

# Request for Qualifications

## Architectural Services for a combined Police Station and Highway Maintenance Garage Facility

In accordance with the vote taken at the Annual Town Meeting Article 22, ATM April 4, 2011, the Town of Provincetown is requesting proposals for qualified architectural and structural services for new construction of a combined Police Department Facility and Highway Maintenance Garage Facility with Administrative offices.

Interested parties may obtain the complete Request for Qualifications at the Office of the Town Manager located at 260 Commercial Street, Provincetown, MA 02657. For more information, please contact Administrative Assistant to the Town Manager Pam Hudson at 508-487-7002.

Eight copies plus an original proposal are due by Wednesday, November 9, 2011 at 2:00 p.m. to the Town Manager/Chief Procurement Officer, Town of Provincetown, Town Hall, 260 Commercial Street, Provincetown, Massachusetts, 02657.

The Town, at its own discretion, may elect to interview the three top-ranked Firms providing proposals. Proposers selected will be interviewed at a mutually agreed to time in Provincetown at Town Hall. Each interview is expected to last about one hour. The Town reserves the right to waive minor informalities and/or to reject any and all proposals if it deems it to be in the public's interest to do so.

It is the Town's intent **ion to solicit proposals and to sign a contract for all phases of the design work. However, the Town shall provide a written notice to proceed with schematic design phase only pending appropriation of additional funds at the Spring 2012 Town Meeting. If such additional funds are appropriated, the Town shall issue the appropriate notices to proceed with the remaining design work.**

Sharon Lynn, Town Manager/Chief Procurement Officer

**Town of Provincetown      Sharon Lynn, Town Manager/Chief Procurement  
Officer**

260 Commercial Street  
Provincetown, MA 02657  
(508) 487-7002  
(508) 487-9560 (FAX)  
slynn@provincetown-  
ma.gov

**Request for  
Qualifications  
For  
*Architectural Services*  
Police Station and  
Highway Maintenance  
Garage Facility**

**Noteworthy Proposal Particulars;**

Proposal Submission Deadline: by Wednesday, November 9, 2011, 2:00 p.m.

Interviews: The Town, at its own discretion, may elect to interview some or all of the Firms providing proposals. Proposers selected will be interviewed at an agreed upon time in Provincetown at Town Hall. Each interview is expected to last approximately one hour.

**All serving to support:**

Project Requirement: Design and Project Management Services for the Construction of a New Highway Maintenance Facility and Police Station as per approved Annual Town Meeting Article 22, ATM April 4, 2011 for design and project management services in connection with the demolition of the existing highway garage and the construction of a new highway maintenance facility and a new police station to be located at the existing highway garage site. Costs related to this project will be expended under direction of the Town Manager, the Director of Public Works and the Chief of Police.

RFQ posted on the Town's Web-site: [www.provincetown-ma.gov](http://www.provincetown-ma.gov)



# **PART I**

## **Request for Qualifications (RFQ)**

### **Architectural Services**

#### **Invitation**

The Town of Provincetown invites proposals from firms, herein called qualified proposers, for the design development and preparation of final plans and specifications for a new police station and a highway maintenance garage facility, including office space, as described more fully in Part 2 of this RFQ. The objective is to firstly analyze the conceptual plans already prepared for the site and to then define via plans and specifications a final plan design for these buildings. As part of this project, the successful applicant will prepare surveys and field tests; prepare sketches and schematic drawings, including site plans, floor plans and façade drawings showing size and layout of the project; analyze major building components, including foundations, structures, electrical, heating, ventilating and air conditioning systems; prepare final plans, specifications and other bid documents; and provide updated project cost estimates based on the final plans and specifications all to support the construction of a new Police Station and a new Highway Maintenance Garage facility including administrative offices.

#### **Proposal Submission Deadline- Wednesday, November 9, 2011 at 2:00 p.m.**

Eight copies plus an original proposal are due by Wednesday, November 9, 2011 at 2:00 p.m. to the Town Manager/Chief Procurement Officer, Town of Provincetown, Town Hall, 260 Commercial Street, Provincetown, Massachusetts, 02657 at which time they will be opened in the presence of one or more witnesses (not publicly). Postmarks will not be considered. It is the sole responsibility of the proposer to insure that its proposal arrives on time at the designated place. Proposals should be submitted in a sealed envelope clearly marked on the outside as "Police Station and Highway Maintenance Garage Facility Project." All proposals must be accompanied by a completed copy of the "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005", a copy of which is included in this RFQ as Attachment A. The form is also available on the Designer Selection Board website, [www.mass.gov/DSB](http://www.mass.gov/DSB) under the link for Cities and Towns.

