



CITY OF GREENFIELD, a/k/a TOWN OF GREENFIELD
GREENFIELD, MASSACHUSETTS

RFP TITLE: Request for Services (RFS) Owner's Project Manager
Senior Center Project

RFS #: 15-20

DATE OF ISSUANCE: Monday, June 1, 2015 at 10:00 a.m.

RESPONSE DATE: Monday, June 29, 2015 at 2:00 p.m.

SUBMIT TO: PURCHASING DEPARTMENT
TOWN OF GREENFIELD
14 COURT SQUARE
GREENFIELD, MA 01301

As of 10:00 a.m. on Monday, June 1, 2015 copies of this RFS for Greenfield- Owner Project Manager- Senior Center Project may be obtained from the Town of Greenfield website at www.Greenfield-ma.gov under "Departments", "Purchasing", "Active Bids/RFP/RFQ" or electronically by contacting the Purchasing Department of the Town of Greenfield at purchasing@greenfield-ma.gov or by calling A. LaBonté at (413) 772-1560 x 6136 for additional information.

Contract/Proposal Awarding Owner: Town of Greenfield
Greenfield, Massachusetts

Request for Services (RFS)
Town of Greenfield

Owner's Project Manager
Senior Center Project

June 2015

The Town of Greenfield seeks services of a qualified "Owner's Project Manager" as defined in Massachusetts General Laws Chapter 149 Section 44A 1/2 and as further defined in the RFS to provide project management services for the procurement and development of a project to create a new senior center. The Town wishes to develop a center of no more than 12,000 SF in close proximity to downtown Greenfield.

The Town of Greenfield is located in Western Massachusetts just south of the Vermont border at the intersection of Rte. 2 and Interstate 91. Settled in 1686, it was incorporated in 1753 and serves as the county seat of Franklin County. It has a population of approximately 17,550 people according to the 2012 US Census. Greenfield is a growing city, having been chosen for tens of millions of dollars in new private and public investment.

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REQUEST FOR OWNER'S PROJECT MANAGEMENT SERVICES (RFS)

1. Introduction

The Town of Greenfield, Massachusetts, ("Owner"), acting through its Purchasing Department is seeking the services of a qualified "Owner's Project Manager" as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for a Senior Center project.

Contrary to many municipalities in the Commonwealth, Greenfield is a growing city, having been chosen for tens of millions of dollars in new private and public investment. The Bank Row Urban Renewal Zone has turned historic downtown buildings into new storefronts and loft apartments. New infrastructure includes a regional transit center with Amtrak service along the Burlington-New York-Washington corridor and a new \$60M Franklin County Courthouse expected to be completed by 2017, and a new public library slated for completion by 2019-2020.

2. History, Profile, and Organizational Structure of the Town

The Town of Greenfield is located in Western Massachusetts just south of the Vermont border at the intersection of Rte. 2 and Interstate 91. Settled in 1686, it was incorporated in 1753 and serves as the county seat of Franklin County. It has a population of approximately 17,550 people according to the 2012 US Census.

The Town is governed under a home-rule charter, which vested executive authority and responsibility in an elected Mayor, who serves a four-year term. Legislative authority is vested in a 13-member Council of which nine members are elected from the Town's nine precincts and four are elected at large. Members of the Council serve for four years. A seven member School Committee is elected every four years and appoints the Superintendent of Schools, who has responsibility for the daily administration of the Greenfield Public Schools (K-12). The Mayor is also a member of the School Committee.

The Town was the first of four municipalities in the state to be designated as a "Green Community" in recognition of reduced energy use, increased recycling, and environmental quality initiatives. The recent renovation of Greenfield Community College earned LEED gold certification and helped Massachusetts become a top state for energy efficient construction according to the U.S. Green Building Council. A *Comprehensive Sustainable Master Plan*, which demonstrates Greenfield's ongoing commitment to environmental and financial sustainability, was completed early in 2014.

Approximately 4,100 residents, nearly 24% of the Town's population, are in the age 60+ category. The Greenfield Council on Aging through its Senior Center serves approximately 1,500 individuals age 60 or older per year with over 17,000 units of service in an array of services including social / recreational programs, support groups, health education,

physical activity, cultural programs, Medicare counseling, assistance with benefits applications and other social service help, and elder law assistance.

3. The Current Senior Center

The Town of Greenfield’s Council on Aging (GCOA) has provided elder services to the community in the lower level of the Weldon House since 1982. Given the size of its senior population and the likelihood that it will continue to grow, a new site for the center is being sought.

