

TOWN OF WEBSTER
MASSACHUSETTS
REQUEST FOR PROPOSALS (RFP)
PRESERVATION PROFESSIONAL SERVICES



350 Main Street Webster, MA 01570

WEBSTER TOWN HALL
BUILDING CONDITION ASSESSMENT
CONSTRUCTION DOCUMENTS

One (1) signed original & three (3) copies of the non-price proposal shall be delivered or mailed to:

Doug Willardson, Town Administrator
Webster Town Hall
350 Main Street
Webster, MA 01570

Issued Monday, September 16, 2019

Proposals must be received no later than 11:00 a.m. on Friday, October 18, 2019
Late Proposals will be rejected.

Property Overview:

The Webster Town Hall was constructed in 1927-28. The purpose of this RFP is to hire an architect to develop an independent analysis of the buildings' structural, architectural, and materials needs, with an emphasis on the retention and restoration of the buildings' historic exterior elements and the retention of significant interior details and spaces. This will specifically include the clock tower and auditorium. The consultant will provide complete architectural/engineering design services and produce final plans and specifications and preliminary and final, detailed cost estimates for both restoration work and interior and exterior adaptations, alterations, and construction for the highest priority work.

Brief Property Description: The Webster Town Hall has three main floors that was built to house the town offices, a large hearing room and selectmen's meeting room, a large banquet hall and an auditorium with a seating capacity of 1,638. In addition, there is an auditorium that at one time held town meetings, various town functions and served as the auditorium for the former adjoining high school. The building has a beautiful clock tower and is a prominent feature in our historic downtown.

The Town Hall was designed and built Michael Dyer and Company of Worcester, MA whose later work included several other notable municipal buildings in Massachusetts. The 2.5 story brick building is laid in Flemish bond, with paneled concrete corner quoins. Like the school, it has a hip roof, denticulated cornice, and wide frieze. The school's clock was moved to the roof of the new Town Hall at this time. Additional work included construction of an auditorium that joined the Town Hall and school together.

Today, the Webster Town Hall is the headquarters of the town's administration and houses the town's departments and their employees. The auditorium remains and continues to facilitate a limited number of community events and elections. Town Hall is the anchor of the historic downtown. It is part of a municipal complex in the Webster Municipal Buildings Historic District (National Register, 2012) that includes the new Gladys E. Kelly Public Library (2018), the Webster Civil War Soldiers & Sailors Monument (Veteran's Memorial Court of Honor), and the historic Bartlett and Sitkowski schools (recently renovated into affordable housing and Senior Center). It is the most prominent and busiest building in downtown Webster.

I. Scope of Work

Task 1: Architectural/Structural Analysis and Conditions Survey

- a. Conduct an architectural and structural analysis of the structure's interior, exterior and site. To include, but not be limited to:
 - i. Review the restoration of the exterior and interior of the building through repair of such items including but not limited to the damaged and deteriorated masonry and wooden elements, roofing, flashing, gutters, and downspouts, decorative elements, and windows.
 - ii. Review repairs and painting for the exterior trim of the building to ensure it is weatherproof. Structural repair and renovation requirements to bring the building into compliance with current building codes and accessibility standards.
 - iii. Review heating, ventilation, and air conditioning system. This project element will address current problems with multiple vault ventilation and the overall heating system, among other identified existing problems.
 - iv. Analysis should address building code compliance, however, considering the age, use and historic fabric, that it may be impractical or unnecessary to make the structure entirely building code compliant.

Task 2: Recommendations

- a. Prepare a prioritized treatment recommendation list according to immediate, short term (3-5 years) and long term needs. Cost estimates to be provided based upon all identified treatment plans (immediate, short term and long term).
- b. Identify a short list of highest priority work items to be reviewed and agreed upon by the Town of Webster for the development of construction documents.
- c. Develop a "Cyclical Maintenance Plan" to define tasks that should be performed on a regular basis to keep the building in top condition. Identify when each task should be performed.

Task 3: Construction Documents

- a. Provide complete architectural/engineering design services and produce final plans and specifications and preliminary and final, detailed cost estimates for both restoration work and interior and exterior adaptations, alterations, and construction work for the highest priority work items as identified under Task 2b.
- b. Suggest appropriate project phasing.

II. Submission Procedures

Submissions will be accepted until October 18, 2019 in the Town Administrator's Office, Town Hall, 350 Main Street, Webster, MA 01570. Submissions shall be made in a sealed envelope clearly marked on the outside with the name of the firm and "*Webster Town Hall – Building Conditions Assessment & Construction Documents*." Included in the envelope shall be a separate sealed envelope containing

the design firm's written price quotation and marked on the outside with the firm's name and the words "*Price Quotation*". One (1) signed original and three (3) copies of the non-price proposal shall be provided.

