



Town of Billerica
Facility Master Plan RFP

**TOWN OF BILLERICA, MA
REQUEST FOR PROPOSALS [RFP]
CONSULTING SERVICES
FOR:
FACILITY MASTER PLAN
TOWN OF BILLERICA**

The Town of Billerica invites proposals from Architectural / Engineering Designers to prepare a Facilities Master Plan, including cost estimates, for designated buildings and parcels of land. The study shall review and build upon prior feasibility studies and plans, develop current and anticipated program requirements, analyze department and building needs, study building design, explore alternate locations, meet with town representatives, make presentations, prepare cost estimates, establish capital project priorities, and prepare a Facilities Master Plan report.

Copies of the Request for Proposals will be available beginning Thursday, February 23, 2021 at the Town Manager's Office, 365 Boston Road, Billerica, MA 01821 or by e-mailing a request to Clancy Main – cmain@town.billerica.ma.us or from the Town's web site www.town.billerica.ma.us

A Pre-proposal Meeting will be held on March 5, at 2:00 PM over ZOOM. Attendance is encouraged but not required.

Qualifications (5 hard copies and 1 electronic copy on a USB Drive) must be returned to the Town Manager's office, 365 Boston Road, Billerica, MA 01821 by March 19, 2021 at 2:00PM.

John Curran,
Town Manager, and
Chief Procurement Officer



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1. General Information and Submission Requirements

The Town Manager, acting by and through the Town of Billerica invites qualified applicants to submit proposal to prepare a Facilities Master Plan. This project will include cost estimates, for designated buildings and parcels of land. The study shall review and build upon prior feasibility studies and plans, develop current and anticipated program requirements, analyze department and building needs, study building design options, explore alternate locations, exploring leveraging resources to finance objectives, meet with town representatives, make presentations, prepare cost estimates, establish capital project priorities, and prepare a Master Plan report.

A Pre-proposal Meeting will be held on March 5, at 2:00 PM over ZOOM. Attendance is encouraged but not required.

2. Submission Deadline & Instructions

Sealed proposals must be received by March 19, 2021 at 2:00PM

Mr. John Curran, Town Manager
Billerica Town Hall
365 Boston Road
Room #207
Billerica, MA 01821

Clearly mark the outside of your sealed proposal/package as follows:

Name of your Company Proposal for Facility Master Plan Town of Billerica, MA
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No proposals will be accepted after the time and date noted.

If, at the time of the scheduled RFS due time, Town Offices are closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the opening will be postponed to the next normal open business day at 11:00 AM. Proposals will be accepted until that date and time.

Applicants must also execute and include in the sealed submission:

- Certificate of Corporate Authority,
- Certificate of Non-Collusion,
- Certificate of Interest Statement,
- Certificate of Tax Compliance,

Forms can be found in Appendix A of the RFS.



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Proposers shall provide Five (5) bound copies and one (1) electronic file of their Proposal. The Town reserves the right to accept any proposal in whole or in part, and to reject any and all proposals if it shall be deemed in the best interest of the Town to do so.

The fee for services shall be negotiated between the Owner and the selected Respondent to the sole satisfaction of the Owner. The fee structure will be based on a Not-To-Exceed [NTE] Fee. The selected firm will execute the Towns Standard Contract which is attached as Appendix B.

Proposals must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

3. Questions, Addenda or Proposal Modifications

Questions concerning this RFP must be submitted in writing via email to Clancy Main cmain@town.billerica.ma.us . **PHONE CALLS WILL NOT ACCEPTED.**

All questions/inquiries received by **11:00** AM on March 8, 2021 will be considered. Written responses will be sent to all proposers on record as having received the RFP. If any changes are made to this RFP, an addendum will be issued. Addenda will be emailed to all proposers on record as having received the RFP. All proposals submitted in response to this RFP shall remain firm for thirty (30) days following the proposal due date. The contract will be awarded within thirty (30) days after the proposal due date. The time for award may be extended for up to thirty (30) additional days by mutual agreement between the Town and the highest ranked responsive and responsible applicant.

An applicant may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "**Modification No. ___.**" Each modification must be numbered in sequence and must reference the original RFP.

