditions report with improvements /replacement recommendations for the referenced 4 buildings inclusive of findings from a previously conducted HKT study completed in April 2015.
- 14.8 Ultimately, provide options and recommendations of each buildings and/or sites use to include determination of addition/renovation, replacement/new construction or demolition, reuse of site or disposition of site.
- 14.9 Provide recommendation regarding any temporary space requirements in the event any of one or more buildings undergo renovation or replacement.
- 14.10 Provide analysis of above options to identify most sensible ways to proceed.
- 14.11 Upon conclusion of above, provide a schematic design with rendered presentation plans and detailed cost estimates of selected options, with an initial draft master plan written by a registered architect or engineer for review and comment by the Town.
- 14.12 The Town will hold public meetings to discuss and seek input on the items provided by the Designer in 14.11. The Designer may be asked to attend up to 3 public meetings.
- 14.13 The Designer shall provide a final plan written by a registered architect or engineer for review and comment by the Town.
- 14.14 The Designer shall provide itemized cost estimates for implementation of the plan and a summary of recommended construction steps within the next ten years.

14.15 The Designer may be asked to prepare presentation materials for Town use in presentations during Town Meetings, Facilities Steering Committee, and/or Board of Selectmen meetings.

15. FIXED FEE

15.1 The fee for this project is \$100,000, which shall include all reimbursables.

16. GENERAL

16.1 None.

APPENDIX A

SMALLER COMMITTEES AND BOARDS

1. Advisory Committee
2. Agricultural Commission
3. Cultural Council
4. Environmental Action Committee
5. Facilities Steering Committee
6. Historical Commission
7. Insurance Advisory Committee
8. Memorial Day Committee
9. Open Space Committee
10. Personnel Board
11. Princeton Broadband Municipal Light Plant
12. Princeton Center Management Committee
13. Road Advisory Committee
14. Trustees of Trust Funds



TOWN OF PRINCETON

Office of the Board of Selectmen

6 Town Hall Drive
Princeton, MA 01541
(978) 464-2102 Phone (978) 464-2106 Fax
www.town.princeton.ma.us

Jon H. Fudeman, Chair
Richard C. Bisk, Clerk
Edith M. Morgan
selectmen@town.princeton.ma.us

Nina Nazarian
Town Administrator
townadministrator@town.princeton.ma.us

FROM: Board of Selectmen
Nina Nazarian, Town Administrator

TO: Princeton Community
Princeton Center Tenants

CC: Linda Farineau, CoA Director/Princeton Center Manager
Princeton Center Management Committee

DATE: July 20, 2017

RE: Closure of Princeton Center

June 12, 2017 - BOS acted on June 6 memo from Deputy Chief Tim Kelly which included the following:

“On Tuesday May 23rd, we received the alarm for the Princeton Center and on arrival found the alarms in the building not active and no detectable devices were activated, again proving the system is down and the Town has not maintained it in violation of State regulations. I would respectfully suggest that further inaction is a failure of our office to enforce the safety rules in place to keep our citizens safe.”

The 2016 ATM approved \$50,000 to install fire alarms, etc. in the Princeton Center. The Board voted all in favor to initiate the installation of an appropriate fire alarm system at the Princeton Center using the available appropriation.

July 4, 2017 – Building Inspector Rich Breagy sends Town Administrator Nina Nazarian email stating:

“I visited the Princeton Center with Tim Kelly last Friday and saw numerous problems with the building. I couldn't in good conscience possibly permit occupancy of the building.”

The BOS requested a tour of the building to see the issues first hand. The tour was held on July 17 at 3:30 PM as part of a posted open session of the BOS and was led by Deputy Chief Kelly and Inspector Breagy. All tenants in the Princeton Center were notified and encouraged to attend. There were about 20 people on the tour which included the basement and the extremely hot attic of the building.