III. Submission Information

Preservation Professional may be an individual or qualified consulting firm. Interested preservation professionals shall submit relevant information including but not limited to the following:

1. Qualifications and experience in preparation of similar studies in Massachusetts including number of projects and construction value of each for the past four (4) to five (5) years;
2. Qualifications and experience of personnel who will perform the required tasks;
3. Availability of key personnel to complete all tasks within the allotted performance period;
4. Examples of projects of similar scope and complexity completed in Massachusetts within the last five (5) calendar years including reference and points of contact.
5. Site visits may be schedule by contacting the Town Administrator a minimum of 48-hours in advance. Site visits must be completed no later than October 4, 2019. Questions arising during site visit shall be in writing and submitted as detailed below.

IV. Submission Requirements

1. Identify individual, partnership, or corporation applying for contract award. If a partnership or joint venture; proposal shall specify who will act as the lead consultant for purpose of assuming contractual responsibilities. If the consultant intends to sub-contract any of the work required in the scope of service, the subcontractor(s) must be identified.
2. Detailed explanation of the consultant's approach to the project; methodology, demonstrated understanding of the scope of work and completions deadline, and the consultant's expectations of assistance and services from the Town. A technical work plan and project timeline for accompanying the tasks described in the scope of work must be provided.
3. Consultant qualifications' statement, including professional qualifications and work experience attesting to capacity to perform the required project tasks.
4. Client reference list with a minimum of three (3) names, addresses, and telephone numbers, especially for clients for whom the consultant performed similar services within the past 3 to 5 years.
5. Detailed listing of past experiences in the development of historic building exterior and interior assessment, structure evaluations and cost estimating for budget purposes.
6. If consultant teams are being proposed, a written description and role of any subcontractor and/or consulting team member must be provided, including past work and professional certifications.

7. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the Proposal; including work samples from similar completed projects.
8. Consultant is to furnish all labor, material, tools, supervision, and equipment to complete the project tasks.

V. Minimum Qualifications

Proposal must meet and demonstrate all of the following criteria in order to be considered for further evaluation:

1. The principal member of the consultant team shall have demonstrated experience in developing feasibility studies, conditions assessments and preservation plans for historic structures, and have a Bachelor's degree in Historic Preservation, Architecture, Architectural History, History, Archaeology, Planning or a closely related field, plus at least two years full-time experience in an area relevant to the project, or a Master's Degree in any of the above mentioned areas;
2. Consultant team shall include a Massachusetts' Registered Architect or Registered Professional Engineer in the structural and/or mechanical disciplines, all with demonstrated experience in evaluation and upgrade of historic structures;
3. Meet Secretary of the Interiors Professional Qualification Standards; and
4. The preservation professional must demonstrate experience restoring historic properties listed on the National Register of Historic Places and completed a minimum of three (3) studies similar to scope of work in this RFP.

VI. Evaluation Criteria

All proposals will be evaluated based upon minimum and comparative criteria. The Town will then award a contract for the most advantageous proposal based on consideration of specified evaluation and selection criteria. The Town may at its own discretion schedule interviews after considering the proposals and upon consultation with MHC.

Comparative Criteria

The following rating will be used in evaluating the proposals of those which meet the minimum qualification criteria listed above. Those proposals that do not meet the minimum standards will be judged unacceptable and may not be reviewed further. If a proposal scores a zero (0) on any of the comparative criteria, the town will consider that proposal unacceptable and may not review it any further.

The Selection Committee will consider the following comparative criteria and will award points on the following point schedule:

Highly Advantageous: **(5 points)** proposal excels on the specific criterion

Advantageous: **(3 points)** proposal fully meets evaluation standard for the criterion specified

Not Advantageous: **(1 point)** proposal does not fully meet the evaluation criteria or leaves a question or issue not fully addressed

The criterion that will be used for comparative evaluation purposes are the following:

1. Depth of experience with and past performance of similar projects; demonstrated familiarity with buildings or structures of similar construction; and prior experience with municipal not-to-exceed contracts.
2. Strength and credibility of client references.
3. Professional qualifications including professional experience above and beyond the minimum qualifications.
4. Desirability of approach to project and capacity to undertake and complete the project in a timely manner.
5. Completeness and quality of PROPOSAL which will include excellence of communication and documentation skills.

V. Price Quotation

Sealed price quotation not to exceed \$60,000 shall include all labor, materials, travel, and deliverables shall be submitted on the attached Price Quotation Form. Proposals must include all costs, both direct and indirect, for this project.

