

NOTICE TO DESIGNERS

INVITATION FOR REQUEST FOR DESIGNERS

NOTE: For information specific to this particular bid, please contact Sean Timmons at 978-468-2178 or [stimmons@hamiltonma.gov](mailto:stimmons@hamiltonma.gov).

In accordance with M.G.L. c. 7C, 44-57, and the Town of Hamilton Designer Selection Procedures, the Town of Hamilton is accepting qualifications from qualified engineers and architects to prepare final design development plans, construction documents, and cost estimates, for new bathhouse and service buildings for the Veterans Memorial Pool at Patton Park

Professional services shall be completed as stated in the "Request For Qualifications". Applicants must be registered architects or engineers in the Commonwealth of Massachusetts. The Request For Qualifications will be available for pick up or email from the Town of Hamilton, 577 Bay Rd, South Hamilton, MA 01982 or online at [www.hamiltonma.gov](http://www.hamiltonma.gov). For further information, please call Sean Timmons, Hamilton-Wenham Recreation Director at 978-468-2178 and refer to this advertisement. The "Request For Qualifications" must be returned no later than 2:00PM on Monday, June 15 2015.

TOWN OF HAMILTON

Michael Lombardo,

Town Manager

## **REQUEST FOR QUALIFICATIONS**

### **INTRODUCTION**

Town Manager Michael Lombardo requests submittals of qualifications for design services as outlined below.

The Town of Hamilton intends to undertake improvements at the Veterans Memorial Pool at Patton Park.

An Aerial view of the site is provided in Appendix A.

The anticipated design process and scope of services are explained in detail herein. Consultants will work closely with the Town Manager, Recreation Director and Recreation Committee as well as other stakeholders to develop design solutions. The Town of Hamilton will select one design team based on an evaluation of qualifications as noted herein.

Please note that the RFQ packet and related forms may be downloaded from the Town of Hamilton website at [www.hamiltonma.gov](http://www.hamiltonma.gov).

Please ensure that all of your company information is submitted to the Town so that we may contact you should an addendum to this RFQ packet be issued.

## **SECTION 1.0 INSTRUCTIONS TO DESIGNER**

### **1.1 General**

- The Town of Hamilton reserves the right to cancel this RFQ or to accept or reject any or all submissions, waive minor informalities, and award contracts in the best interest of the Town.
- The successful designer must be an Equal Opportunity Employer.
- The signature of the designer's authorized official(s) must be provided on all the submittals
- All information in the designer's response should be organized and presented in a clear and concise format. Accuracy and completeness are essential. The successful response will be incorporated into a contract as an exhibit; therefore, designers should not make claims to which they are not prepared to commit themselves contractually.
- Failure to answer any questions, to complete any form, or to provide the documentation required will be deemed non-responsive and may result in disqualification of the bid unless the Town determines that such failure constitutes a minor informality
- The designer selected shall comply with all applicable Federal and State laws, Town by-laws and regulations.
- The project team's recommendations should be informed by requirements in the Americans with Disabilities Act of 1990 (42 U.S.C. § 1210 et seq), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §791 et seq), and the Massachusetts Architectural Access Board (M.G. L. c. 22 § 13A).
- All submissions shall remain in effect for a period of 90 calendar days from the deadline for submission of qualifications or until it is formally withdrawn, a contract is executed or this solicitation is canceled, whichever occurs first.
- The Town Manager shall cancel the contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year.

### **1.2 Submission Instructions**

One (1) original and four (4) copies of each designer's qualifications packages, clearly marked with the designer's name and address and the words "Veterans Memorial Pool at Patton Park" on the envelope shall be submitted to the Towns Clerk office at Hamilton Town Hall, 577 Bay Rd., Hamilton, MA 01982 on or before 2:00pm on Monday June 15th.

All submissions shall be received and evaluated in conformance with the requirements of applicable law. Each applicant shall complete the attached Standard Designer Selection Form for Municipalities and Public Agencies not within DSB Jurisdiction (DSB-1) identified as **Appendix A**. The submissions will be evaluated by the Town to determine if they meet the Minimum Requirements set forth herein. Failure of a submission to meet a Minimum Requirement will disqualify the submission from further consideration. There will be documentation in writing of the reason why any submissions may be disqualified. Submissions that meet the Minimum Requirements will be evaluated based upon the Evaluation Criteria, as described below.