After the submission deadline, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived, or the applicant will be allowed to correct them.

4. Submission Package

The submitted proposal must correspond to the format and required content listed in the chart below. Firms shall clearly separate/tab their proposal based on the tab order below. Responses that do not meet the required format may be rejected outright or may be subject to a lower rating



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when evaluated. Please also note the suggested lengths of each section – excessively large proposals with unnecessary extra content are discouraged.

Tab	Section	Maximum available points	Topics to be included
A	<u>Cover letter</u> 1 to 2 pages	24	<ul style="list-style-type: none"> ▪ Overview of the firm ▪ Competitive advantages over other firms ▪ Appointment of a key point person for this firm during the selection process and their contact info
B	<u>Previous Project Experience</u> 1-page introduction Chart or list should be as brief as possible to cover the material Project pictures should be kept to a minimum. You are encouraged to highlight 1 or 2 projects with extra text, but do not include large quantities of boilerplate material on these projects.	20	<ul style="list-style-type: none"> ▪ Begin this section with a one-page text overview of your firms ongoing and recently completed masterplans, facility studies, and building need assessments. ▪ Make a chart or list of all projects completed in the past 10 yrs. ▪ Expound on the firms experience with municipal projects. ▪ The firm must have managed at least 1 prior similar project. ▪ Information provided about each project should include: <ol style="list-style-type: none"> a. Name and location b. Client c. Your firm’s role and responsibilities in this project d. Completion date e. Name and contact information for reference f. Other comments or description as relevant ▪ Projects outside of this scope may be mentioned if there is specific relevancy to the projects listed within this RFP. ▪ If a proposer has been or is currently involved in litigation on a project, provide a narrative description of the litigation and identify all parties involved. ▪ Provide three examples of the depth of your firm’s experience, and how this knowledge helped a client to achieve a goal or avoid a large problem
C	<u>References and Reputation</u> 1 -2 pages	40	<ul style="list-style-type: none"> ▪ Project references to be provided in conjunction with project experience section above ▪ Other references may be provided if they are relevant
D	<u>Project Approach</u> Limit to 2 to 4 pages	40	<ul style="list-style-type: none"> ▪ Describe your firm’s approach to facility master planning ▪ Discuss your methods of communicating with your clients throughout a project. ▪ Identify how you would engage the public and stakeholders.
E	<u>Proposed Staffing</u> No more than 2	40	<ul style="list-style-type: none"> ▪ Names, experience, and qualifications including professional credentials such as registration as an architect, professional



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	pages per person		<p>engineer, or construction supervisor of all staff who would be assigned to the project (attach resumes of all individuals).</p> <ul style="list-style-type: none"> ▪ Proposed project organization, describing levels of involvement and responsibility, and contingency plans
F	<p>Firm Stability and Capacity</p> <p>1 to 2 pages</p>	20	<ul style="list-style-type: none"> ▪ Describe the firm's history and ownership ▪ Divulge any past financial problems that were made public, such as bankruptcy filings ▪ Describe your firm's work load at this time and your ability to undertake and commit to this project ▪ Demonstrate ability to secure general liability insurance, workers compensation, and automobile insurance for all proposed staff.
G	Required Forms	1	<ul style="list-style-type: none"> ▪ Certificate of Corporate Authority ▪ Certificate of Non-Collusion ▪ Certificate of Interest Statement ▪ Certificate of Tax Compliance,

Total available points > 185



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REQUEST FOR PROPOSALS

5. PURPOSE

The Town seeks to enhance the provision of town services and access to Town facilities by providing efficient, modern facilities, for residents and employees. The intent and purpose of this Request for Qualifications is to establish a contractual agreement for planning, programmatic design, and consulting services to include limited architectural and engineering design for the development of a Facility Master Plan for municipal and school buildings.

The Consultant will work with the Capital Facilities Study Committee and Town Administration to evaluate space of various departments, building condition assessment, develop current and anticipated program requirements, evaluate existing public buildings / land for community needs and housing, develop a 20 year plan that includes relocation and new construction if needed, and addresses any other needs of the Town, its residents, and departments as per the scope identified in this RFP.