Some of the problems that were noted during the tour:

- Numerous openings in the roof area due to deteriorated trim and roof framing.
- Corroded roof structural members.
- Evidence of birds' nests and rodents in the building. Large openings in the soffits could be seen in the attic.
- Water intrusion in the roof and walls of the basement.
- Visible evidence of existence of mold.
- Excessive amounts of peeling, flaking and blistering paint which should be tested for lead content due to the age of the building.
- What appears to be some asbestos flooring.
- Loose glazing compound which should be tested for PCBs.
- Large holes in second floor bathroom floor.
- No working fire alarm notification system.
- Insufficient lighting in the stairways and hallways. No operable emergency lighting. Given the layout of the building, this would further impede safe exit in the event of fire.
- No accessible secondary egresses from occupied rooms.
- Flammable surfaces next to the electric panel.
- Exposed wiring.
- Past history of carpenter ant infestation that caused obvious damage to some wooden structural members. There is no way of knowing how serious this issue may be unless all of the framing is exposed.
- There is a leaking sanitary waste line most likely caused by corroded cast iron piping. There is cast iron piping throughout the building so this can only get worse.
- There could be significant deterioration to wood framing due to decades of water intrusion. Again, there is no way of knowing if this is a serious issue unless the framing is exposed.

There was lengthy discussion about the safety problems as well as criminal liability issues associated with continued occupancy. BOS members were extremely sympathetic to the effects of closing the building on the many townspeople and tenants who use it. There was also discussion of possible options for temporarily making the space safe as well as for finding alternative space for current tenants. Rather than close the building immediately, we voted to extend the closing date to July 31. It should be noted the Building Inspector has the authority to close the Princeton Center immediately.

DRAFT

APPENDIX B

TAXES, NON-COLLUSION, SIGNING AUTHORITY, AND STATEMENT

Pursuant to M.G.L. c. 62C, § 49A, the undersigned certifies under the penalties of perjury that the company named below has filed all Massachusetts State tax returns and paid all State taxes required by Massachusetts.

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this paragraph, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

The undersigned certifies under penalties of perjury that he/she is authorized on behalf of the company named below to bind the bidder contractually. If the bidder is a corporation, a clerk's certificate of vote and minutes of a Director's meeting will be provided.

The undersigned certifies that all information is submitted under penalties of perjury and that the undersigned is familiar with the State Building Code and also Massachusetts General Laws, Chapter 149, Section 44A-44H, Section 44M, Chapter 149A, Chapter 193 of the Acts of 2004 and Chapter 30, Section 39M.

Social Security Number or Federal Identification Number

Company Name

Printed Name of Signer

Signature

Date

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS

On this ____ day of _____, 2017, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification or personally known to me to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

, Notary Public
My Commission Expires:

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)	1. Project Name/Location For Which Firm Is Filing:		2. Project #																																																																																																													
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3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:		3. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)																																																																																																														
3b. Date Present and Predecessor Firms Were Established:		3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																																																																																														
3c. Federal ID #:		3g. Name and Address Of Parent Company, If Any:																																																																																																														
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): Email Address: _____ Telephone No: _____ Fax No.: _____		3. Check Below If Your Firm Is Either: <div style="margin-top: 10px;"> (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/> </div>																																																																																																														
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																																																																
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Admin. Personnel</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 25%;">Ecologists</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 25%;">Licensed Site Profs.</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 25%;">Other</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> </tr> <tr> <td>Architects</td> <td>_____</td> <td>(_____)</td> <td>Electrical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Mechanical Engrs.</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Environmental</td> <td>_____</td> <td>(_____)</td> <td>Planners: Urban./Reg.</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Civil Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Fire Protection</td> <td>_____</td> <td>(_____)</td> <td>Specification Writers</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Code Specialists</td> <td>_____</td> <td>(_____)</td> <td>Geotech. Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Structural Engrs.</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Construction Inspectors</td> <td>_____</td> <td>(_____)</td> <td>Industrial</td> <td>_____</td> <td>(_____)</td> <td>Surveyors</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Cost Estimators</td> <td>_____</td> <td>(_____)</td> <td>Interior Designers</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Drafters</td> <td>_____</td> <td>(_____)</td> <td>Landscape</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td>_____</td> <td>(_____)</td> </tr> </table>					Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site Profs.	_____	(_____)	Other	_____	(_____)	Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)		_____	(_____)	Acoustical Engrs.	_____	(_____)	Environmental	_____	(_____)	Planners: Urban./Reg.	_____	(_____)		_____	(_____)	Civil Engrs.	_____	(_____)	Fire Protection	_____	(_____)	Specification Writers	_____	(_____)		_____	(_____)	Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)		_____	(_____)	Construction Inspectors	_____	(_____)	Industrial	_____	(_____)	Surveyors	_____	(_____)		_____	(_____)	Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)		_____	(_____)	Drafters	_____	(_____)	Landscape	_____	(_____)		_____	(_____)		_____	(_____)										Total	_____	(_____)
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Civil Engrs.	_____	(_____)	Fire Protection	_____	(_____)	Specification Writers	_____	(_____)		_____	(_____)																																																																																																					
Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)		_____	(_____)																																																																																																					
Construction Inspectors	_____	(_____)	Industrial	_____	(_____)	Surveyors	_____	(_____)		_____	(_____)																																																																																																					
Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)		_____	(_____)																																																																																																					
Drafters	_____	(_____)	Landscape	_____	(_____)		_____	(_____)		_____	(_____)																																																																																																					
									Total	_____	(_____)																																																																																																					
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																																

