

Town of Sharon
Board of Library Trustees
Library Building/Designer
Selection Committee
Sharon Public Library
11 North Main Street
Sharon, MA 02067



Request for Qualifications For
Architectural Feasibility and Design Services
For a Library Renovation/Expansion or
New Building Project

Proposal Submittal Deadline: **August 3, 2015 at 4:00PM**

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**Sharon Public Library
Sharon, MA**

Request for Qualifications for Architectural Design Services

Section 1

General Information

The Sharon Public Library Board of Library Trustees (Owner) and the Building and Designer Selection Committee (Committee) is seeking proposals for Architectural Design Services for a feasibility study and eventual preparation of a schematic design for a renovation/expansion or new Sharon Public Library Building.

Qualified persons or firms are requested to submit sealed qualification submittals to the committee through the office of the Library Director, 11 North Main Street, Sharon, MA 02067, no later than **4:00 PM., August 3, 2015**. They will be opened and reviewed publicly at **4:00 PM. on August 3, 2015** when they will be taken under advisement.

The RFQ is available from the contact listed below. The owner is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this request for proposal if it is in the Owner's best interest to do so.

The fee for services for the project is to be negotiated by the awarding authority and the selected Architectural Design firm or individual. All procedures related to this process are in accordance with Massachusetts General Laws C.149, s44 A ½ as it relates to the architectural design services provider selection, and the Massachusetts General Laws C.7 s38 A ½ through 38O, as amended.

A pre-proposal Meeting or Briefing Session will be held on **July 24, 2015 at 10:00AM**, at the Sharon Public Library, 11 North Main Street, Sharon, MA 02067. A site tour will follow the briefing session.

Ten (10) copies of the proposal plus one digital copy on CD should be submitted according to the submission requirements as outlined on herein.

Proposals are to be sealed and properly identified on the outer envelope as "**Qualifications for Architectural Design Services, Sharon, Massachusetts**" and sent to:

Sharon Public Library
c/o Lee Ann Amend, Library Director
11 North Main Street
Sharon, MA 02067

All proposals received after the stated opening date and time will be judged to be unacceptable and will be returned unopened to the sender. No fax or email submissions are accepted.

Questions should be submitted by email to Lee Ann Amend, lamend@ocln.org . Questions will be answered by email and distributed to all known respondents.

I. Project Description

The Town of Sharon is located in Southeastern Massachusetts in Norfolk County. It is in Eastern Massachusetts, bordered by Norwood on the north, Canton on the northeast, Stoughton on the east, Easton on the southeast, Mansfield on the south, Foxborough on the west, and Walpole on the west and northwest. Sharon is 9 miles west of Brockton, 19 miles south of Boston, and 208 miles from New York City.

Sharon is a growing town of approximately 17,612 people. An active network of civic organizations, shared appreciation of the diversity of its population and a cherished history make Sharon a vibrant community.

The Sharon Public Library, a 1914 Carnegie library, has received two additions, one in 1960 and the other in 1979, neither of which has adequately served the needs of the library's users, collections and staff. Sharon is the type of library that serves a highly educated community that would rely on and utilize an expanded library with more available resources. Education is a top priority for this community. The library resides in the historic district and the Carnegie part of the library is registered in the state and federal historical registers.

Recent updates to the facility have included new energy efficient windows, updated bathrooms and repairs to the skylights and roof. Repairs to the front doorway and Palladian windows in the historical Carnegie library have recently been completed or are in progress. The library exterior is constructed of brick. The interior of the Carnegie portion of the library has all been remodeled over time. The library has a very small footprint with 10 feet between the south side of the building and adjacent private property. There is approximately 30 foot frontage to North Main Street, which is also the site of the septic tank. Along High Street (to the North) there is approximately a 15 foot frontage.