For over twenty years, various committees of the Greenfield Senior Center have worked to develop recommendations for space utilization in a new building. Those recommendations have been used in the Development Criteria which will be made a part of any RFP for development/designer services. The Town is interested in receiving proposals that satisfy the Development Criteria and other requirements set forth in this RFP, from any capable individual, group or organization.

4. OPM Services

The Town intends to establish a new senior center in close proximity to Main Street. While the general location is agreed upon, whether the project will be built on town owned land or privately held land is not. The Town is willing to entertain varied proposals and choose one that best suits the needs of the Council on Aging and the Town. At the end of the procurement process, a selection committee will choose a preferred developer and enter into a contract for either a lease/purchase or condominium agreement whichever is in the best interest of the Town.

The OPM services will include all activities necessary or appropriate to assist in choosing a site and the best option for development of a new Greenfield Senior Center, known herein as “the Project” as well as working through the construction project. The person or firm engaged by the Owner pursuant to this RFS will be responsible to and will provide services to the Owner. As the Owner's OPM, the OPM will work with the Owner, and with the Owner representatives designated by the Owner, in performing services in connection with the Project.

The general timing for this project is envisioned to be:

Feasibility Study/Site Selection	August 1, 2015-October 31, 2015
Design Development	December 1, 2015- March 31, 2016
Construction	April 2016 – December 2016

Scope of Services:

The Owner's Project Manager will be responsible for providing the following services:

1. Assist in the preparation of the RFS for the selection of a site and/or preferred developer.
2. Assist the Senior Center Building Committee in evaluating proposals, determining interview techniques, and negotiating a contract with the selected developer.
3. Oversee and review all plans as it relates to the Development Criteria, the quality and efficiency of design, and preparation of any schedules and cost estimates.
4. Define any conflicts in design with the Development Criteria and make recommendations to the developer and the Senior Center Building Committee to resolve them.
5. Set a timeline and schedule for taking the project successfully to the design phase and from there to completion.
6. Review any invoices for services rendered and make recommendations for payment.
7. Review cost estimates and consider, evaluate and recommend value engineering and resource prioritization.
8. Review the schematic plans, evaluations and specifications for cost effectiveness, constructability issues, review for consistency of documents between overlapping trades, coordination, and compliance with the vision of the Development Criteria and the requirements of M.G.L. Chapter 149, Section 44A-M and all other applicable laws, codes, and regulations.
9. Attend periodic meetings (times to be determined) with the Senior Center Building Committee to present reports on status of project and progress in meeting the desired schedule which will be agreed upon with the successful applicant.
10. Provide information and documents as requested by the Greenfield Senior Center and the Town of Greenfield in preparing any grant applications that might assist with the construction costs.

5. Significant Dates

RFS issued.....	Monday, June 1, 2015 at 10:00 a.m.
Last day to submit questions.....	Wednesday, June 24, 2015 at 5:00 p.m.
RFS due.....	Monday, June 29, 2015 at 2:00 p.m.
Interviews of candidates.....	Week of July 6-10, 2015
Candidate selected.....	Monday, July 13, 2015

6. Submission Deadline

As of Monday, June 1, 2015, at 10:00 am copies of this RFS for “Public Senior Center Project Management Services” may be obtained from the Town of Greenfield website at www.greenfield-ma.gov under “Departments”, “Purchasing”, “Active Bids/RFP/RFQ”, or electronically by contacting the Purchasing Department of the Town of Greenfield at purchasing@greenfield-ma.gov, or by calling Audrey LaBonté at (413) 772-1560 x 6136 for additional information.

Sealed proposals addressed to the Purchasing Department, 14 Court Square, Greenfield, MA, 01301 and endorsed “Proposal for Contract –OPM Services- Senior Center Project” will be accepted by the Mayor’s Office in Town Hall on behalf of the Greenfield Public Senior Center.

Proposals will be due Monday, June 29, 2015, at 2:00 pm, in the Office of the Mayor, 14 Court Square, Greenfield, MA, 10301. Any proposal which is not received by the Owner at that location, and by that date and time will be determined to be late and shall not be considered.

7. Minimum Qualifications

M.G.L. chapter 149, section 44A1/2 requires public awarding authorities to engage the services of an Owner’s Project Manager (OPM) on all building projects estimated to cost \$1.5 million or more.