### **1.3 Questions**

Questions or concerns regarding any aspect of this RFQ must be submitted in writing to

Sean Timmons, Recreation Director, 16 Union St. Hamilton, MA 01982 or through e-mail to [stimmons@hamiltonma.gov](mailto:stimmons@hamiltonma.gov). Only inquiries received seven (7) or more days prior to the submittal deadline will be considered. Written responses will be sent to all designers on record as having received this RFQ. It is the responsibility of the designers to also monitor the Town's website for any updates, addendums, etc. regarding the RFQ. The web address is: [www.hamiltonma.gov](http://www.hamiltonma.gov)

#### **1.4 Award**

This is not a price competition, but rather the Town's decision will be based upon qualifications and experience with similar projects. The Town may schedule interviews with the three highest scoring firms or individuals. The Town will rank the finalists based on consideration of the submission requirements, the evaluation criteria, and the interview (if applicable).

The Town will evaluate RFQ's and enter negotiations with the highest scoring designer. If unsuccessful, the Town may attempt to negotiate with the second highest scoring proposer (and repeat that process) until successful. If negotiations with one or more of the finalists prove unsuccessful, the Town may reject all responses and may choose to re-advertise if deemed in the best interest to do so.

## **SECTION 2.0 SCOPE OF WORK (SOW)**

### **2.1 Summary**

The Town of Hamilton is accepting qualifications from qualified engineers and architects to prepare full design, plans, specifications, cost estimating, and construction documents for replacement of a bathhouse and service building for a pool facility located on Bay Road.

The proposed facility will accommodate up to 226 bathers at full build out. The project may be phased based on available funding and must include bidding alternates to ensure a viable Phase 1 construction program with potential for future expansion.

### **2.2 Schedule Milestones**

RFQ submissions due to Town – Monday, June 15th  
Design team selected – Thursday, June 17th  
Contract negotiations complete – Week of June 22nd  
Issue construction documents for bid – Fall of 2015  
Bids due from contractors – Fall of 2015

### **2.3 Design Requirements**

The successful designer will work with The Town and Recreation Committee to design a facility with the following elements:

- Design of a new bathhouse.
- Design of a new service building with all related elements.
- Discussion and presentations to stakeholders to define the proposed design of the facility.

The design team must be multi-disciplinary including specialized consultants familiar with the design of municipal pool facilities as well as members with significant experience in the following; landscape architecture, engineering (including civil, stormwater, structural, mechanical, electrical, plumbing), architecture, permitting, ADA compliance, and cost estimating.

## 2.4 Design Phases

Phase 1: Final Design Development:

- Production of technical documents describing the design intent for the bathhouse and service building.
- Coordination of documents and specifications
- Periodic distribution of documents for review
- Assistance with the preparation and issue of Construction Documents for final pricing and/or bid situation

Phase 2: Construction Documents

- Development of construction plans and specifications for public bidding process.
- Prepare detailed Cost Estimate to use in the construction Bidding phase.
- Prepare and submit 100% Construction Documents for bid.
- Construction documents (AutoCAD 2010 or compatible) and technical specifications in Microsoft Word or Adobe PDF for all proposed improvements (Cost of hard copy prints for bidding purposes will be covered by the Town).

Construction Observation: while *not included* in this scope of work, the Town may extend the designers scope of work to include construction observation and administration services at a future date, in which case the Town and designer will execute a contract amendment.