6. BACKGROUND

The Town is committed to developing a long-range plan for its facilities including, administration buildings, human service buildings, ancillary buildings, school buildings and public land. This Facility Master Plan (FMP) will outline the current space deficiencies of existing facilities, the future needs of various departments, future needs and trends for housing, and a 20 year plan for the construction, rehabilitation, renovation, and decommissioning of town facilities that responds to the operational needs and the financial constraints of the Town.

The Town has approximately 44,000 residents and is located in Middlesex County. The Town operates with a Board of Selectmen, Representative Town Meeting, and a **strong Town Manager**. The annual operating budget is approximately \$165,000,000. The Town has approximately 1,100 staff members between the School Department and Municipal operations.

The Town and School Department manages dozens of buildings throughout the Town. A list of the buildings and parcels of land included in the study is mentioned below.

- Town Hall
- Council on Aging
- Library
- Masonic Hall
- Lewis Building
- Water Treatment Plant (Not Included in Study)
- Wastewater Treatment Plant (Not Included in Study)
- Old Ditson Property (Demolished Spring / Summer 2021)
- Vining School Property (Demolished Spring / Summer 2021)
- Cider Mill Property
- 5 Fire Stations (Pinehurst Station Not Included)



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- Police Station
- New DPW Building (Timeline TBD – but not included in scope)
- Howe School (Not Included)
- New Billerica High School (Not Included)
- Two Middle Schools
- Five Elementary Schools (Parker Not Included)

The Town's building included in the scope range from 1915 – to the early 2000's.

A committee, consisting of the Chairs of the Council on Aging, Recreation Commission, FinCom, Planning Board, Housing Authority, School Committee, Conservation Commission, and two Selectmen appointed by the Chair has been created to conduct this master planning process. The end product will be presented to the Select Board and Town Meeting

Non-voting members include the Town Manager, Planning director, COA Director, Recreation Director, Superintendent of Schools, Executive Director of the Housing Authority, and Building Commissioner.

SCOPE OF WORK (Work)

The Consultant will assist the Town with collecting and analyzing programmatic needs of the departments; creating general facility assessments; studying design options for Town held properties; evaluating project costs, and through a broad public dialogue establishing a priority and schedule for future capital projects related to municipal facilities. The evaluations and conclusion of the study will create a comprehensive Facility Master Plan for public buildings that will inform the Town's Capital Improvement Plan and serve the Town's needs for the next 1 to 20 years.

Where current buildings or sites fall short of satisfying a defined programmatic need, the designer will analyze alternate town-owned sites within the Town that could satisfy a defined requirement. The study may also involve the study of the disposition of current Town buildings or sites if declared redundant or past the useful life and as an asset to leverage the goals of the Facility Master Plan.

The scope of work will be guided and restricted by the following priority and needs structure: The Capital Needs Committee is tasked with developing strategic recommendations for the re-use, renovation, and / or possible disposition of all Town-Owned buildings, properties, and potential properties for the long term and short term needs in the Town of Billerica in these priorities.

- Tier 1 Needs
 - Council on Aging
 - Recreation
- Tier 2 Needs



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- Schools
- Housing
- Tier 3 Needs
 - Fire Stations

This committee will also work under the assumption that the Sewer, Howe School, Pinehurst Fire Station, and DPW building are not part of the scope. It will also be understood that the Old Ditson and Vining School will be demolished. It is also expected that the schools will become a separate task focusing on updating a prior study.

CONSULTANT'S REQUIREMENTS (Work)

Mandatory Requirements

General

- a. Have been engaged in the successful development of facility master plans or similar project for a municipality or similar client for no less than five (5) years.
- b. Have an architect licensed to practice in Massachusetts as a primary role on the project.
- c. Have in-house staff or confirmed sub-consultants licensed and experienced in performing engineering assessments of facilities including structural, MEP, and Fire Protection, as well as in-house or sub-consultants capable and experienced in performing cost estimating.
- d. Attend Committee, public, and site meetings with the Town's designees, to coordinate the project.
- e. Comply with requirements and restrictions regarding site access established by the Town.

Review of Existing Documentation

- a. Review existing documentation and prior studies, and research existing conditions to create a broad assessment of existing facilities noting building and/or code deficiencies. (Detailed building engineering assessments are not considered part of the scope of this study, but buildings without prior facilities assessments may need limited engineering review).