A Library Building Program was completed in March 2015 by Library Consultant Cheryl Bryan; a final recommendation called for an enlarged and enhanced library building. A copy of the program is available on-line at this address:
<https://www.dropbox.com/s/qezqidz2gv53zlx/Sharon%20Building%20Program%20-%20final%205-26-2015.pdf?dl=0>

The proposed feasibility study would include the examination of the present site for an expansion and renovation; options for adequate space; parking; and compliance with ADA and other applicable state and federal laws. Other town sites which have been proposed in the past include the former School Administration building on North Main Street and the Verizon building which is behind the library. Other possibilities available to the Library are: (1) identify a Town-owned site suitable for a new structure; (2) raze the dysfunctional additions

and create a new, better, addition to the Carnegie facility; or (3) renovate the original building and additions.

Please note that the Owner has engaged the services of Design Technique, Inc. to perform the duties of the Owner's Project Manager (OPM).

The activities for 2015/16 include:

1. Engage a design team, including the project manager and architect
2. Examine the present site for expansion and/or renovation including possibility of new building.
3. Examine alternative sites as determined by the Owner and Committee.
4. Select an option for the site.
5. Prepare a schematic design and cost estimate.

II. General and Special Provisions

1. The Sharon Public Library Board of Trustees, in conjunction with the recommendation from the Building and Design Selection Committee, is the Awarding Authority. The Board reserves the right to reject any and all proposals and to waive any informalities or irregularities as it deems fit, in the best interest of the Town of Sharon.
2. The applicant, and any sub-consultants of the applicant selected, shall be expected to comply with all federal, state, and local rules, regulations, and laws as they apply to the project(s) without limitation including all federal, state, and local bidding, environmental, and safety rules, regulations, and laws in the performance of services.
3. The consideration of all proposals and the subsequent selection of the successful applicant shall be made without regard to race, color, gender, age, handicap, religion, political affiliation or national origin.
4. The successful applicant, and all sub-consultants of the successful applicant, shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth (Chapter 151B of the Massachusetts General Laws).
5. The successful applicant, and all sub-consultants of the successful applicant, shall assure the Awarding Authority that it will carry out the performance of services in full compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 (78 Stat.252), and any executive orders of the Governor of the Commonwealth as such may from time to time be amended.
6. The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful applicant may receive or award as a result of this contract on behalf of the Awarding Authority.
7. Minimum Insurance Requirements:

The successful applicant and any and all consultants and sub-consultants of the successful applicant shall provide and maintain throughout the term of the contract and any extension or renewal thereof the following insurance with companies that are rated as A or better by Best's Rating Service or equivalent.

- a. Workers' Compensation Insurance as required by the laws of the Commonwealth of Massachusetts, MGL C152. Waiver of subrogation, statutory benefits-state of hire and employer's liability \$500,000 each person for injury by disease, \$500,000 policy limit for injury by disease and \$500,000 each person for injury by accident.
- b. General Liability Insurance, of at least \$1,000,000 bodily injury and property damage liability, combined single limit with a \$2,000,000 annual aggregate limit. Such coverage shall also be in effect for three (3) years from the date of final payment of the construction contractor.
- c. Umbrella Liability insurance, of at least \$1,000,000 each occurrence and \$1,000,000 annual aggregate.
- d. Automobile Liability Insurance – (applicable for any contractor who has an automobile operating exposure, owned, non-owned and hired) of at least \$500,000 Bodily Injury and Property Damage per accident.
- e. Architects and Engineers Professional Liability – (applicable for any architects or engineers involved in the project) of at least \$1,000,000 per occurrence, \$2,000,000 aggregate.
- f. Failure to Provide and Maintain Insurance – Failure to promptly provide and continue in force such insurance shall constitute a material breach of the contract and shall be grounds for immediate termination thereof by and in the sole discretion of the Sharon Public Library Board of Trustees and Building Committee.

A certificate of insurance must be issued naming the Town of Sharon as additional insured for General Liability with respect to claims resulting from work performed by contractor. The certificate should also indicate the in the event of cancellation of any of the policies, 30 days prior written notice of cancellation will be given to the Town of Sharon.