The following information has been gathered as part of the ongoing Feasibility Study and will be made available to the successful bidder:

- Topography and property line surveys.
- Soil testing for septic system expansion.
- Soil Boring and Geotechnical Analysis
- Conceptual Plans of the Bathhouse and Service Building completed by Bargmann Hendrie + Archetype, Inc., which are included at the end of this RFQ

## SUBMISSION REQUIREMENTS

### 3.1 Minimum Requirements

All Designers must address each of the following requirements in a clearly labeled section of their submission:

A. A completed Standard Designer Selection Form for Municipalities and Agencies not within DSB Jurisdiction (DSB-1) (Appendix A)

B. A Letter of Interest that relates to the specific project work requirements and outlines why the designer's firm is best suited for the proposed project. Letters of interest shall also include the following:

1. A brief and concise summary of the scope of work
2. The official name of the firm submitting the proposal, mailing address, email address, telephone number, fax number, and contact name
3. A statement of any legal or administrative proceedings pending or concluded adversely to the designer within the past five (5) years that relate to the designer's performance on this type of work.
4. A statement certifying that the designer has not been debarred pursuant to M.G.L. c. 149, § 44C or disqualified pursuant to M.G.L. c. 7C, § 47.
5. The letter must be signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is form for ninety (90) day. An unsigned letter or one signed by an individual not authorized to bind the Designer will be disqualified.

C. Design Firm:

Designers shall include qualifications and experience of the firm. The Designer shall identify the year the firm was established, the total number of employees currently employed, and the number of employees focused on this engagement. This section should also generally describe work which is similar in scope and complexity which the Designer has undertaken in the past. A discussion of the challenges faced, and solutions developed are highly recommended. The Designer may (but are not required to) include any additional literature and product brochures. Other areas to address:

- Experience designing and renovating municipal pool facilities
- Experience in building consensus and working collaboratively with community groups to address issues of concern

D. Information Pertaining to the Project Team

Designers shall provide an organizational chart illustrating how the proposed project manager and design team members (including sub-consultants, if any) will complete project tasks. Designers shall provide resumes for each team member listed. Resume information must include the following:

- Education (specify dates).
- Professional Registration (state, discipline, and number).

- Professional Background (including years with the firm and construction supervision experience).

#### E. Relevant Past Projects

Designers shall provide information on similar projects done within the last Five (5) years. Relevant projects are those that are similar in program, context, size, ownership, and /or design challenges as the project the Town is seeking design services for. Not all projects will be commensurate in all ways, but the relevance should be readily apparent to the reviewers. Project examples must include current contact information for a reference that can speak to the firm's performance. Designers shall provide at least five (5) references.

#### F. Design Process:

Designers shall provide a brief (1 or 2 page) statement describing specifically how their firm will approach the design process for this project. Designers shall discuss how they intend to deal with particular site issues, coordinate with outside agencies, work with stakeholders, apply past project experience to accomplish project goals and how they intend to obtain input from stakeholders. Designers shall provide examples of how your firm has performed stakeholder presentations on past projects.

#### G. Additional Required Documents:

- Certificate of Non-Collusion and Statement of Tax Compliance (Appendix B)
- Financial references, in the form of a credit history report for the last five (5) years from a credit reporting agency dated no earlier than 60 days prior to the submission date or financial statements for the past seven (7) years attested to by a certified public accountant that the statement is true and accurate to the best of his knowledge.

### **3.2 Evaluation Criteria**

Any submission that fails to meet any of the Minimum Requirements will be rejected as non-responsive. Those that meet the Minimum Requirements will be evaluated based on the following Evaluation Criteria:

1. Prior experience on projects of similar size and scope;
2. Past performance on public and private projects;
3. Financial stability;
4. Identity and qualifications of the consultants who will work with the Town on the project;

For Criteria 1 and 2, the Town will focus on whether or not the Designer has demonstrated its ability to:

- Respond to specific site issues, existing and anticipated;
- Produce design work of the highest quality, including documented knowledge of and experience with current ASTM, State Board of Health and other related site design standards including ADA accessibility requirements;
- Meet the codes and regulations of utility agencies having jurisdiction over the project;
- Work successfully with related municipal commissions and boards such as the Conservation Commission.
- Undertake effective community presentations and respond to stakeholder concerns;
- Provide adequate graphic and model representations of proposed work and convey design ideas to the stakeholders;
- Prepare complete and detailed construction drawings and specifications;
- Adhere to the public bid laws set by the Commonwealth of Massachusetts;
- Accurately formulate cost estimates;
- Meet schedules and show flexibility and initiative in undertaking work;
- Provide designs that can withstand intensive use and require low-cost maintenance.