#### **Interviews- To be conducted by November 23, 2011**

The Town, at its own discretion, may elect to interview some or all of the Firms providing proposals. Proposers selected will be interviewed at a mutually agreed to time in Provincetown at Town Hall. Each interview is expected to last approximately one hour.

#### **General Conditions**

The successful proposer shall comply with all applicable federal, state and local laws and regulations. Proposals, which are conditional, obscure or which contain additions not called for in the specifications, erasure, alteration or irregularities may be rejected.

The Town of Provincetown reserves the right to reject all proposals, to waive technicalities, to advertise for new proposals, and to make awards as may be in the best interest of the Town. The Town also reserves the right to request additional information or clarification from any proposer or to allow corrections of errors or omissions during the evaluation and interview process.

Reports and materials developed by the successful proposer after awards are made and

submitted to the Town of Provincetown are considered public information and cannot be copyrighted. All proposals become the property of the Town. The Town has the right to disclose information contained in the proposals once awards have been made.

## **Contract Period**

The contract period shall be from the Notice to Award until completion of the project, which is anticipated to be a two (2) year project.

## **Evaluation Criteria and Proposal Requirements**

- Applicants must submit an original proposal and eight copies. At a minimum, the following information should be provided:
- Name, location, size and type of organization, and years in business for the architect and all consultants;
- Names and registration numbers of all partners, officers, directors and owners;
- Names and resumes of all key persons who will be directly involved with this project including Massachusetts registration numbers of the Project Architect and all key engineering consultants and other sub-consultants for those categories of work specified;
- List and contact information for all public design projects undertaken in Massachusetts within the past five years including descriptive material of comparable projects completed with emphasis on challenging structural projects and or work involved with historic structures;
- List and contact information for all current design projects;
- If the applicant is a joint venture; all required information should be submitted for each partner in the venture;
- Applicant meets the statutory definition of designer, structural engineer or construction manager;
- Proposed method of organizing and executing this project;
- Statement that the applicant certifies under penalties of perjury that the information provided is correct;
- Amount and type of professional liability insurance for both the architect and engineering consultants. Provide proof of coverage for Professional Liability insurance in the amount of a minimum of \$1,000,000. Other normal insurances to statutory limits are required.
- Certificates of non-collusion and tax compliance, copies of which are attached hereto as Attachments A and B, respectively.

## **Form of Contract:**

The successful designer will be required to execute the Town's Designer Services contract, a copy of which is attached hereto as Attachment C, within five business days of presentation of the contract by the Town.

In reviewing proposals, the Town shall use the following evaluation criteria:

## **Experience and Quality of Like Work**

Proposals should demonstrate related experience in providing architectural services in conjunction with structural analysis for public sector organizations with demonstrable experience with historic structures.

## **Staff**

Proposers intended project organization and staffing to include experience and qualifications in providing desired services. Proposers are required to identify the engineering consultants to be used.

**Knowledge**

Proposers shall demonstrate their knowledge and experience with Massachusetts' public laws and procedures, including historic preservation.

**Schedule**

Past experience with adhering to proposed schedules shall be demonstrated.

**Approach**

Proposals shall include a brief description of the proposed approach for this project.

**Capacity**

The proposal shall demonstrate the firm's ability to undertake this project in a timely manner with respect to other on-going projects.

The Town will select a list of at least three finalists ranked in order of qualifications based on the evaluation criteria included in the RFQ. The Town will select a designer based on successful fee negotiation. The Town will first negotiate with the first ranked designer on the list of finalists. Should the town be unable to negotiate a satisfactory fee with the first ranked designer within thirty days, negotiations will be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they are ranked, until an agreement is reached.

**PART II**

# ***Architectural Services***

## **Police Station and Highway Maintenance Garage Facility**

### **Project Summary & Tasks**

**Project Summary**

The Provincetown Police Station, at its current location at 26 Shank Painter Road is no longer a feasible space. The existing facility lacks the square footage necessary for the actual needs of the police force today in comparison to what was deemed adequate 25 years ago. The building was not designed as a law enforcement facility and at over 40 years old, the structure's systems are not capable of continuing to adequately supply the facility at its current capacity.

