

Town of Burlington, MA
Request for Qualifications
Design Services
Library Roof Replacement

The Town of Burlington is seeking Statements of Qualifications (SOQs) from qualified firms as they relate to providing consulting and engineering services roof replacement at the Burlington Public Library, 22 Sears Street, Burlington MA. *This project with an estimated construction cost of \$350,000 Proposers must have, or be firms employing a person with, a current license and registration by the Commonwealth of Massachusetts as a designer or professional engineer, with a minimum of five (5) years' experience in the design, construction and supervision for projects of similar size and scope. The fee will be negotiated with the selected Designer. The RFQ will be available on January 8, 2021 at Burlington.org on the Public Works page, Projects out to Bid. Proposals, sealed and clearly marked "Statement of Qualifications – Library Roof Replacement" are due no later than 10:00AM January 22, 2021 at the DPW Office, Burlington Town Hall Annex, 25 Center St, Burlington, Massachusetts 01803.*

All questions must be in writing and emailed to Thomas Hayes, at Thayes@burlington.org.

**Town of Burlington, MA
Request for Qualifications
Burlington Library Roof Replacement**

Project: Burlington Public Library,
Location: 22 Sears Street, Burlington MA.
Estimated Construction Cost: \$350,000

1. NOTICE OF REQUEST FOR PROPOSALS

The Town of Burlington is seeking Statements of Qualifications (SOQs) from qualified firms as they relate to providing consulting and engineering services roof replacement at the Burlington Public Library, 22 Sears Street, Burlington MA. (the “Project”).

2. TOWN AND PROJECT INFORMATION

Town Background

The Town of Burlington (the “Town”) is a community of approximately 25,000 residents. The Town is located in Middlesex County and is approximately thirteen (13) miles northwest of the City of Boston and approximately twelve (12) miles south of the City of Lowell at the intersection of Interstate Route I-95 (128) and Route 3. The Town is bordered by the Town of Bedford on the west, the Town of Billerica on the northwest, the Town of Wilmington on the northeast, the City of Woburn on the southeast and south, and the Town of Lexington on the south. The Town is governed by a 126 member representative Town Meeting (18 representatives elected per precinct) and Five Member Board of Selectmen with a Town Administrator.

Project Description

The library has an existing flat roof on a portion of the building, comprised of a ballasted EPDM membrane over tapered rigid insulation assembly, installed ca. 1995. Active leaks are prevalent, presenting obvious cause for concern. The work does not include the pitched, slate shingle-covered roof area, but there will be effort related to the tie-in junction between the two roofing assemblies. The town is currently replacing two mechanical rooftop units on the flat roof and would like to commence with the roofing replacement work in the spring of 2021.

3. QUALIFICATIONS

Project teams must possess the following minimum qualifications:

- A. The Firm’s Key Personnel should demonstrate experience with similar projects.
- B. Staff experience: Firm must commit an individual project manager with at least ten (10) years of project management experience, five (5) of them managing similar design projects comparable in size and complexity in Massachusetts.

- C. Team Experience: Firm must commit a team of engineers, architects, and permitting specialists who have worked together on similar projects.

4. SCOPE OF SERVICES

Review Record Documents and Conduct Field Assessment

- Review Record Documents: Review existing Record design documents in preparation of conducting field assessments on the roof.
- Roofing Assessment: Perform on-site assessment on the roof to document existing conditions and assess possible locations for leaks, including, but not limited to the field of the roof, penetrations, flashings, and the masonry parapet.
- Material Sampling/Concrete Deck Assessment: Take sample roof cores in suspected areas where leaks are occurring to gain an understanding of the condition of the underlying materials and concrete deck and assess whether concrete repairs may be required prior to new roofing installation. Quantity to be determined (assume 4 cores). Patch cores watertight upon completion of concrete deck assessment. The findings to be submitted in a letter report/memo format.
- Material Sampling/Hazardous Materials: Sampling to be performed to determine if any materials that are impacted by the work qualify as regulated hazardous materials (i.e., lead, asbestos or PCB containing). Samples from roof cores, flashing materials and mastics would be gathered and tested. A letter report of the laboratory results would be submitted.

Roofing Replacement Design

- Drawings: Prepare drawings indicating demolition plan of the existing roofing assembly; plan showing the new roofing installation; and details of the roofing work, including, but not limited to penetrations, flashing, and tie-in with slate roofing.
- Specifications: Prepare technical specifications for the roofing replacement.
- Code Review: Design shall include an Energy Code Review limited to determine insulation requirements for the new roofing assembly.
- Opinion of Probable Cost: Prepare an Opinion of Probable Cost to inform the town of the anticipated cost for the project.
- Design documents shall include:
 - Scope to define concrete repair work, if core results indicate that the slab requires repair.
 - Masonry repairs to address any work required at the parapet if it is determined that the parapet is a potential source of leaks.
 - Scope to define handling and disposal of regulated hazardous materials if laboratory testing indicates the presence of such materials.

