

WEST BOYLSTON MUNICIPAL LIGHTING PLANT

REQUEST FOR PROPOSALS (RFP)  
29 PROSPECT STREET BUILDING PROJECT

DESIGN SERVICES RFP

The West Boylston Municipal Lighting Plant (WBMLP) seeks proposals from qualified architectural and engineering firms for full-service design and value engineering, bidding, and construction administration services for a “new 3-5 bay garage and small office” located at 29 Prospect Street, West Boylston, MA (Project).

Request for Proposals and Proposal Forms may be obtained during normal business hours at WBMLP, 4 Crescent Street, West Boylston MA 01583, online at [www.wbmlp.org](http://www.wbmlp.org), or by email, [jfitch@wbmlp.org](mailto:jfitch@wbmlp.org). Sealed proposals, clearly marked “New 3-5 Bay Garage and Small Office - Project Design Services” must be received by 1:00 P.M, February 15, 2021 at WBMLP.

WBMLP Design Selection Committee will make a recommendation to the Board of Light Commissioners for award of the contract. WBMLP reserves the right to reject any and all proposals, wholly or in part, and make such award as it determines to be in the best interest of WBMLP.

West Boylston Municipal Lighting Plant

A handwritten signature in black ink, appearing to read "Jonathan Fitch". The signature is written in a cursive style with a large initial "J" and "F".

General Manager

# WEST BOYLSTON MUNICIPAL LIGHTING PLANT

## REQUEST FOR PROPOSALS (RFP) 29 PROSPECT STREET BUILDING PROJECT

### DESIGN SERVICES RFP

#### I. General Information

The West Boylston Municipal Lighting Plant (WBMLP) requests proposals from qualified architects and engineers registered in Massachusetts and other appropriate firms/individuals to provide a comprehensive design of a “new 3-5 bay garage and small office” (Project), located at our property, 29 Prospect Street, West Boylston MA 01583.

All interested parties must submit four (4) copies of their proposals containing complete information as requested in the PROPOSAL SUBMISSION REQUIREMENTS described herein by 1:00 P.M, February 15, 2021 at WBMLP.

#### II. Project Description

The Project will result in the development and preparation of final plans, specifications, and other bid documents for the construction of a new “new 3-5 bay garage and small office”. Value analysis of preliminary schematic designs is required, along with the development of updated construction and operation budgets for committee approval. A well-developed and complete set of plans and specifications is expected to be subject to a second value analysis which may, at the sole discretion of WBMLP, involve the participation of a project manager, prior to release for construction bidding. This second value analysis and constructability review must be included in the scope of design process of design and construction administration. WBMLP will seek project management services under a separate request for proposals.

The Designer is responsible for final design compliance with the Americans with Disabilities Act guidelines and applicable building and life safety codes.

#### III. Scope of Services

The general scope of work shall include, but not be limited to the following tasks:

- A. Design Development. This phase will consist of preparing detailed design and program documents and related services. The program documents will consist of:
  - 1. Complete and well detailed construction drawings and specifications including site plans, floor plans, and facade

drawings from all angles based upon approved specifications. WBMLP desires the following specifications for the new building:

- a. Open office area, bathroom, and shower with main entrance door facing Prospect Street.
  - b. The Prospect Street facing side of building to appear residential in nature with design features and finishes matching the residential neighborhood.
  - c. (3-5) approximately 14' wide by 16' high garage doors facing Central Street.
  - d. Covered trailer/vehicle port on southern end of garage.
  - e. 100% emergency backup power with natural gas generator
  - f. (2) vehicle EV charging station with one handicap accessible parking space and one regular sized parking space
  - g. Heat Pump Technology for domestic hot water heating and HVAC.
2. Capital construction cost estimates and schedules, including phasing, site development and construction staging areas.
  3. Furnishings and equipment cost estimates and coordination into design spaces.
  4. Designer shall cooperate with WBMLP's Project Manager, if any, in the provision of services for the project including but not limited to, value engineering, construction phasing, and overall coordination.
- B. Construction Documents.
1. The Designer shall prepare complete working plans and specifications in sufficient detail to permit firm bids in open competition for construction of the Project.
  2. Detailed cost estimates for the Project shall be further developed and shall include quantities of all materials and unit prices for labor and materials as well as cost estimates for each item of work.
- C. Bidding.
1. The Designer shall prepare the final construction contract documents, including advertising for receipt of bids from construction contractors.

2. The Designer shall assist in distributing the bidding documents to prospective proposers and assist the Awarding Authority in prequalifying proposers.
3. The Designer shall prepare and distribute all addenda and shall conduct a pre-bid conference.
4. The Designer shall review all bids and make a recommendation of award to the Awarding Authority.

D. Construction Administration Services.

1. The Designer will be charged with the general administration of the construction contract, although the Committee reserves the right to contract with a separate project Management firm for certain services.
2. The Designer must be present and active on the site periodically during the lifetime of the project. Construction oversight should be coordinated with the Project Manager (if any) to assure work is in accordance with specifications until the completion and acceptance of the project.
3. Participation, on-site, in weekly project meetings with General Contractor, Site Coordinator, and Project Manager (if any) and others as required by the Town.
4. Require each consultant employed by the Designer to make site visits periodically for the same purposes during the progress of that portion of the construction to which the consultant's services relate; and to report in writing thereon to the Designer.
5. Check and approve samples, schedules, shop drawings and other submissions by the General Contractor.
6. Recommend condemnation of all project work observed by the Designer that fails to conform to the contract documents.
7. Decide all questions regarding interpretation of or compliance with the construction documents, except as the Town may, in writing, otherwise determine.
8. Review and act on all requests for changes in the plans,

specifications, or contracts for the project.