The Provincetown Department of Public Works Highway Garage at 24 Race Point Road houses personnel and equipment for the DPW's highway division. The building, constructed over 50 years ago, includes a combined staff/office area, vehicle storage bays, repair bays, storage and sign shop. Although the exterior of the building itself is in fair condition the interior of the building is mostly original and in fair to poor condition. The building does not support the current staff level and the garage and repair areas are not properly separated from the staff areas. DPW Administration currently function at a separate building location and highway personnel are not properly supervised. Communication is also difficult having supervisory and staff level personnel separated. Buildings and Grounds staff, which comprise another component of the DPW, are yet again in a different and separate location on the grounds of the public cemetery. This unit work space occupies a shed-type pre-engineered structure of steel and metal framing. The building is used to transact public business related to the cemetery. The building is not accessible and does not have water

service or toilet facilities.

In searching for a useable Town-owned site to construct a new police facility the highway garage site on Race Point Road was identified as the most feasible space sufficient in size to accommodate newly updated buildings for both police and DPW employees. The site is also the location of the fueling station for Town-owned vehicles.

The Town will provide, from previous studies, the *Capital Building Needs Assessment* completed in 2011 relating to the present highway garage and cemetery shed including DPW administrative office space needs; a space needs assessment of the Police Department conducted by *The Center for Public Safety, Inc.* of Winter Park, Florida; conceptual site designs of the existing highway garage location including conceptual plans and placement of new buildings; and any additional files or research for various topics or other needed material pertaining to this project.

## **Tasks (Scope of Services)**

### **Scope of Work**

Using the Conceptual Design prepared for the Town as the starting point, prepare schematic design documents of a Combined Police/Department Of Public Works Facility on the corner of Race Point Road and Route 6 at the site of the existing DPW Highway Facility.

The Proposed Project includes a state of the art Police Station to accommodate a year round and permanent police staff. The DPW facility will include administrative offices of the DPW, highway garage functions, vehicle bays, employee facilities, and garage bays. The site will accommodate public, DPW staff, and police parking, storage, secure impound areas, a salt shed, and permanent Town wide fueling facility.

It is the Town's intent to engage a qualified architectural engineering team to design the new combined police and DPW facility . The project will be awarded based on qualifications and experience.

**It is the Town's intent to solicit proposals and to sign a contract for all phases of the design work. However, the Town shall provide a written notice to proceed with schematic design phase only pending appropriation of additional funds at the Spring 2012 Town Meeting. If such additional funds are appropriated, the Town shall issue the appropriate notices to proceed with the remaining design work.**

Schematic Design shall provide the Town with a final program, engineered site plans ready for approval by Authorities having jurisdiction, and building design and outline specifications sufficient to prepare an independent cost estimate of probable construction costs.

### **Schematic Design**

1. 1. Kick-Off Meeting with the Town Manager, DPW, and Police Department
2. 2. Meet With Town Staff and reconfirm the programming developed during Conceptual Design.
3. 3. Prepare a site survey including boundaries, topography, buildings structures, site elements, utilities, wetlands, including portions of Race Point Road adjacent to the site.
4. 4. Engage a hazardous materials consultant to investigate the presence of hazardous materials within the structures on the site.
5. 5. Prepare Schematic Design Options for the Building and Site
6. 6. Identify Sustainable Design Aspects that may be incorporated into the project including:
  - Energy usage/savings
  - Water usage/savings
  - Rainwater harvesting
  - Grey water reuse
  - Pervious pavement
  - Natural Daylighting
  - Solar options
  - List of users per season and sport
  - Begin preliminary LEED Project Checklist to begin identifying potential LEED

7. Cost Estimate

Based on the findings of the components outlined above, develop a cost estimate for the items. Breakdown the estimate by component and provide a menu of options for the Town. Cost estimating and recommendations will take into consideration, Energy and Funding Opportunities available to the Town

8. Schematic Drawings: Based on direction provided by the Town develop schematic drawings for the preferred approach and present drawings to the Town

9. Meeting with the Town to review the preliminary schematic design drawings.

10. Schematic Design Permitting :

Identify all Federal, State, and Local Site Plan Approvals and develop site drawings to a pre-submission level for review with Authorities having jurisdiction. It is the intent of the schematic design phase to develop the site plan to a level required to receive preliminary comments and ensure approval by authorities having jurisdiction including but not limited to conservation, NPS, and the Cape Cod Commission.

11. Final Presentation: Make final Schematic Design presentation to the Town.

**Schematic Design Work Products**

A.A. Existing Conditions Drawings Survey

B.B. Revised Program Document

C.C. Hazardous Materials Report

D.D. Meeting Notes

E.E. Report including:

- Sustainable Design
- LEED Worksheet
- Grant Opportunities
- Code Analysis

A.F. Schematic Design Drawings

B.G. Site Drawings developed to a pre-submission level.

C.H. Cost Estimate

**Design Development Phase**

Based on the review and comments provided by the Town and Town Meeting Approval, prepare Design Development Documents.