Anticipated Additional Services

- Meet with various Town boards and community groups as necessary to assist in obtaining project approval.

- Meet with the DPW on a regular basis to discuss project approach, designs, and costs.
- Provide permitting services necessary to assist in obtaining project approval.
- Assist in the preparation of presentation materials.

Bid-phase and construction-phase administration

- Provide bidding services
- Provide basic construction-phase services:
 - Pre-construction and scheduled construction meeting
 - Review and approve, Shop drawing, RFI, CO, Pay Application, and other standard construction related items.
 - Conduct periodic construction observation & Substantial completion/final inspections.
 - Monitor submission of close-out documentation including O&M manuals, warranties, as-built drawings, etc.

Project Schedule

Award Design -	February 15, 2021
60% Design -	March 15, 2021
100% Design -	April 5, 2021
Bids Available -	April 22, 2021
Bid Opening -	May 6, 2021
Construction -	June 1, 2021

5. SUBMISSION PACKAGE

The submitted proposal must correspond exactly to the format and required content listed below. Proposers are required to clearly tab proposals in order to increase the efficiency of the review process. Responses that do not meet the required format may be rejected outright, or may be subject to a lower rating when evaluated. Please also note the suggested lengths of each section of a proposal – excessively large proposals with unnecessary, extra content are discouraged.

Information about the logistics of the actual submission process is provided in Section 7 below.

A. Cover letter 1 to 2 pages

- Overview of the proposer
- Project Understanding.
- Appointment of a key point person for the proposer during the selection process and his/her contact info

B. Experience & References - 1 page per project - No more than 10 pages

- The proposer must have completed at least 5 projects in this size range, and at least 3 public projects under Chapter 149 rules.
- If a proposer has been or is currently involved in litigation on a project, provide a narrative description of the litigation.
- Information provided in the chart about each project must include:
 1. Name and location
 2. Client
 3. Proposer's role and responsibilities in the project
 4. Building use
 5. Completion date
 6. Dollar value of total project (approx.)
 7. Dollar value of construction (approx.)
 10. Name and contact information for reference
 11. Other comments or description as relevant

C. Project Approach - 1 to 2 pages

- Describe proposer's approach to project management
- Discuss proposer's methods of communicating with clients throughout a project

D. Proposed Staffing 1 page per person, 1 page for staffing plan and estimated hours

- Names, experience, and qualifications, including professional credentials such as registration as an designer, professional engineer, or construction supervisor of all staff who would be assigned to the project (attach resumes of all individuals).
- Proposed project organization, describing levels of involvement and responsibility, and contingency plans
- Projected hours per week by each team member at each phase throughout the project.

E. Stability & Capacity 1 to 2 pages

- Describe the history and ownership of the proposer firm and/or individual
- List any past financial problems that were made public, such as bankruptcy filings
- Describe proposer's work load at this time and proposer's ability to undertake and commit to this project

F. Required Forms

- Certificate of Non-Collusion and Compliance with State Tax Laws
- Standard Designer Application

G. - Insurance

- Provide evidence of general liability insurance, workers' compensation, and automobile.

- Provide evidence of at least \$2.0 million professional liability insurance policy.

6. EVALUATION CRITERIA

Proposers who have met the minimum stated qualifications will be evaluated and ranked based on the criteria below.

The RFQ will be evaluated and rated using the following categories: Highly Advantageous, Advantageous, Acceptable, or Unacceptable. Any proposal that receives an “Unacceptable” rating for any of the criteria sections may be rejected. In addition to the materials submitted within the proposal, the Town may contact the listed references and may ask for additional information or a clarification of any responses. All RFQs will be evaluated by the same criteria and the evaluation will be documented in writing. A minimum of three (3) top-ranked proposers will be interviewed.

The RFQs shall be evaluated based upon the following:

1. RFQ format and content.
2. Prior experience of both the Firm and Employee(s) to be assigned to the project.
3. Qualification and past performance of the Firm.
4. Applicant’s understanding of the project and technical approach
5. Project Manager’s availability.
6. Applicants demonstrated ability to prepare, support and implement an effective project as well as to estimate costs, meet schedules and monitor the quality of the work performed.
7. References from similar projects.
8. Capacity and capability of the firm.

7. SELECTION PROCESS

Submission Logistics

- Provide 5 copies of the proposal and a PDF digital copy.
- Proposals are due *10:00AM January 22, 2021*
- Deliver to:
Department of Public Works
Burlington Town Hall Annex
25 Center Street
Burlington, Massachusetts 01803
- Proposals must be sealed, clearly labeled with the Project Name

Selection Process

- Based on the ranking of respondents using the evaluation criteria and process explained above, the Town may interview a minimum of three proposers and will rank them in accordance with the stated criteria.
- The Town requires that the person(s) who will be the principal contact(s) for the project participate in the interview.
- Following the interviews, the highest ranking firm will be contacted, and a fee negotiation period will take place between the selected firm and one or more representatives of the Town.
- If a mutually acceptable compensation agreement cannot be worked out between the parties, the Town reserves the right to terminate negotiations with the highest ranked proposer, and begin discussions with the next highest ranked proposer.