VI. Selection Committee

A Selection Committee consisting of Town Administrator, Director of Planning & Economic Development, Building Commissioner, and Director of Community Development shall select finalists from among all responses and transmit a list to the Town Administrator (the Procurement Officer). The Designer Selection Committee will rank the order of qualifications as defined herein and provide a record of the tally of the scoring. Up to three (3) finalists may be asked to appear for an interview before the Designer Selection Committee.

Before selection of the most advantageous proposal, the Town will submit its three (3) preferred firms to MHC for consensus of qualifications. After receiving MHC's concurrence, the Town may conduct interview(s) and shall select the consultant that is deemed to be the most qualified and advantageous.

VII. Contract Period

The successful CONSULTANT must be able to enter into a contract with the TOWN for the services proposed within seven (7) days after the contract is awarded.

All contract work and submission of documents must be completed and submitted by February 28, 2020.

Questions

Questions concerning this RFP must be submitted in writing and must be received at the Office of the Town Administrator (350 Main Street, Webster, MA 01570) on/or before 11:00 a.m. Wednesday, October 9, 2019. Questions may be mailed to this address or emailed to dwillardson@webster-ma.gov. Written responses will be faxed on/or before October 11, 2019 to all those on record as having received the RFP. Written answers will be prepared in the form of Addenda to the specifications and will be sent to all firms on records as having received the RFP. Vendors must acknowledge in writing receipt of any addenda.

Project Point of Contact

Doug Willardson, Town Administrator
Chief Procurement Officer
Town Hall, 350 Main Street
Webster, MA 01570
Phone: (508) 949-3800 x4000

General Contract Information

All documents prepared for the project shall remain the property of the TOWN.

It is the policy of the TOWN to contract with organizations who agree not to engage in any discriminatory employment practices or in any discrimination in the provision of services based on race, color, religion, national origin, ancestry, age, sex, sexual preference, or disability.

General Conditions

1. The successful firm/individual must comply with all applicable federal, state, and local laws and regulations, particularly MHC regulations and administrative procedures, including the TOWN'S review of DCAM and Designer selection forms, and the ability to acquire the necessary insurance.
2. Purchases made by the TOWN are exempt from State Sales Tax and prices must exclude any taxes.
3. All words, signatures, and figures submitted on the proposal shall be typed or written in ink. Proposals that are conditional obscure, or which contain additions not called for in the specifications, erasures, alterations or irregularities will be rejected.
4. The TOWN reserves the right to reject proposals, to waive technicalities, to advertise for new proposals, or to make awards that may be deemed to be in the best interests of the TOWN. The

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TOWN shall award the contract within twenty (20) business days after the opening of the bid proposals.

5. Reports and materials are public information and may not be copyrighted.
6. All proposals, discs, plans, CAD drawings, data collected, and reports become the property of the TOWN.

Please complete & return the following Certificates and Agreements

TAX COMPLIANCE CERTIFICATE

M.G.L. Chapter 62C Section 49A

Pursuant to MGL CH 62C SEC 49A, I certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Company: _____

Address: _____

Signatures of Individual signing Bid/Proposal or Corporate Officer:

Name (Please Print)

Signature

Telephone: _____

Fax: _____

Email: _____

Date: _____

Social Security or Federal Identification Number: _____

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CERTIFICATE OF GOOD FAITH

M.G.L. Chapter 30B Section 10

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)

(Name of Person signing bid or proposal)

(Title)

(Name of Business)

HOLD HARMLESS AGREEMENT

The Contractor, _____, agrees to indemnify and hold harmless the Town of Webster, its officers, employees, and agents from and against any and all liabilities, claims, damages or expenses resulting from or incurred in connection with work performed under this contract.

The Contractor agrees to indemnify and hold the Town of Webster harmless from and against any and all suits, causes of action, judgments or damages, including attorneys' fees, arising out of or resulting from bodily injury or death or destruction of property, in connection with work performed under this contract.

(Signature)

(Name of Person signing bid or proposal)

(Title)

(Name of Business)

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FEE PROPOSAL FORM

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the Town of Webster Town Hall.

Consultant: _____

Address: _____

Contact Information: _____

The Consultant hereby pledges to deliver the complete scope of services required, for the rates and charges shown below.

PROFESSIONAL SERVICES, Hourly Rate:

Cost to complete the project _____ (price)

Task 1 – Architectural/Structural Analysis and Conditions Survey: _____ (price)

Name of Firm: _____

Authorized Signature: _____

Name / Title: _____

Task 2 – Recommendations: _____ (price)

Name of Firm: _____

Authorized Signature: _____

Name / Title: _____

Task 3 – Construction Documents: _____ (price)

Name of Firm: _____

Authorized Signature: _____

Name / Title: _____

Authorized Signature

Name & Title

Date