



TOWN OF GREENFIELD

REQUEST FOR SERVICES

GREENFIELD PUBLIC LIBRARY
DESIGN SERVICES
RFS 16-02

July 15, 2015

Contact – Owner’s Project Manager Mark Sullivan or Tracy Routhier

Address DA Sullivan & Sons, Inc.
82-84 North Street
Northampton, MA 01060

Telephone Number: 413-584-0310

Fax Number: 413-585-5710

Email mark@dasullivan.com or tracy@dasullivan.com

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1. Introduction

The Town of Greenfield acting through its Owner's Project Manager ('Town') is soliciting Request for Services (RFS) from qualified Architectural and/or Engineering firms to provide designer services for construction plans and specifications for the development of new library facilities. Qualified vendors are requested to submit their services to the D.A. Sullivan & Sons, Inc, 82-84 North Street, Northampton, MA 01060 in accordance with the instructions contained within this RFS.

Notice of this RFS is published in the Central Register (which is a weekly publication of the Office of the Secretary of State), The Recorder (a newspaper of general circulation) and posted on the Town website (www.greenfield-ma.gov) under "Departments", "Purchasing", "Active Bids/RFP/RFQ"

The Town will accept services delivered in person or by mail. All services must be received by 2:00 p.m. on August 5, 2015 to be considered. Services submitted by fax or by electronic mail will not be considered. All services must be submitted to:

Tracy Routhier
DA Sullivan & Sons, Inc.
82-84 North Street
Northampton, MA 01060

The Town of Greenfield may cancel this RFS or reject in whole or in part any and all services, if they determine that cancellation or rejection serves the best interest of the Town of Greenfield.

2. Pre-Service Conference/Briefing

There will be a pre-service submission conference/briefing for this project. The conference will be held on **July 21, 2015 at 3:00 p.m.** in the **LeVanway Room** of Greenfield Public Library, 402 Main Street, Greenfield, MA 01301. Attendance is not mandatory.

3. Submission Deadline and Instructions

Qualified persons or firms are requested to submit services in a separate sealed envelope marked "LIBRARY DESIGN NON-PRICE SERVICE" with the applicant's name and address on the front. Applicants should provide one (1) signed original service and eight (8) copies. Fax or electronic submissions will not be accepted.

All non-price services must include a non-collusion form, tax compliance certificate, and (in the case of corporations) a certificate of corporate votes. All services must be signed by an authorized individual(s)

A complete and all-encompassing pricing service sheet is to be submitted in a separate sealed envelope marked "LIBRARY DESIGN PRICE SERVICE". The pricing service sheet is to list and document any and all proposed charges for the project. Applicants should provide one signed original service. Fax or electronic submissions will not be accepted.

The Town of Greenfield is the awarding authority and reserves the right to reject any and all services or parts of services; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; and to award contracts or to cancel this Invitation for Bids if it is in the Town of Greenfield's best interest to do so.

Proposals must be signed as follows: a) if the bidder is an individual, by her/him personally; b) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and c) 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.

Instructions for Submitting Envelopes: All proposers must submit two separate sealed envelopes. All technical and qualification information must be submitted in one (1) original and eight (8) copies in a sealed envelope marked, "LIBRARY DESIGN NON-PRICE PROPOSAL". This envelope shall contain all technical and required forms, narrative, quality proposals, and all other information, *except* the price proposal.

All non-price proposals must include a non-collusion form, tax compliance certificate, and (in the case of corporations) a certificate of corporate votes. All proposals must be signed by an authorized individual(s).

The price proposals must be submitted as one (1) original in a separate sealed envelope marked "LIBRARY DESIGN PRICE PROPOSAL".

All sealed proposals must be received and registered by D.A. Sullivan & Sons, Inc. by August 5, 2015 at 2:00 p.m. All outer envelopes must be labeled as per above instructions and mailed or hand delivered to the following address:

Tracy Routhier
D.A. Sullivan & Sons, Inc.
82-84 North Street
Northampton, MA 01060

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. If on the date and time of the submittal deadline the office is closed due to an uncontrolled event such as fire, snow, ice, wind or building evacuation, the submittal deadline will be postponed until 2:00 p.m. on the next normal business day.

All bidders must submit a list of a minimum of three references, with contact information, where they are performing or have, in the last three years, performed similar services.

4. Questions or Addendum

Questions concerning this RFS must be submitted in writing to: Tracy Routhier, DA Sullivan & Sons, Inc., 82-84 North St., Northampton, MA 01060, or they may be emailed to Tracy@dasullivan.com. All questions/ inquiries must be received by close of business on July 29, 2015 to be considered. Questions/inquiries may be delivered, mailed, emailed or faxed.

If any changes are to be made to this Request for Services (RFS), an addendum will be issued. Addenda will be mailed or faxed to all on record as having picked up the RFS.

All proposals submitted in response to this RFS shall remain firm for sixty (60) days following the submittal deadline. It is anticipated that the contract will be awarded within thirty (30) days after the submittal deadline.

Proposers are not to communicate directly with any employee of the Town of Greenfield, except as specified in this RFS, and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFS.