8. Indemnification

The Designer shall defend, indemnify and hold harmless the Town from and against any and all claims, liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the Town may sustain, incur or be required to pay, arising out of or in connection with services performed under this Contract or by reason of any negligent action/inaction or willful misconduct of the Designer, its agent(s) or person(s) employed by the Designer, any of its subcontractors or other entities for which the Designer is legally responsible.

9. Hazardous Materials – The successful applicant and its officers, employees, agents and representatives shall have no authority to handle, transport, remove or dispose of hazardous materials in any form, including without limitation asbestos, asbestos products, polychlorinated biphenyl (PCB) or any other toxic substances, regarding the Sharon Public Library Addition/Renovation Project.

III. Submission Requirements

Each applicant shall submit the following minimum information. Failure to comply with these Submission Requirements shall be a basis for rejection of a proposal.

1. Eight (8) copies of the entire proposal plus one digital copy on CD or thumb drive.
2. Cover letter outlining contact person for the Sharon Public Library Building Committee including name, job title, address, email address, telephone number and fax numbers.
3. A full listing of all persons to be assigned to the project including all sub-consultants to be used which includes at minimum the following disciplines:

Principal in Charge
Project Manager
Project Engineers

- Individual’s resume including work performed on projects of similar scope and scale over the past ten (10) years. Indicate the positions held and duties performed for each project. Include educational background on the resumes, including schools attended and degrees conferred.
 - Each individual’s qualifications for the project must include a listing of all Massachusetts Registrations by discipline, licenses, professional certifications, standard designer application form and other documentation of qualification(s). Include each individual’s name, job title, positions held with the applicant, years in which the employee worked in each position, the tasks on which each such employee will provide services and the specific duties which each individual will perform for each task.
4. A listing of comparable projects performed by your firm or as an individual over the past five (5) years which includes the following:
 - a. Description of project (use of supplementary materials is recommended).

- b. Initial budget estimate and final project cost.
- c. Initial construction schedule for completion of the comparative project and actual completion date of project(s). Contact persons for these projects including current address, telephone email and fax numbers for the following:
 - 1. Project Owner or Awarding Authority
 - 2. General Contractor
 - 3. Project Architect
- d. Synopsis of any problems encountered in completion of the work and how these were managed by your firm to maintain the quality and cost effectiveness of the project.

5. A listing of projects in which your firm is currently involved and their projected completion dates with contact information as specified in 4d above.

6. Submittal of additional information related to the applicant's qualifications and experience to perform the work (letters of reference, samples of project methods utilized for comparable projects, etc.) is highly recommended.

7. Three (3) references from awarding authorities for whom the applicant has performed architectural feasibility and design services within the past five (5) to ten (10) years on comparable projects, including name, job title, address, and telephone number of the contact person.

8. Documentation to demonstrate financial solvency of the firm or individual submitter.

9. Documentation of licensing and registration within the State of Massachusetts, or other relevant documentation of personnel qualification related to the project(s) is required.

10. Documentation of the applicant's ability to perform within the time schedules established, including without limitation project deadlines and whether the applicant's work was completed with the required time, for all comparable construction projects for which the applicant has provided project manager services within the past five (5) years.

11. A detailed description and schedule of the Designer's services to be provided by the applicant describing all phases of the project and a proposed schedule for each phase.

12. A summary statement of five (5) pages or less, exclusive of attachments, which details the reasons why the applicant proposal should be selected by the Sharon Public Library Building Committee. This statement should include a description of the applicant's particular qualifications for the project and the applicants approach to the project, including organization and scheduling, including without limitation the applicant's ability to dedicate sufficient personnel to the project to meet all scheduling requirements.

13. Identification of each instance when the applicant has been the subject of a claim within the past five (5) years for negligence, willful misconduct or other errors and omissions or professional liability, or a claim for damages because of delay beyond the scheduled date for completion of a project.