Finally, the Town will take note of the overall content and quality of the submittal, including its organization, clarity, flow, format, and creativity.

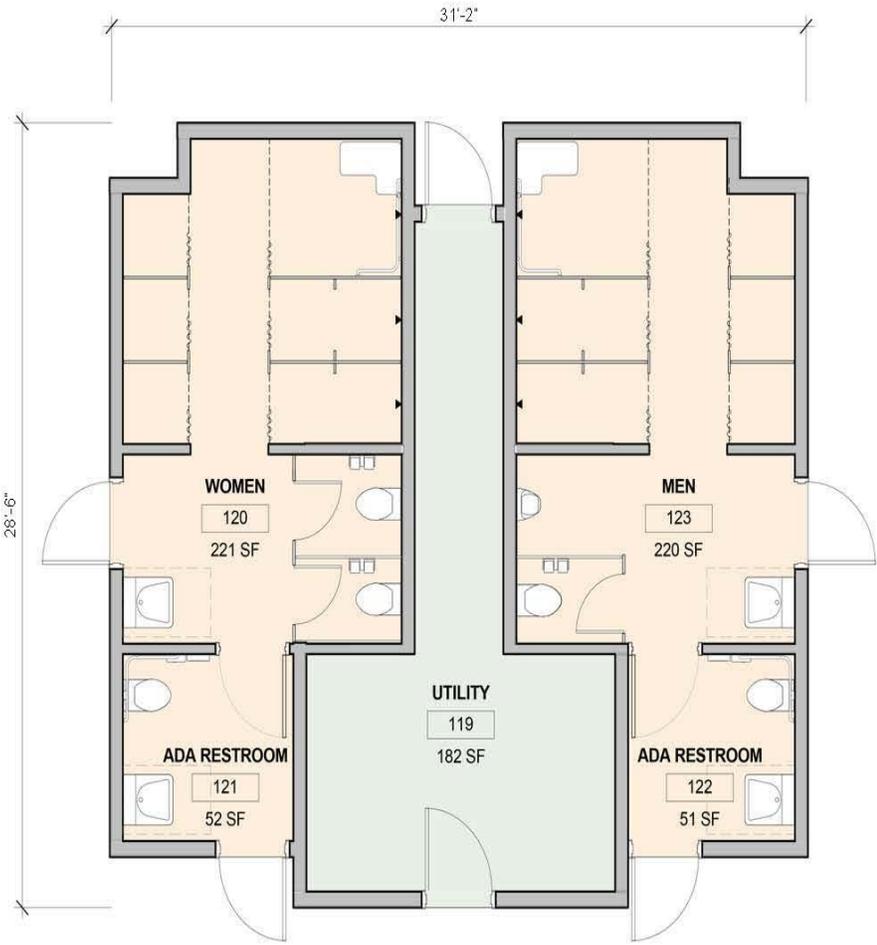
The Town will rank the finalists in order of qualification. No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L. c. 149, § 44C shall be included as a finalist on the list. The Town will request a fee proposal from the first ranked designer and begin contract negotiations. If the Town is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Town until agreement is reached. In no event may a fee be negotiated that is higher than the maximum fee set by the Town prior to selection of finalists. Upon agreement of a negotiated fee with a designer, the Town will incorporate into its standard contract form (attached hereto as Appendix C) a detailed scope of services and a negotiated fee schedule and submit the contract to the successful designer for execution. In the event that the successful designer fails, neglects or refuses to execute the contract within ten (10) business days after receiving the contract, the Town may, at its option, and without incurring any liability to the designer, terminate negotiations with the designer and award the contract to the next most qualified designer.

The selected Designer will be required to certify in writing at the time that the contract with the Town is signed that it is in compliance with G.L. c. 151B and provides for equal employment opportunities for all qualified persons without regard to race, color, religion, sex, gender identity, or national origin.

# Service Building



**Bathhouse**



**Conceptual Building Design**