9. Report to WBMLP, in writing, on the progress of the construction.
10. Conduct semi-final and final inspections of the construction project and report the results of such inspections in writing to WBMLP.

#### IV. Minimum Qualifications.

All applicants must possess the following minimum qualifications:

1. Massachusetts professional registration and licensing in all applicable disciplines.
2. Thorough knowledge of the Massachusetts State Building Code and Regulations of the Architectural Access Board, and all statutes and regulations governing public building construction projects.
3. Possess and demonstrate a thorough knowledge of and familiarity with the requirements of the Federal Americans with Disabilities Act.
5. Maintain sufficient levels of staff to complete the project in an acceptable time frame.
6. Must have prior to signing of the contract:
  - a. Professional liability insurance of \$1,000,000.00, or such other higher amount as may be agreed to during contract negotiations.
  - b. Workers' Compensation insurance in accordance with all applicable state laws.

#### V. Proposal Submission Requirements.

1. Four (4) copies of the proposal shall be submitted no later than 1:00pm, February 15, 2021. Proposals should be submitted to and addressed as follows:

West Boylston Municipal Lighting Plant  
4 Crescent Street  
West Boylston, MA 01583

ATTN: General Manager

Postmarks will not be considered. It is the sole responsibility of the proposer to ensure that its proposal arrives on time at the designated place.

2. Proposal should be submitted in a sealed envelope clearly marked on the outside as follows:  
“New 3-5 Bay Garage and Small Office - Project Design Services”
3. Complete proposals must include the following:
  - a. Completed “Standard Designer Application Form”. Use attached form or your own, provided the same information, similarly organized, is provided.
  - b. A list of five current and past public and private projects of similar nature with the name and telephone number of reference person to contact. Photos may also be submitted. The description should include the scope of work, the extent of your involvement with the community, and a description of the final project. Include the date of completion and the construction cost.
  - c. A general company/firm profile or brochure and list of key personnel who will participate on this project with resumes included.
  - d. The identification of any and all consultants who will work with the applicant with resumes attached. Please identify the individual who will bear primary responsibility for this project.
  - e. A work plan outlining the applicant’s approach to the project, schedule and sequencing of tasks, along with a proposed completion date.
  - f. Documentation of “Minimum Qualifications” as set forth above.
  - g. Conditions of proposal offered, if any; and
  - h. Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.

## VI. Selection Process.

1. In evaluating proposals, WBMLP will review all proposals and base its selection on the following criteria:
  - a. Prior experience with similar projects.
  - b. Past performance on public projects and working knowledge of the Massachusetts General Laws relating to public construction projects.
  - c. Financial stability of the proposer.
  - d. Professional qualifications of staff and consultants who will work on the project.
  - e. Current workload or clearly established capacity to complete scope of work on a qualitative, timely basis.
  - f. Completeness of proposal submitted by each firm: and
  - g. Any other criteria considered relevant to the project.
2. Based upon the ranked proposals, at least three (3) firms will be selected and ranked according to preferences and an award recommendation will be made by WBMLP. At the discretion of WBMLP, interviews may be conducted.
3. During the evaluation and interview process, WBMLP reserves the right to request additional information or clarification from any proposer, or to allow corrections of errors or omissions.
4. WBMLP shall request a fee proposal from the first ranked designer and begin fee negotiations. If WBMLP is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall begin with second ranked designer, followed by negotiations with the third ranked designer if necessary.

## VII. General and Special Provisions.

1. WBMLP reserves the right to reject any and all proposals, waive informalities, and to recommend the award of a contract as may be in the best interest of WBMLP.
2. All proposals, materials, drawings, plans, etc. submitted in conjunction with the selection process shall become the property of WBMLP and may be disposed of without notification and shall be

considered public information.

3. The Designer selected shall be expected to comply with all applicable federal and state laws in the performance of services.
4. The consideration of all proposals and subsequent selection of the successful proposal shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or natural origin.
5. The Designer shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth of Massachusetts (Chapter 151 B of the Massachusetts General Laws).
6. The provisions relating to nondiscrimination and affirmative action in employment shall follow through all contacts and subcontracts that the successful applicant may receive or award as a result of this contract.
7. Services provided by the Designer shall be rendered through a Contract for Designer Services furnished by counsel to the Committee. The successful Designer will not be considered an employee of WBMLP and will not receive any benefits of any employee.
8. Prospective applicants who have any questions regarding this Request for Proposals should contact:

Jonathan Fitch  
General Manager  
508-835-3681  
jfitch@wbmlp.org

Requests for Information (RFI) must be made in writing, responses will be sent to all proposers of record.

Anticipated Date of Award (estimated): March 5, 2021.

#### VIII. Certification of Non-Collusion and Tax Compliance.

A “Certificate of Non-Collusion” and “Certificate of State Tax Compliance” must be signed and included with the proposal (forms attached).



**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,  
\_\_\_\_\_, authorized signatory for \_\_\_\_\_, do hereby  
certify under the pains and penalties of perjury that said contractor has complied with all  
laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees  
and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**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.

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Name of person signing bid or proposal.

SEAL if proposer is by corporation.

Name of business  
Address  
City, State, Zip  
Telephone