Needs Assessment

- a. The Needs Assessment should include space needs, location needs, parking requirements, access requirements, proximity requirements, and co-location requirements and opportunities.



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- b. Develop an internal and external needs assessment program to gather data and input from various town stakeholders including residents, departments, businesses and others. This will include public forum processes to garner public input.
- c. Assess the needs of the community and each department or function including estimated growth requirements.
- d. Determine gross area requirements to meet the programmatic needs identified through the assessments, identify opportunities for shared space and space efficiency.
- e. Determine whether needs can be met on the current site or within the current facility – consider short and long term needs. Study alternative site layouts, building plans or building locations within the Town to determine if existing or alternative sites have the capacity to accommodate the programs. Analyze parking and access issues.

Projects and Alternatives

- a. Prepare a preliminary assessment of options and for each option, include the following:
 - Pros and cons of each alternative;
 - Feasibility of each alternative;
 - Projected cost of each alternative;
 - Effectiveness and benefits; and
 - Relative importance/urgency of each of the identified needs.
- b. Present options to the Town’s Committee, specific boards and public forum in order to move forward with developing scenarios, priorities, and timelines.
- c. Determine the appropriate disposition of buildings if they are declared redundant or obsolete.
- d. Achieve an understanding of opportunities that may arise with purchases/swap of town real estate assets such that they may provide improved solutions to department/facility relocations, and to include potential opportunities for public/private collaborations.
- e. Identify any known grants or alternative funding sources that may impact or influence prioritizations and plans.
- f. Recommend a preliminary project timeline or schedule from appropriation through design, construction and phasing steps (if appropriate) for discreet projects.
- g. Develop implementation strategies. Consider the Town buildings’ relationship to the



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community and outline the regulatory approval steps that may be required.

Facility Master Plan

- a. Assist and facilitate the dissemination of information to the various stakeholders and interested parties, including but not limited to the preparation and printing of material, including copies for the Town boards, commissions, committees, and departments, as well as at least one unbound copy and an electronic copy. Provide digital copies of presentations for the Town's use.
- b. Integrate the above study materials into a Master Plan which will provide a framework for capital building projects with estimated project costs. Prepare a Final Draft of the Plan and Executive Summary and prepare a Final Facility Master Plan in print and digital form.
- c. Work with the Committee to initiate additional related activities (e.g. feasibility studies) that may be warranted in order to meet timeline goals identified.

7. EXISTING CONDITIONS

Field measurements, drawings or descriptions, verbal or otherwise, of existing conditions are intended to be informational. Measurements and locations of existing conditions are not guaranteed to be accurate. The Consultant will be responsible for verifying all existing conditions prior to proceeding with the project.

8. WORK SITE AND EQUIPMENT

The Consultant shall take the required precautions to protect his/hers equipment against damage, theft, or deterioration on the site. The Consultant will cooperate with the Town's representative on all matters of scheduling, work practice, routine access, security, and protection.

9. CHARGES FOR EQUIPMENT

Any equipment that is purchased or rented by the Consultant in the performance of this Work shall be at the Consultant's own expense, and not charged to the Town.

10. CRIMINAL RECORD OFFENDER INFORMATION (CORI)

The Town reserves the right to review the criminal record offender information of each Consultant employee assigned to the project. The Consultant must remove employees from the project with criminal records, if so requested by the Town.

11. EQUAL OPPORTUNITY COMPLIANCE

The Consultant shall comply with any and all applicable federal, state, and local laws, executive orders, and regulations prohibiting discrimination in employment. The Consultant shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, handicap,



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or sexual orientation.

12. SUBCONTRACTING

The Consultant shall not subcontract or sublet any portion of the work without prior written approval from the Town.

13. CHANGE ORDERS

No additional work, or changes in scope will be performed unless a signed Contract Amendment is duly authorized by the Town prior to being performed. The Town is not responsible for any work done prior to a signed Contract Amendment.

14. PAYMENT

The Consultant shall be paid per approved invoice. An invoice will be presented for the services performed, and as a minimum, identify the work that was completed, when the work was performed, and the amount due.