Each applicant must possess the following minimum qualifications:

1. Massachusetts registered architect or professional engineer and have at least five (5) years of relevant experience in the construction and supervision of construction of buildings. In the event the applicant is not a registered architect or professional engineer s/he must have at least seven (7) years of relevant experience in the construction and supervision of construction of buildings.

2. A thorough knowledge of the Massachusetts State Building Code, the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities Act.
3. A thorough knowledge of all public bid laws, including without limitation M.G.L. Chapter 149, Section 44A1/2.
4. Prior experience administering design and construction projects of similar size and scope.
5. Financial and operational ability to perform project management services on the project within all established budget limits and time schedules.
6. Familiarity and/or experience relating to “green” construction, energy efficiency and generation, the LEED certification process and grant sources for same.

8. Selection Criteria

Each proposal will be reviewed by the Owner to determine if it is complete prior to actual evaluation. The Owner reserves the right, but shall have no obligation, to eliminate from further consideration any proposal deemed to be substantially or materially non-responsive to the RFS. The Owner will review all proposals and may select one or more responding firms for personal interviews.

The selection of finalists will be based on the following minimum and evaluative criteria which reflect the Owner’s objective to contract with a reliable and experienced OPM. An applicant will be deemed unacceptable if their proposal is deemed non-responsive or if the minimum evaluation criteria are not met.

9. Minimum Submission Requirements

- Description of the firm's background
- Description of the firm's experience, with particular attention to identifying and describing projects in which similar services were provided
- A synopsis of the firm's approach to project management services, including how teams are organized to meet the needs of projects in general.
- Identification of the project management team: the team must include at least one member experienced with the construction of new facilities, sustainability and energy efficiency, and the use of the LEED rating system and other similar guidelines. The team description shall include the name of the Principal-In-Charge and the Project Manager who will have overall responsibility for the delivery of

services and completion of the Project, and the specific responsibilities of each member of the Project team. It shall also include a description of individual and Project team experience, including experience with similar projects.

- Three (3) references of persons who are familiar with the work of the responding firm. In addition, provide three (3) references of persons who are familiar with the work and professional skills of the proposed Principal-in-Charge and Project Manager. By submitting a proposal, a responding firm expressly authorizes the Owner and its representatives to contact all named references regarding the past performance of the firm and any of the proposed team members identified in the proposal.
- Proposed approach to this project will minimize project management costs while assuring high quality standards of performance in meeting the Town of Greenfield's goals and objectives for completion of a well constructed public Senior Center building within budget, on time and giving maximum value for money.
- Statement of any legal administrative proceedings, pending or concluded adversely, to the applicant within the past five (5) years which relate to the applicant's performance of this type of work.
- Appropriate certifications of insurance.
- Evidence of financial stability
- Executed copies of each of the following documents in the form attached as **Attachments A through C**: (a) Certificate of Non-Collusion (**Attachment A**); (b) Certificate of State Tax Compliance (**Attachment B**); (c) Conflict of Interest Statement (**Attachment C**)

Current firm brochures may be submitted with the proposals.

10. Evaluative Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of public facilities in Massachusetts.

The following rating system will be used for those Respondents whose proposal meets the minimum submission criteria listed above. Those proposals that do not meet the minimum will be judged unacceptable and not reviewed any further. If any part of a proposal is determined to be unacceptable the proposal will not be reviewed further. The Town will evaluate proposal using the following rating system for the listed comparative criteria:

Highly advantageous	5 points	Response excels on the specific criterion
Advantageous	3 points	Response meets evaluation standard for the criterion
Least Advantageous	1 point	Response does not fully meet the criterion or leaves a question or issue not fully addressed
Does Not Meet	0 points *	Does not address the criterion

* Proposal is automatically eliminated from further consideration if “0 points” is received in any category.

I. Project Management Experience: Successful experience of firm or individual in the role of Owner Project Manager in the Commonwealth of Massachusetts over the last five (5) years:

- ◆ Experience in completing six (6) or more OPM contracts will be considered Highly Advantageous (5 points)
- ◆ Experience in completing three (3) but less than six (6) OPM contracts will be considered Advantageous (3 points)
- ◆ Experience in completing one (1) but less than three (3) OPM contract will be considered Least Advantageous (1 point)
- ◆ No experience in OPM contracts will be considered as Does Not Meet (0 points and elimination from further consideration)

II. Project Design and Construction Oversight: Ability of firm or individual to begin work immediately and maintain an intensive schedule to meet the Town’s timetable, and oversee the developer/designer’s work as it relates to quality of design, efficiency of design, cost effectiveness, bidding, and construction oversight:

- ◆ Developing presentation materials for this project and able to devote sufficient resources to complete the project according to the Town’s timetable, and

available by late July 2015 to begin contract work will be considered Highly Advantageous (5 points)

- ◆ Some experience in these areas but information provided leaves unsure of ability to devote sufficient resources and to meet the project's timetables, and available by the mid-August 2015 to begin contract work will be considered Advantageous (3 points)
- ◆ Demonstrate limited construction management or limited design oversight ability, but may be able to devote sufficient resources to complete the project in accordance with Town's timetable, and available by mid-September 2015 to begin contract work will be considered Least Advantageous (1 point)
- ◆ Have not overseen a designer's work as it relates to quality of design, efficiency of design and cost effectiveness or unable to devote sufficient resources to meet the project's timetable will be considered as Does Not Meet (0 points and elimination from further consideration)

III. Team and Key Staff: Qualifications and involvement of key personnel to be assigned to this project and the experience of such personnel in relation to successfully completing the role of OPM for projects similar in size and/or nature:

- ◆ Key staff that have at least seven (7) years of relevant experience in construction and supervision of buildings or an individual within the firm having nine (9) years relevant experience in construction and supervision of construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Highly Advantageous (5 points)
- ◆ Key staff that have at least five (5) years of relevant experience in construction and supervision of buildings or an individual within the firm having seven (7) years relevant experience in construction and supervision of construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Advantageous (3 points)
- ◆ Key staff that have less than five (5) years of relevant experience in construction and supervision of buildings or an individual within the firm having less than five (5) years relevant experience in construction and supervision of construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Does Not Meet (0 points and elimination from further consideration)

IV. Quality of References: References will be evaluated to identify the ability and quality of previous work as an OPM on municipal building projects in the Commonwealth of Massachusetts over the last five (5) years:

- ◆ Achieving successful OPM experience from six (6) or more previous contracts

will be considered Highly Advantageous (5 points)

- ◆ Achieving successful OPM experience from three (3) but less than six (6) previous contracts will be considered Advantageous (3 points)
- ◆ Achieving successful OPM experience from one (1) but less than three (3) previous contract will be considered Least Advantageous (1 point)
- ◆ No successful experience in any previous OPM contract will be considered as Does Not Meet (0 points and elimination from further consideration)

V. Quality of Written Materials: Responses will be reviewed in conjunction with any materials provided to determine relative quality, readability, responsiveness to RFQ, and understanding of the projects and the role of the OPM:

- ◆ Proposals that organize their response according to the minimum and comparative criteria in the RFP, make it easy to evaluate the response, communicate a work plan that demonstrates the manner in which the OPM oversees the designer's work as it related to the quality, efficiency, and cost effectiveness of design, and demonstrate an understanding of the project will be considered Highly Advantageous (5 points)
- ◆ Proposals that demonstrate an understanding of the role of the OPM in similar projects, and that demonstrate an understanding of this project but do not organize their response according to the minimum and comparative criteria will be considered Advantageous (3 points)
- ◆ Proposals that demonstrate an understanding of the role of the OPM in similar projects, but do not demonstrate an understanding of this project, and have multiple spelling and/or grammatical errors will be considered Least Advantageous (1 point)
- ◆ Proposals that simply reiterate the preliminary scope of services or do not demonstrate an understanding of the role of the OPM for this project, and have multiple spelling and/or grammatical errors will be considered as Does Not Meet (0 points and elimination from further consideration)

11. Additional Information

Questions regarding the RFS must be submitted in writing. They may be sent electronically via e-mail and directed to Lane Kelly at lanekel@greenfield-ma.gov. In the subject line of the e-mail put "Question- Senior Center OPM". Alternatively, they may be faxed to 413-772-1519 Attn: L. Kelly. Failure to provide the correct information in the email will deem the question unanswerable, and it will not be considered as part of any addenda.

The deadline for receipt of written questions is **5:00 p.m. on Wednesday, June 24, 2015**. The Owner will respond to all written questions which in the Owner's sole judgment may

have a material effect on the RFP by posting written responses on its website, www.greenfield-ma.gov.

12. Insurance and Indemnification

Insurance

As a condition of application, each applicant agrees to carry, if selected for this project, professional malpractice or an errors and omissions insurance policy with limits of at least \$1,000,000 per claim and \$3,000,000 aggregate, with a deductible of no more than \$25,000 per claim. Additionally, the selected OPM shall obtain and maintain at its own expense, general liability and motor vehicle liability insurance policies protecting the Town of Greenfield, its officers, employees, boards, commissions, agents and representatives. General coverage shall be in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury and property damage liability.