8. CONTRACTOR CERTIFICATION

NON-COLLUSION

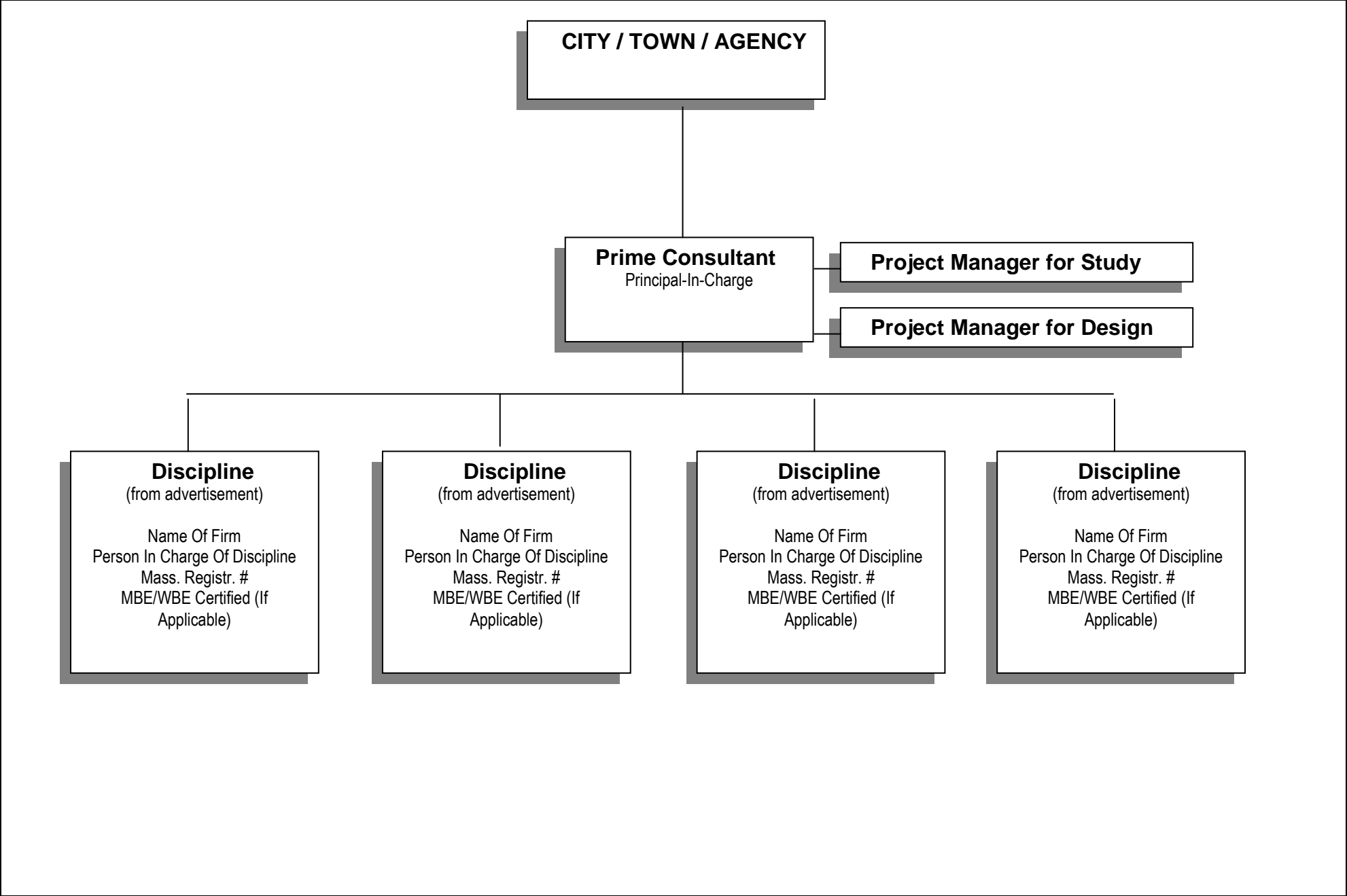
I certify under penalties of perjury that this bid or proposal has been made and submitted under good faith and without collusion or fraud with any other person. As used in this certification, the word “person” means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

TAX COMPLIANCE

Pursuant to Massachusetts General Law Chapter 62C, Section 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Name and Title

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name:

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be Specific – No Boiler Plate

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
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12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by _____ Printed Name and Title _____ Date _____
 (Signature)