The Town is exempt from federal and state taxes. The price proposal shall be net and not include the amount of any such taxes.

15. CANCELLATION OF RFP, REJECTION OF PROPOSALS

The Town reserves the right to cancel the RFP and/or reject any and all proposals and/or to waive any informalities if deemed in the best interest of the Town to do so. The Town is the sole judge of its best interest.

16. CANCELLATION OF CONTRACT

The Town reserves the right to cancel and terminate the contract in the event that the services provided by the Consultant prove to be unsatisfactory. The Town shall be the sole judge of satisfactory performance with the scope of work and requirements contained herein.

17. CONTRACT VALUE

The work to be performed and material to be supplied under this contract will be paid as invoiced and approved.

18. KEY PERSONNEL

The Consultant is responsible to ensure the personnel identified in the proposal as assigned to the project perform the work as proposed. Any change in personnel assigned to the project must be approved in writing by the Town.

19. BASIS FOR SELECTING THE CONSULTANT

The Submission Package will be evaluated by a committee using the criteria laid out in Section 4 Submission Package.

20. BASIS FOR AWARD OF CONTRACT

Award of this contract shall be made to the most advantageous Consultant with an acceptable price, within sixty (60) days, Saturdays, Sundays, and legal holidays excluded,



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after the proposal deadline. The Town reserves the right to reject any and all proposals if deemed in the best interest of the Town. The Town expects to invite candidate Consultants for an interview. Interviews will be scheduled directly with selected candidate Consultants.

21. CONTRACT LENGTH

The Contract shall be for the duration of time required to successfully complete all phases of the project.

22. FAILURE OF SELECTED CONSULTANT

If the selected Consultant, after thirty (30) days of notice of selection, fails to execute the contract according to the terms of the RFP, the award will be rescinded and an award will be made to the next ranked Consultant with an acceptable price who is eligible and responsible.

The thirty day time limit shall not be applicable to the second and subsequent awards made after the expiration of the time.



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REQUIRED FORMS



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TOWN OF BILLERICA MASSACHUSETTS

CERTIFICATE OF CORPORATE AUTHORITY

The principal, officer, or person to sign below pledges under penalties of perjury, that he or she has been designated by the Owner(s) or the Board of Directors of the below named firm as an authorized representative.

Date: _____

Signature of individual submitting bid or proposal: _____

Printed Name of Person signing the bid or proposal: _____

Title of Person signing the bid or proposal: _____

Name of Business: _____

Business Address: _____

Business Phone: _____

MUST BE SIGNED AND RETURNED WITH RESPONSE



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TOWN OF BILLERICA, MASSACHUSETTS

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that it has not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the contract. 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. Furthermore, the Designer certifies under the penalties of perjury that throughout the duration of the contract, it will not have any financial relationship in connection with the performance of this contract with any materials manufacturer, distributor or vendor. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the Securities and Exchange Commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation.

Authorized Signature _____

Printed Name _____

Title _____

Company Name _____

Company Address _____ Zip Code _____

Telephone # _____

Date _____



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TOWN OF BILLERICA, MASSACHUSETTS
CONFLICT OF INTEREST STATEMENT

The applicant hereby certifies that:

1. 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.
2. No Consultant to, or subcontractor for the applicant has given, offered, or agreed to any gift, contribution, or offer of employment to the applicant, or to any other person(s), corporation, or entity as an inducement for, or in connection with, the award of the consultant or subcontractor of a contract by the applicant.
3. That no person(s), 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(s), corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.

Name of Applicant: _____

Address: _____

By: _____ Title: _____

Printed: _____

Date: _____



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TOWN OF BILLERICA, MASSACHUSETTS
CERTIFICATE OF TAX COMPLIANCE

Tax Certification

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Chapter 151A, Section 19A, the undersigned acting on behalf of the business, certifies under penalty of perjury that, to the best of the undersigned’s knowledge and belief, the business is in compliance with all the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

** Signature of Individual

*** Individual’s Social Security Number or
Corporate Contractor Federal Identification

By: _____ Date: _____
Corporate Officer

* The provision in the Attestation of relating to child support applies only when the contractor is an individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

***Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct heir non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. Chapter 62C, Section 49A.