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:

CITY / TOWN / AGENCY

Prime Consultant
Principal-In-Charge

Project Manager for Study

Project Manager for Design

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <u>ONLY</u> Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.					
# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract


10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. <u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u>																																
Be Specific – No Boiler Plate																																	
11.	Professional Liability Insurance: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 30%;">Policy Number</td> <td style="width: 10%;">Expiration Date</td> </tr> </table>	Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
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12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer YES or NO . If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).																																
13.	Name Of Sole Proprietor Or Names Of All Firm Partners and Officers: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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a.				d.																													
b.				e.																													
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14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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a.				d.																													
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15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
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a.				d.																													
b.				e.																													
c.				f.																													
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Submitted by (Signature) _____</td> <td style="width: 50%;">Printed Name and Title _____ Date _____</td> </tr> </table>	Submitted by (Signature) _____	Printed Name and Title _____ Date _____																														
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TOWN OF PRINCETON

Office of the Town Administrator

6 Town Hall Drive
Princeton, MA 01541
(978) 464-2102 Phone (978) 464-2106 Fax
www.town.princeton.ma.us
townadministrator@town.princeton.ma.us

FROM: Nina Nazarian, Town Administrator 

TO: All RFQ Holders

CC: Facilities Steering Committee

DATE: August 23, 2017

RE: Addendum #1 – Needs Assessment & Four Buildings Master Plan

RFQ Submission Deadline:

Please note that the cover reference to the due date is Sept 18th, but in Section 1.1 the date is Sept 11th. The due date is September 18th.

Questions & Answers:

Q1. Could the Town please share a copy of the sign in sheet from the walk through?

A1. Please see attached.

Q2. Could you share the names and titles of the members on the selection committee?

A2. Karen Cruise, Chair
Mary Jo Wojtusik, Vice-Chair
Lawrence Todd, Secretary
Christopher Conway, Member
Stephen Mirick, Member

Q3. Similarly, is there a working committee assigned for the duration of the master plan/study? If so, could you share the names and titles of its members?

A3. Same as above.

Q4. In lieu of "master planning of municipal facilities" experience, might a blend of master planning (for both public and private entities), programming (both public and private) and other types of municipal projects be considered responsive and/or highly advantageous, if demonstrated for 5+ years?

A4. Yes, but it may not be highly advantageous.

