

Cotuit Fire District

Request for Qualifications for Owner’s Project Manager Services for Addition and Renovation to Fire Station Building

**Cotuit Fire District
64 High Street
Cotuit, MA 02635**

July 26, 2024

Responses due date: August 26, 2024, no later than 2:00 pm

**Contact: Fire Chief Sean Brown, 508-428-2210
sbrown@cotuitfire.org**

This document and any addenda thereto are issued electronically only. It is the responsibility of every bidder who receives this bid and all associated documents to check the Cotuit Fire District Bids & RFPs webpage (www.cotuitfiredistrict.org) for any addenda or modification to this solicitation, if they intend to respond. The Cotuit Fire District accepts no liability to provide accommodation to bidders who submit a response based upon an out-of-date solicitation document. Bidders may not alter (manually or electronically) the bid language or any bid documents. Unauthorized modifications to the body of the bid, specifications, terms or conditions, or which change the intent of this bid are prohibited and may disqualify a response.

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I. General Information and Submission Requirements

The Cotuit Fire District invites qualified applicants to submit proposals to provide Owner’s Project Management Services for the design, construction, addition, and renovation of a fire station. This RFQ shall be governed by the designer selection law, M.G.L. c. 7C, §§44-58.

The project consists of assisting the District (Board of Fire Commissioners’ representatives and a Facilities Needs Committee) with the following: a) obtaining the services of an architect, b) acting as the owner’s agent throughout the design, bid and construction phases, and c) assisting with hiring and overseeing contractors necessary to complete the project.

A. Submission Deadline & Instructions

Sealed proposals including the Standard Designer Application form (Appendix A) must be submitted on or before **Monday, August 26, 2024 at 2:00 p.m.** to Cotuit Fire District, Attn: Board of Fire Commissioners Chairman Kevin Conley, 64 High Street, Cotuit, MA 02635. Proposals must be submitted in a sealed envelope marked **“OPM Services for Cotuit Fire Station”** with the applicant’s name and address. Applicants must also execute and include in the sealed submission the Certificate of Non-Collusion and Certificate of Tax Compliance included in this RFQ, as required by law. Proposers shall provide one (1) signed original proposal. The District reserves the right to accept any proposal in whole or in part, and to reject any and all proposals if it shall be deemed in the best interests of the District to do so.

The District intends to negotiate the fee for services with the chosen proposer as a lump sum, including all direct expenses; following agreement on a final scope of services. The selected Owner’s Project Manager will execute the District’s Standard Contract.

Proposals must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

If, at the time of the proposal submission deadline, District Offices are closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the deadline will be postponed until 2:00 p.m. on the next normal business day. Proposals will be accepted until that date and time.

B. Questions, Addendum or Proposal Modification

Questions concerning this Request for Qualifications must be submitted via email to: Sean Brown, Fire Chief, at sbrown@cotuitfire.org. Only those inquiries received by Monday, August 12, 2024 at 4:30 p.m. will be considered. Responses will be emailed to all proposers on record as having received the RFQ.

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If any changes are made to this RFQ, an addendum will be issued. Addenda will be emailed to all proposers on record as having received the RFQ.

All proposals submitted in response to this RFQ shall remain firm for ninety (90) days following the proposal opening. The contract will be awarded, if at all, within ninety (90) days after the opening. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the District and the highest ranked proposer.

A proposer may correct, modify, or withdraw a proposal by written notice received by the District prior to the time and date set for the opening. Proposal modifications must be submitted in a sealed envelope **“OPM Services for Cotuit Fire Station”** with the proposer’s name and address, and **clearly labeled "Modification No. ."** Each modification must be numbered in sequence, and must reference the original RFQ.

After the opening, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the District or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them.

II. Project Background

The District has two parcels of District-owned land located at 64 High Street and 56 High Street which will be combined to create a site for the expansion and renovation of the existing fire station located at 64 High Street. The District is herein seeking proposals from qualified Owners Project Management (OPM) firms or individuals. Once the OPM services are contracted for, the District will be seeking proposals from qualified architects for the design and construction administration for the new fire station.

III. Scope of Services

The final scope of services to be included in the contract will be subject to negotiation with the District. The following tasks are such items as are expected to be included in the scope of services for each phase:

- A. Assist the District with acquiring the services of an experienced and qualified architectural consultant/Architect for the project.
- B. Review and critique the Architect’s plans, and project cost estimates; review any resulting bid documents, for cost, constructability issues, missing items, coordination, and compliance with the requirements of M.G.L. 149, SS 44A-44L and all other applicable laws and regulations.
- C. Coordinate with the Town of Barnstable Planning Board if needed, and other local or state permitting boards, to ensure efficient and timely site plan and other permitting reviews for the project.
- D. Assist with value engineering of the project’s construction components as needed.

