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TOWN ADMINISTRATOR

**TOWN OF WEST BOYLSTON**  
MIXTER MUNICIPAL OFFICE BUILDING  
120 PRESCOTT STREET  
WEST BOYLSTON, MASSACHUSETTS 01583

**TOWN OF WEST BOYLSTON**  
**REQUEST FOR PROPOSALS**

**NEEDS ASSESSMENT/FEASIBILITY STUDY DESIGN SERVICES**

The Town of West Boylston requests proposals from qualified firms for architectural design services for a space needs assessment, cost estimate and site feasibility study for a Town Hall/Senior Center, a Police Station Facility, a Fire Station Facility, and a Department of Public Works facility.

Background

The Town is considering construction of a new facility for its Town Hall/Senior Center, a new facility for its Department of Public Works, renovating a building for its fire department and renovating a building for its police department. In order to identify possible sites for construction and cost estimates for construction, it now seeks a formal needs assessment and feasibility study.

## Scope of Services

The scope of services includes the following:

1. Develop a conceptual footprint for the buildings to be used as a model to evaluate the appropriateness of locating the facilities at a given site.
2. Develop a conceptual design showing the required rooms, sizes and total square footage. The design shall incorporate all design criteria requested by the Town, which will include but not be limited to garage space, communications center, office space, storage, access and egress.
3. Provide to the Town cost estimates for the construction of said structures.
4. Meet regularly with Town officials to discuss the progress of the project and overall design and size of the conceptual building.

## Schedule

Time will be of the essence with respect to the design services to be provided pursuant to this Request for Proposals. The selected designer will be required to complete the scope of services within 90 days after award of the contract.

## Fee

The fee for services shall not exceed \$60,000 and shall be negotiated with the selected designer in accordance with G.L. c.7, §38G.

## Qualifications

All applicant firms must possess the following minimum qualifications:

1. Massachusetts registration and licensing in all applicable disciplines.
2. Thorough knowledge of the Massachusetts State Building Code, regulations of the Architectural Barriers Board, and the Americans with Disabilities Act and related regulations.
3. Thorough knowledge of, and familiarity with, Massachusetts' public construction statutes.
4. Established financial stability and maintenance of (or ability to acquire) prior to the signing of the contract:
  - A. Professional Liability insurance in the minimum amount of \$1,000,000.
  - B. Workers' Compensation insurance, as required by law.
  - C. Comprehensive General Liability insurance with at least \$1,000,000 coverage.
5. Prior experience designing public safety buildings and facilities.

#### Submission Requirements

All proposals must be submitted to and received at the office of the Town Administrator, 120 Prescott Street, West Boylston, MA 01583 by 2:00 p.m. on Tuesday, October 31, 2006. Bids will be opened at that time by the Town Administrator.

Thirteen copies of the following must be submitted by each applicant with its proposal:

1. Completed Designer Selection Board Application (Form DSB-1).

2. Identification of the key contact person, specialists, and individual consultants for this project, and evidence of sufficient staff to complete the project in accordance with the schedule, together with resumes of the individual designers and/or key staff members whose services the applicant intends to utilize on the project.
3. A description of at least five current projects and five recently completed projects similar in scope and complexity to this project.
4. A list of consultants who will work with the applicant on the project, including designation of professional registration, when required.
5. Tax compliance certificate; certificate as to corporate authority and certificate of non-collusion.

### Evaluation Criteria

Proposals will be evaluated in accordance with the following evaluation criteria.

- a. Professional background and prior similar experience.
- b. Past performance on public and private projects.
- c. Financial stability.
- d. Qualifications of the consultants who will work on the project.
- e. Capacity and capability of the applicant to complete the work on schedule.
- f. Any other criteria the Town considers relevant.

### Other Provisions

1. The Town reserves the right to waive informalities in proposals, to reject any and all proposals, and to cancel this procurement at any time if it is in the Town's best interest to do so.
2. The successful proposer shall sign the contract presented by the Town, which shall be substantially in the form attached to this RFP.