Proposers may contact the Contact Person for this RFS in the event this RFS is incomplete or the bidder is having trouble obtaining any part of the RFS electronically through the Town website (www.greenfield-ma.gov), including, and without limitation the form and attachments.

Proposers with disabilities or hardships that seek reasonable accommodations, which may include the receipt of RFS information and/or addenda and/or modifications in an alternative format, must communicate such requests in writing to the contact person, and reasonable accommodation will be made by agreement with the contact person on behalf of the Town of Greenfield.

5. Modifications to Proposal

A vendor may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal 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 RFS.

6. Background

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 Owner and responsibility in an elected Mayor, who serves a three-year term. Legislative Owner 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 are elected every three years.

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.

In addition to its commitment to sustainability, Greenfield is also committed to providing play spaces, programs and special events for community residents. Recognizing that today’s children spend less time playing outdoors than the children of any previous generation, the Greenfield Recreation Department pursues innovative and cost-effective strategies in an effort to combat the play deficit. In May 2014, in recognition of its efforts to increase play opportunities for children, Greenfield was designated a Playful City for the third year in a row.

The town’s positive characteristics, as well as low housing prices, are attracting young people and families to Greenfield. From 2000 to 2010, overall population remained generally static in Franklin County, and the town of Greenfield experienced a small decrease in its total residential population. Despite this fact, members of the millennial generation are choosing to relocate to Greenfield. People between the ages of 25-44 made up 25% of the population in 2010, and then 28% in 2012.

Greenfield has a larger low income population than much of the surrounding area. Median household income in Greenfield ranks below that of both the county and state medians with per capita income similarly tracking lower than the county and state values. There is an elevated poverty rate in Greenfield (16.3%) compared to the state average (11%). The poverty rate is particularly high among families, with 58% of students in the Greenfield schools receiving free or reduced-rate lunch. As a result, there is a greater need for social services in Greenfield as compared to surrounding communities.

Contrary to many municipalities in the Commonwealth, Greenfield is a growing city, having been selected for tens of millions of dollars in private and public investment. The Bank Row Urban Renewal Zone has turned historic downtown buildings into new storefronts and loft apartments. The John W. Olver Transit Center is an intermodal transit hub serving Franklin County Regional Transit Authority bus routes and Amtrak service along the Burlington-New York-Washington corridor. The transit center, built with American Recovery and Reinvestment Act funds, is the first in the United States to be net zero energy thanks to a 7,300 square foot photovoltaic system, geothermal heat pumps, copper heat screens, and an on-site wood pellet boiler. Greenfield received funds from the Massachusetts School Building Authority to assist with a \$66 million high school building project which is expected to be completed in 2015. A \$60 million Franklin County Courthouse is expected to be completed in 2017.

A 1995 study by the Preservation Partnership of New Bedford, Massachusetts, recommended an expanded building on the current site and produced architectural drawings for that expansion. In 1996, Margo Jones Architects, of Greenfield, Massachusetts, also studied the feasibility of

expanding the library at its current location and concluded that “another building, at a different location, would be more suitable for municipal use as a library.”

While the Preservation Partnership study and the Margo Jones Architects study differ on their recommendation, one thing is clear: Greenfield needs a “next generation” library.

7. Objectives

The person or firm engaged by the Owner pursuant to this RFS will be responsible to and will provide services to the Owner. The Designer will work with the Owner, and with the Owner representatives designated by the Owner, in performing services in connection with the pre-design study phase.

It is expected that the proposed services will be required through July of 2016. Any future design development, including preparation of construction documents, will be dependent upon Town approval, and the receipt of a Public Library Construction Grant from the Massachusetts Board of Library Commissioners. While it is anticipated that the same Designer individual or firm might oversee both the pre-design and construction phases of the project, the requested proposal here shall cover **only** the pre-design study phase.

Upon completion of the pre-design study phase the Owner reserves the right to move into the design and construction phase of the project with the same Design firm.

Scope of Services will consist of, but not be limited to: assist in the assessment of all feasible building choices available to the Town, review several potential sites and identify any site-specific issues with the Town’s assessment of its Library needs, and complete a written Feasibility Study.

- A. The Consultant’s design team shall include a minimum of a Massachusetts registered architect, civil engineer, structural engineer, mechanical engineer and electrical engineer. The team shall also include an independent professional cost estimator with a minimum of five (5) years of experience providing construction cost estimating services on similar public projects.
- B. The Consultant shall meet with the Library Director to review the building program for the future operation of the Library.
- C. The Consultant shall conduct a thorough site analysis of several sites to determine the suitability of an addition/renovation or the construction of a new Library.
- D. The Consultant shall provide a schematic design approach as well as elevation and layout drawings for the final design options.
- E. The design team shall meet with the local officials to review local codes, zoning, variances, and other requirements that may impact the project.

- F. The study team shall provide construction cost estimates and total project cost estimates for the schematic options developed. Provide a full narrative budget of construction cost in breakdown detail.
- G. The Consultant shall prepare a presentation of the study findings and recommendations for presentation to the Library Building Committee and voters for up to three (3) public meetings, including town meetings.
- H. Include in the final design all necessary requirements needed to apply for a grant by the Massachusetts Public Library Construction Program.
- I. The Consultant shall provide five (5) completed study documents including the final analysis of the Building Program and all other pertinent information gathered during the study process.