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- E. Assist the District and the Architect with evaluating all options for energy efficiencies (solar energy panels, heat pumps, etc.).
- F. Ensure any bid documents created by the Architect are complete and meet all legal obligations under procurement law.
- G. In consultation with the Architect, oversee the construction bidding process to ensure compliance with public bidding requirements.
- H. Attend meetings with the District, building committee and any other required meetings during all phases of Design and Construction. Number of meetings TBD.
- I. Assist the District and Architect with the bid opening and construction contract award phase.
- J. Monitor progress and quality of construction.
- K. Oversee Architect’s performance on construction related issues.
- L. Facilitate weekly job-site meetings with the Architect and General Contractor during the construction phase of the project as the Awarding Authority’s representative. Maintain official records of said meetings.
- M. Coordinate the flow of information among District Officials, the Architect, General Contractor and other parties.
- N. Advise the Architect and the Contractor regarding any issues that may arise requiring resolution by either party.
- O. Review General Contractor change order requests and provide the District with a recommendation regarding those requests.
- P. Review the progress of construction, compare progress to construction schedules, and advise the Contractor, Architect, and the District regarding any concerns with the progress of construction.
- Q. Prepare a full monthly written report summarizing the progress of design and construction of the project, highlighting important events and raising pending issues that must be addressed. If necessary, work with the District’s attorney to discuss any legal issues regarding the project.
- R. The District may elect to obtain Clerk-of-the-Works services from the OPM under this contract. Monitor the services of a Clerk-of-the-Works, as needed, to ensure quality control and specification compliance.
- S. Review General Contractor’s weekly payrolls and certify compliance with prevailing wage requirements for all individuals employed on the project, as required by State law.
- T. Attend other meetings, as necessary.
- U. Maintain a complete project file, including but not limited to, a file of correspondence, monthly reports, daily reports, payment records, work progress photographs, videos, construction schedules, and files on particular issues as they arise. Deliver project file to the District in electronic form on a semi-annual basis and at project close. Inspect and observe the General Contractor’s work with respect to quality, contract standards, labor standards, safety, and site security and provide final accounting to the District at the completion of the project.
- V. Obtain satisfactory performance from each Contractor and each Subcontractor. Recommend courses of action to the District when the requirements of the construction contract are not being fulfilled and the non-performing party will not take satisfactory corrective action.

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- W. Advise the District of necessary or desirable changes to the project, assist in negotiation of the Contractor’s proposals for these changes, submit recommendations to the Architect, and the District, and if accepted, prepare or cause the Contractor to prepare change orders for the Architect’s review and the Board of Fire Commissioners approval. Establish and implement an electronic system for monitoring and reporting on change orders, including approved change orders, pending change orders, and anticipated change orders.
 - X. Develop and implement procedures for prompt review and processing of applications for payment from the Contractor for progress and final payments, including certification requirements by the Architect. Make recommendations to the Board of Fire Commissioners for payment(s).
 - Y. At the conclusion of the project, assist in obtaining the as-built drawings and all other construction related documents and all materials necessary for occupancy and full operation of the facility. Collect all O&M manuals and instructions, warranties, record drawings and as-builts; ensure that Contractor(s) perform equipment testing and train District employees on equipment usage and maintenance.
 - Z. Ensure punch list close-out of all construction contract work and site clean-up by contractors.
- AA. At the conclusion of the project, prepare a standard contractor evaluation form for the Division of Capital Asset Management & Maintenance concerning the Architect, General Contractor and Subcontractors’ performance as required.

IV. Requirements for Application

Each applicant/proposer must submit a complete Designer Application Form, a copy of which is available on the Cotuit Fire District Bid & RFP webpage. The following information is specifically required:

1. Name and address of applicant.
2. Brief resume of principals and of the particular staff to be assigned to the Project. Along with a summary of hourly billing rates, if applicable.
3. Describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project and identify the anticipated role that each specified individual will play in the project. Note, if the proposer is successful, specified individuals listed by each proposer to fulfill the role of the OPM cannot be changed without the express written consent of the Board of Fire Commissioners.
4. List of completed projects, including estimated and actual costs, that would best illustrate qualifications for the Project. References must be included.
5. List of all ongoing projects with anticipated schedule(s) for completion.
6. Provide detailed description of at least three recent similar public projects on which the proposer has performed similar OPM services, identifying references with the owners of those projects as well as the personnel who worked on them and stating whether those individuals will be assigned to the Project.