SIGN IN SHEET

RFQ - Needs Assessment & 4 Bldgs Master Plan

Sept. 21, 2017


Name	Company	Company Address	Email	Phone
KRISTINA LABRAKE	CBI CONSULTING INC	250 DORCHESTER AVE BOSTON	cdaniels@chiconsultinginc.com	617-268-0877
STEVE LEWIS	GRLA	239 SOUTH ST. HOPKINTON	LEWIS@GRARCHITECTS.COM	508-542-2624
Chip Heitkamp	DOE & WHITTIER	260 MEXLWAC ST. NBPT	cheitkamp@doeandwhittier.com	978-199-2999
MARK MARS/ALL	DOE & WHITTIER	"	mmarshall@doeandwhittier.com	978-199-2999
Judy Johnson	HARRIMAN	170 Milk Street, Suite 3 Boston	jjohnson@harriman.com	617-426-5050
Bill Hammer	HKT Architects	35 Medford St, Somerville	whammer@hktarchitects.com	617-776-6545
STACI VILLI	HKT ARCHITECTS	35 MEDFORD ST, SOMERVILLE	SVILLI@HKTARCHITECTS.COM	617-776-6545
Megan Whalen	HKT Architects	35 Medford St Somerville	mwhalen@hktarchitects.com	617-776-6545
MaryAnn Upton	designLAB architects	25 Channel Center St. Boston	maupton@designlabarch.com	617-350-3005
Jeff Shaw	Context Architecture	68 Harrison Ave Boston	jshaw@contextarc.com	617-423-1400
GREG Smolley	DRA ARCHITECTS	235 B-42 HILLO WALTHAM	G.Smolley@DRA.com	866-644-8300
PHILIP O'BRIEN	JOHNSON ROBERTS ASSOC	15 PROPERZ WAY SOMERVILLE MA	po'brien@johnson-roberts.com	617-666-8585
Lisa Harrington	Building Conservation Associates	10 Langley Rd North GRE MA	lharrington@BCAUSA.COM	617-916-8161
Dale Griengapp	Griengapp Design	20 Canal St DUNDAS ON	dgriengapp@griengappdesign.com	978-750-7002
Kristian WHITSETT	JWA, INC.	308 MAIN ST 01301	KW@JWARCHITECTS.COM	913-773-5551
BRIAN LABAU	DSK ARCHITECTS	30 MONUMENT SQ. CAMBRIDGE MA	blabaud@dskap.com	478-371-7500
DRAYTON FAIR	LLB ARCHITECTS	161 EXCHANGE ST. FALMOUTH ME	FLORE@LLBARCH.COM	401-421-7715
NICOLE GLENN	KASTLE BOOS ASSOCI INC.	325 FOXBOROUGH BLVD FOXBORO MA	Nguyen@KBA-architects.com	508-406-1480
LAUREN STIMSON	SSA LANDSCAPE ARCHITECTS	CAMBRIDGE / PLUMINGTON	LSTIMSON@SSA-ARCHITECTS.COM	508-999-6220
ROB SMITH	JMBA + ARCHITECTS	42 N. SECOND ST. 4TH FLR MA	STEPHEN@JMBA-ARCHITECTS.COM	
			RS.MITH@JMBA-ARCHITECTS.COM	



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townadministrator@town.princeton.ma.us

FROM: Nina Nazarian, Town Administrator 
TO: All RFQ Holders
CC: Facilities Steering Committee
DATE: September 6, 2017
RE: Addendum #2 – Needs Assessment & Four Buildings Master Plan

Questions & Answers:

Q1. If a firm meets the qualifications outlined in 7.1.2, would that be considered as sufficiently meeting the requirements as stated in 7.1.2?

A1. Yes, but may not be highly advantageous, or advantageous. We understand this question to imply that an individual does not meet the criteria listed in 7.1.2, but the firm collectively does.


Comment to all interested parties: Given question #4 in Addendum #1, and the question above, we would like to note that we encourage all interested parties to submit a proposal, even if their qualifications are not always highly advantageous/advantageous.



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FROM: Nina Nazarian, Town Administrator 

TO: All RFQ Holders

CC: Facilities Steering Committee

DATE: September 13, 2017

RE: Addendum #3 – Needs Assessment & Four Buildings Master Plan

Questions & Answers:

Q1. Do we need to submit the proposals in 8 separately sealed envelopes? Typically all copies of a proposal are contained in one sealed envelope.

A1. Yes, all copies can be contained in one sealed envelope. Please submit 9 copies.

Q2. The RFQ doesn't appear to mention any MBE/WBE requirement. Can you confirm if there is an MBE/WBE requirement for this project or not?

A2. There is no MBE/WBE requirement for this project.

Q3. We, unfortunately, were not able to attend the mandatory briefing session on the 21st but are still interested in the proposal. Are we able to submit without having attended the site meeting?

A3. The Facilities Steering Committee will not look favorably on a submission for which the company was not in attendance at the mandatory briefing session on August 21, 2017.