14. Completion and signing of Signature Page (Page 14) Certificate of Tax Compliance and Certificate of Non-Collusion.

15. A completed copy of the Standard Designer Application Form for Municipalities and Public Agencies Not Within DSB Jurisdiction (attached). Note: This form must be submitted with all public designer applications within the Commonwealth. It is understood that this form may require information that is also included elsewhere in the submittal package. A copy of the DSB form is available on-line at this address:

<http://www.mass.gov/anf/docs/dcam/dlforms/dsb/14-6-10-cities-towns-application.pdf>

Note: No supervisory or professional person shall work on the project on behalf of the successful applicant's consultants or subcontractors who were not identified in the successful applicant's proposal unless that person has been approved in advance by the Sharon Public Library Building Committee.

Upon the completion of the feasibility study, and approval by the Town of Sharon to move forward with the construction phase, the Designer may be retained for future development through construction.

IV. Minimum Qualifications

Each applicant shall possess the following minimum qualifications:

1. Massachusetts registration and licensing in all applicable disciplines.
2. A thorough knowledge of the Massachusetts State Building Code, the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities Act.
3. A thorough knowledge of all public bid laws, including without limitation Massachusetts General Laws Chapter 149.
4. Prior experience administering construction of projects of similar size and scope, including historical structures.
5. Financial and operational capability to perform project manager services on the project within all established time schedules.

The Sharon Public Library Building Committee reserves the right to reject any proposal which does not demonstrate compliance with each of the foregoing minimum qualifications.

V. Selection Criteria

1. Compliance with the minimum qualifications.
2. Compliance with the submission requirements.
3. Ability to demonstrate a high degree of quality and experience in completion of architectural feasibility and design services of a similar nature.
4. History of work within the public sector, especially in library construction and historical renovation work. Demonstrated ability to work with municipal building committees.
5. Ability to demonstrate experience in progressive problem solving for projects of a similar size and scope and a demonstrated history of bringing projects of similar size, scope and scale to completion on time and on budget.
6. Evaluation of project approach including staffing of project and qualifications, value engineering, information management, change order process management, claims avoidance, and other management and administrative systems related to the scope of work.
7. Thorough knowledge of the Massachusetts State Building Code(s), regulations of the Massachusetts Architectural Access Board, the American with Disabilities Act (ADA), and all other pertinent codes and regulations related to successful completion of the project.
8. Ability to work with a wide range of agents (other Architects, Contractors, Subcontractors, Consultants, Municipal Bodies, Town Agencies, etc.) on behalf of the Awarding Authority in providing information relevant to the progress of the project on a timely basis.
9. Ability to complete work within established time schedules and to complete work on a Sharon Public Library Addition/Renovation or new project in a timely manner.
10. Evaluation of financial stability and insurance requirements of the firm and that of any of its sub consultants.
11. Evaluation of references for similar projects.

VI. Selection Process

1. Proposals will be uniformly evaluated by the Sharon Public Library Building Committee on the basis of the information submitted and information solicited from various sources and references.
2. Respondents selected for interviews will be required to appear before the Sharon Public Library Building and Designer Selection Committee at a designated time. Each respondent shall, at a minimum, have its Project Director and/or Project Manager present at the interview to lead its presentation. Each selected respondent will be allowed 50 minutes for its interview, which time will be allotted as follows: 20 minutes for formal presentation and 30 minutes for questions by the Committee. The Committee shall ask approximately 10 questions to each respondent, followed by open questions posed by any member of the Committee. After the interviews, the selected respondents will be further evaluated, and a final selection will be made.
3. The Owner expressly reserves the right, in its sole discretion, to re-advertise the RFQ if less than three responses are received or if fee negotiations with any selected Respondent fails, if it deems such re-advertisement to be in the best interest of the Town.
4. First Finalist. The Owner will rank submittals and designate one as the First Finalist. All firms or individuals submitting proposals will be notified of the Building and Designer Selection Committee's final selection. Negotiations with the First Finalist will ensue as follows.
5. Fee Proposal: The firm or individual selected as the First Finalist will be required to submit a fee proposal within five (5) business days of such notification. The fee proposal will be reviewed by the Building and Designer Selection Committee for the first negotiation session. Fee proposals should include specific costs for each of the following phases:
 - Feasibility Study for renovation/expansion or new library building
 - Study alternate sites
 - Eventual Preparation of a schematic design