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7. Names and qualifications of engineers and other consultants that may be used for the Project, along with a summary of hourly billing rates.
8. Statement of the scope and type of services proposed for the Project. The applicant should describe the process and methodology to be used in the completion of services with specific reference to examples of similar projects in which this methodology has been used.
9. Proposed work plan and schedule which reflects a possible timetable for completion of the Project. (It is understood that the project timeframes are dependent on District actions and decisions.)
10. Statement of any legal or administrative proceedings pending or concluded adversely to the applicant within the past five (5) years which relate to the applicant’s performance of this type of work.
11. Statement of Insurance coverage including: General Liability, Errors and Omissions, Workman’s Compensation per Section VIII, below. Certificates of Insurance will be required from the selected OPM as part of the contractual obligations.
12. Evidence of financial stability.

V. Minimum Qualifications

Each proposer must demonstrate that it meets the following minimum qualifications:

- A. Minimum of three years experience in the design and construction of public projects in Massachusetts of a similar nature for the principals assigned to the project.
- B. Knowledge of, and experience in, legal and administrative requirements, procedures, and practices related to the design, funding and construction of Massachusetts public building projects including the State Building Code, regulations of the Architectural Barriers Board and Massachusetts public building and procurement law.
- C. Possess all necessary current licenses and registrations, either within the firm or through independent consultants, to qualify under Massachusetts law to perform the function of the Owner’s Project Manager for the Project.
- D. Not be debarred under M.G.L. c. 149, sec. 44C or disqualified under M.G.L. c. 7C, sec. 51.

VI. Comparative Criteria

The Awarding Authority will make further review of all Applications found to be responsive and check such references as may be appropriate. This further review will be based upon the following comparative criteria:

1. Experience managing public building projects in Massachusetts communities.

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2. Proposed approach to the Project which will minimize the Owner’s Project Management costs while ensuring high quality standards and maximize efficiency
3. Prior successful experience with fire station building projects (as determined by references).
4. Quality of past project management work of all phases, as well as project bidding (as determined by references).
5. Reliability in cost estimating for public sector construction projects including the estimate to low bid price and bid price to final construction cost.
6. Ability to work with multiple and varied town/district committees, officers, architects and contractors.
7. Record of managing projects that are completed as designed, on time and within budget, and the degree of satisfaction of the owner.
8. Depth and breadth of experience and qualifications for personnel to be assigned to the Project.
9. Identity and qualifications of any engineers or other consultants whom the applicant proposes to employ to assist in the Project.
10. Demonstrated capacity of the applicant in terms of staffing and resources to handle the proposed project schedule and deadlines.

The District may request that one or more proposers provide additional information during the process to permit it to complete the evaluation process. Based upon the minimum and comparative criteria contained in this RFQ, the District will attempt to select no fewer than two proposers to interview as finalists. The finalists will then be ranked and a recommendation will be made to the Board of Fire Commissioners for award of the contract. If the District is unable to negotiate a contract, including the fee, with the top-ranked finalist, the District will then commence negotiations with the next ranked finalist and so on, until a contract is successfully negotiated, and approved by the Board of Fire Commissioners.

Note: The chosen proposer shall serve as an agent of the District and as such will be responsible for compliance with all state ethics laws.

VII. Non-Collusion Form and Tax Compliance Form (MUST BE SUBMITTED WITH PROPOSAL)

Applicants submitting a bid or proposal to provide supplies or services to the District, or to purchase supplies from the District, must complete and submit the following certification of non-collusion and tax compliance with the bid or proposal.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, the below named bidder or proposer is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid or proposal

Name of business making bid or proposal

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VIII. Additional Contract Terms and Conditions

- A. The OPM must have all necessary insurances as provided below:
- **General Liability** of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit.
 - **Automobile Liability** (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident.
 - **Workers' Compensation Insurance** as required by law.
 - **Professional Errors and Omissions** of at least \$1,000,000
 - **Umbrella Liability** of at least \$1,000,000/ occurrence, \$1,000,000/aggregate.
- B. Copies of all plans and reports created as a result of the scope of services contained in this RFQ shall be provided to the District in an electronic format acceptable to the Awarding Authority. The District shall own all rights to any reports, plans and materials produced under this RFQ, Section III. Scope of Services.
- C. The selected Owner’s Project Management firm shall execute the District’s Standard Contract for Architect/OPM Services within ten (10) days of the notice of award.