Tasks include:

- Fixing, in close collaboration with the Town, the project's scope
- Presentation and discussion of progress on final design resolution and detailing of critical architectural elements
- Presentation and discussion of progress on final design resolution and detailing of critical site elements
- Submission of project for site plan approvals.
- Involvement of structural, mechanical, plumbing, and electrical systems.
- Update LEED Worksheet
- Review building code issues and meeting with local building officials.
- Final presentation of architectural Design Development Drawings including plans, elevations, details, lighting concepts, etc. -- for approval to proceed to next phase
- Specifications for all work elements
- Update of project estimate of probable construction costs and schedule.
- Meet with the Town a minimum of two times to review the project during design development

### **Design Development Work Products**

- A. Drawings
- B. Outline Specifications
- C. Updated Estimate of Probable Construction Costs
- D. Updated LEED Worksheet
- E. Meeting Notes

### **Construction Documents Phase (75% and 100% Submission)**

Based on an agreed upon scope, phasing, and construction budget, continue design to fix and describe the size and characteristic of the project, including site, civil, architectural, structural, mechanical, and electrical systems. Prepare documents that will be used to obtain bids according to M.G.L. c 149, and c 193 of the Acts of 2004, Massachusetts public construction laws. Work with the City to prepare bidding requirements and City contract requirements.

#### **Alternates**

Identify design alternates that may be included in the bid documents. Alternates allow flexibility in bidding and cover uncertainties resulting from variable market conditions, such as economic trends and the number of qualified bidders interested in a project.

#### **Unit Prices**

Prepare documents to include Unit prices. Many unforeseen conditions can arise during renovation work. The documents will be prepared to receive a lump sum price. In the event that scope of work is increased or decreased, unit prices will be requested to establish a fair cost for the modification.

Update LEED Worksheet

Update of project estimate of probable construction costs and schedule.

### **Construction Documents Phase Work Products**

- A. Drawings
- B. Project Manual
- C. Updated Estimate of Probable Construction Costs
- D. Updated LEED Worksheet
- E. Meeting Notes

### **Bidding Phase**

Assist the Town during bidding including printing of Documents and assistance with advertising. Provide clarifications and issue addendum to address questions raised by bidders. Assist the Town in evaluating bid results and qualifications of bidders.

### **Construction Administration Phase**

Provide standard services during construction which include:

- A.A. Periodic Site Observations
- B.B. Submittal Reviews
- C.C. Issue Clarifications
- D.D. Attend Periodic Project Meetings
- E.E. Certify Application for Payment
- F.F. Perform Punchlist Inspection
- G. G. Establish Date of Substantial Completion
- H.H. Perform Final Inspection

## **Task 1- Construction Documents Phase, Prepare final bid documents and Construction Contractor Solicitation**

Based on the approved Design Development Documents and any further adjustments in the scope of quality of the Project, or in the construction budget authorized by the Town, the Architect/Engineer shall prepare, for approval by the Town, Construction Documents consisting of Drawings and Specifications detailing the requirements for the construction of the project.

The Architect/Engineer shall assist the Town in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Town and the Contractor.

The Architect/Engineer shall advise the Town of any adjustments to previous preliminary estimates of Construction Cost indicated by changes in requirements or general market conditions.

The Architect/Engineer shall assist the Town in connection with the Town's responsibility for filing documents required for approval of governmental authorities having jurisdiction over the Project.

The final cost estimate and construction bid documents prepared for the Town will contain one copy delivered electronically in Microsoft Word and one printed loose-leaf copy. The format must be reproducible. Plans will be provided, in electronic PDF format and paper copy. The Architect/Engineer, in accordance w/ M.G.L. Chapter 149, will assist the Town with administering the bidding process consisting of the advertising for the appropriate sub-bids and general bids together with the evaluation to be presented to the Town.

## **Task 2- Execution of the Project**

Provide assistance to the Town and the Town's Clerk of the Works for the execution of the project as defined by Task 1.

### Miscellaneous Provisions

1. All proposals, materials, drawings, plans, etc. submitted in conjunction with the selection process shall become the property of the Town and may be disposed of without notification and will become public information.
2. The selected designer shall be expected to comply with all applicable federal and state laws in the performance of services.
3. Prospective applicants who have any questions regarding this RFQ should contact:

Town Manager  
Provincetown Town Hall  
260 Commercial Street  
Provincetown, MA  
Office:508-487-7002  
FAX: 508-487-9560

All inquiries must be made in writing no later than 10 days from the date proposals are due, and responses, if any, will be sent to all proposers of record.