Indemnification

The successful applicant shall agree to indemnify and hold harmless the Town of Greenfield and its officers, employees, boards, commissions, agents and representatives and the Greenfield Council on Aging from and against all claims, courses of action, suits, damages and liability of any kind which arise out of the negligence or willful misconduct of the successful applicant or its officers, employees, agents and representatives regarding the project management services to be performed by the successful applicant regarding the development of the Greenfield Senior Center construction project.

13. Other Provisions

The Owner reserves the right to modify this RFS, in whole or in part, prior to the date fixed for submission of the proposals, by issuance of an addendum or addenda, which shall be posted on the Owner's website. The Owner may extend the deadline for submission of proposals if, in the Owner's judgment, such extension is necessary for any reason. It is the responsibility of each respondent desiring to submit a proposal to obtain any and all addenda that may be issued in connection with this RFS.

The Owner may cancel or modify this RFS, in whole or in part, or reject all proposals submitted in response to this RFS if such action is determined to be in the best interest of the Owner. The Owner reserves the right to waive any irregularities or requirements, and to negotiate with all respondents, in any manner necessary, in its sole judgment and discretion, to serve the best interest of the Owner. Proposals that are incomplete, conditioned, or are otherwise not in conformance with this RFS may be rejected at the sole discretion of the Owner.

A proposal may be considered non-responsive if it includes extraneous information not specifically requested in this RFS. Clarity and conciseness of proposal will be valued over sheer volume. The Owner reserves the right to request clarification of any aspect of any

submitted proposal or to request additional information that might be required to evaluate a proposal.

By submission of a proposal each respondent acknowledges and agrees that all documentation and or materials submitted shall become and remain the property of the Owner. The Owner shall have the right to use any or all portions of any proposal, as it considers necessary or desirable in connection with the project. By submission of a proposal, the respondent thereby grants to the Owner an unrestricted royalty-free license to use the proposal and all materials submitted therein in connection with the project.

Respondents are advised that, once an award has been made, proposals submitted to the Owner in response to this RFS are considered public records as defined by Massachusetts General Laws, Chapter 4, §7, clause 26.

All expenses and costs, including but not limited to legal costs, associated with developing or submitting a proposal in response to this RFS, or associated with oral or written clarification thereof, including all presentation materials and related costs and travel expenses, shall be born solely by the responding firm, and under no circumstances shall the Owner be responsible for any such cost or expense incurred by any responding firm.

14. OPM Fee

The fee for this project is to be negotiated upon selection. Price or the fee is not a consideration under this proposal. The fee however will include all expenses, direct and indirect, for this project. OPM services resulting from this RFS are subject to available funds. All proposals shall belong to the Town of Greenfield. The OPM agrees to comply with all the federal, state and local laws in its performance of its contract with the Town of Greenfield. The Town's Chief Procurement Officer, in consultation with the Senior Center Building Committee, reserves the right to negotiate mutually acceptable amendments to the contract arising from the RFS and in particular with respect to additional services.

15. Form of Contract

The selected project manager shall execute a contract with the Owner, which shall be in the form of an Agreement for Professional Services between Owner and Owner's Project Manager (the "Agreement"). At the Owner's sole discretion, the Owner may make minor non-material changes to the form of the Agreement.

Please note that the submission of a proposal in response to this RFP shall be deemed an acceptance of all terms and conditions of the Agreement and an agreement to execute same without revision or modification.

ATTACHMENT A

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

Signature of individual submitting bid or proposal

Printed or typed name of person signing

Company or Corporation Name

ATTACHMENT B

TOWN OF GREENFIELD, MASSACHUSETTS

TAX COMPLIANCE CERTIFICATION

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

Date

Signature of individual submitting bid or proposal

Printed or typed name of person signing

Company or Corporation Name

ATTACHMENT C

TOWN OF GREENFIELD, MASSACHUSETTS

CONFLICT OF INTEREST STATEMENT

Any contractor doing business with the Town of Greenfield must stipulate as to the applicability of the Massachusetts Conflict of Interest Law (MGL Ch. 268A). The Contractor acknowledges that he has investigated the law's applicability to the performance of the contract; and by signing below the Contractor certifies to the Town that neither it nor its agents, employees, or subcontractors are in violation of MGL. Ch. 268A.

Date

Signature of individual submitting bid or proposal

Printed or typed name of person signing

Company or Corporation Name