VII. Scope of Services

In accordance with MGL c149 s 44 A1/2, the responsibility of Designer will include the following services:

Feasibility Study

The architect shall develop a feasibility study and schematic design consisting of drawings and other documents illustrating alternative schemes for meeting each of the project's goals in accordance with MBLC grant submission guidelines. Tasks shall include, at a minimum, the following work elements:

- Perform a detailed assessment of existing building conditions, including the building envelope, mechanical systems, and interior accommodations.
- Prepare three to four options to renovate and add to the existing building.
- Evaluate several alternative sites for potential new construction.
- Prepare Schematic Design documents and drawings showing compliance with program elements, MBLC guidelines, applicable building and zoning codes, environmental and conservation requirements, including provisions for required permits and variances. Conceptual mechanical and electrical information shall be developed.
- Attend periodic meetings with the Owner, the OPM, regulatory authorities, and others as needed to ensure that the interests of all parties are represented in the design process.
- Advise the Owner of the potential for LEED certification as part of the study in conjunction with the Owner's Project Manager (OPM). Design consideration shall be given to alternative energy and energy conservation design and storm water collection and distribution systems.
- At the completion of the Feasibility Study / Schematic Design process, the Architect shall prepare a Schematic Design cost estimate.
- Assist the Owner with preparation of material as required for submission to the Massachusetts Board of Library Commissioners for grant funding.

General Requirements

A. Schedule

The following is a preliminary schedule noting target dates for phases and tasks to be completed. This schedule will be refined based on the results of Phase 1 work and project requirements:

August 2015

- Execute design services contract; commence design work.

August '15 to March '16

- Undertake feasibility study and assist with MBLC grant preparation

Anticipated date for MBLC grant submittal - **TBD**

B. Consultants

The architect shall engage the following consultants as needed, either in-house or by subcontract: structural engineers; mechanical, electrical, and plumbing engineers; civil and traffic engineers; landscape architects; interior designers; and a cost estimator. Personnel or firms to be used must be indicated in the proposal. Where in-house personnel will be used, the proposal should so specify. If cost estimates will be prepared in-house, credentials of estimator(s) must be provided in detail.

Section 2

Signature Page and Certifications

The applicant hereby certifies that:

- The applicant has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services.
- No consultant to, or, subcontractor for the applicant has given, offered, or agreed to give any gift contribution, or, offer of employment to the applicant, or, to any other person, corporation, or entity as an inducement for, or, in connection with, the award of the consultant or subcontractor of a contract by the applicant.
- That no person, corporation, or, other entity, other than a bona fide full time employee of the applicant has been retained or hired to solicit for, or in any way assist the applicant in obtaining the contract for services upon an agreement or understanding that such person, corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.

I hereby attest with full knowledge of the penalties for perjury, as in accordance with MGL c.7 s38E that all information provided in this application for services is correct.

Firm

Signee (Typed)

Signee (Written)

Title

Date

CERTIFICATE OF TAX COMPLIANCE

Pursuant to MBL c62C s49A, I certify under the penalties of perjury that the applicant named below has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Name of Applicant

Address of Applicant

By: _____
(Name and Title)

This form shall be submitted by all applicants.
Description: Architectural feasibility and design services for feasibility study
For library renovation/addition or new building.

Proposal Due Date: **August 3, 2015 at 4:00PM**

CERTIFICATE OF NON-COLLUSION

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

Authorized Signature

Date

Social Security Number or Federal
Identification Number

Legal Name or Business Entity (Please Print of Type)

Address:

Corporate Seal Here (if applicable)

This form shall be submitted by all applicants.
Description: Architectural Design Services for Feasibility Study
For library renovation/addition or new building.
Proposal Due Date: **August 3, 2015 at 4:00PM.**