Some of the specific recommendations of the library's Building Program include:

- A 30,000 square foot design that acknowledges Greenfield's place as the economic and cultural hub of Franklin County.
- A 100-seat meeting room which can be used by community groups during or outside of library hours.
- Study rooms of various sizes for group meetings, tutoring, and quiet research.
- 28 public access computer opportunities and ubiquitous wireless internet access.
- Designated children's story time and activity areas which will increase the library's ability to meet the early literacy needs of Greenfield's youngest residents
- A safe and neutral public place for teens.
- Zero-step building entrances and a proliferation of off-street parking spaces that maximize accessibility and convenience.
- Distribution of 120 individual seats throughout the building in comfortable and convenient locations.

8. Minimum Criteria/Qualifications

Each applicant must demonstrate that it meets the following minimum qualifications:

- A. Vendor shall have a minimum of two (2) years' experience in performing the work described in this RFS.
- B. Vendor shall submit a complete list of all contracts performed in the past two (2) years that are similar in scope to this project with contact names and telephone numbers.
- C. Vendor shall submit a minimum of three (3) references of contracts performed that are similar in scope to this project with contact names and telephone numbers.

- D. Vendor includes a project manager who has a minimum of five (5) years' experience in performing the work described in this RFS and is a registered professional architect or engineer.
- E. Submission of separate and sealed proposal and pricing sheet.
- F. Submission of required statements and forms.

9. Comparative Evaluation Criteria

All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:

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

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

A. Vendor’s experience working on similar projects

- ◆ Vendor having experience working on five (5) or more projects similar to the work described in this RFS will be considered Highly Advantageous (5 points)
- ◆ Vendor having experience working on three (3) or more but less than five (5) projects similar to the work described in this RFS will be considered Advantageous (3 points)
- ◆ Vendor having experience working on one (1) or more but less than three (3) projects similar to the work described in this RFS will be considered Least Advantageous (1 point)
- ◆ Vendor having no experience working on projects similar to the work described in this RFS will be considered as Does Not Meet minimum requirements (0 points and elimination from further consideration)

B. Vendor’s understanding of the State Building Code

- ◆ Vendor has managed the design and/or construction of ten (10) or more municipal buildings in Massachusetts will be considered Highly Advantageous (5 points)
- ◆ Vendor has managed the design and/or construction of less than ten (10) but more than five (5) municipal building in Massachusetts will be considered Advantageous (3 points)

- ◆ Vendor has managed the design and/or construction of less than six (6) but more than one (1) municipal building in Massachusetts will be considered Least Advantageous (1 point)
- ◆ Vendor has managed the design and/or construction of less than two (2) will be considered as Does Not Meet minimum requirements (0 points and elimination from further consideration)

C. Assigned Project Manager's years of experience

- ◆ Assigned Project Manager having a minimum of five (5) years' experience in performing the work described in this RFS and is a registered professional architect or engineer will be considered Highly Advantageous (5 points)
- ◆ Assigned Project Manager having less than five (5) years but more than three (3) years' experience in performing the work described in this RFS and is a registered professional architect or engineer will be considered Advantageous (3 points)
- ◆ Assigned Project Manager having less than three (3) years but more than one (1) years' experience in performing the work described in this RFS and is a registered professional architect or engineer will be considered Least Advantageous (1 point)
- ◆ Assigned Project Manager has less than one (1) year experience in performing the work described in this RFS will be considered as Does Not Meet minimum requirements (0 points and elimination from further consideration)

D. Assigned Staff

- ◆ Number of staff assigned to this project from engineering and/or architectural disciplines totals four (4) or more will be considered Highly Advantageous (5 points)
- ◆ Number of staff assigned to this project from engineering and/or architectural disciplines totals three (3) will be considered Advantageous (3 points)
- ◆ Number of staff assigned to this project from engineering and/or architectural disciplines totals two (2) will be considered Least Advantageous (1 point)
- ◆ Number of staff assigned to this project from engineering and/or architectural disciplines totals one (1) will be considered as Does Not Meet minimum requirements (0 points and elimination from further consideration)

10. Timeline

The designer will be expected to commence activities immediately upon award of the contract and to have available eight (8) deliverables for review by March 15, 2016. The designer is expected to meet with the Greenfield Public Library Trustees to discuss findings and options on

a regular basis. Upon awarding of the contract, the consultant and the Greenfield Public Library will develop and agree to a scheduled plan that includes milestones and dates for completing reports, presentations, and other related activities.

11. Method for Award

The contract will be awarded to the responsible and responsive vendor submitting the most advantageous proposal taking into consideration all evaluation criteria as well as price.

12. Proposal Check List

- Certificate of Non-Collusion.
- Certificate as to Payment of Taxes.
- Certificate of Corporate Vote (if applicable).
- Non-Price Proposal in sealed envelope marked, "LIBRARY DESIGN NON-PRICE PROPOSAL". One (1) Original and eight (8) copies.
- Price proposal in sealed envelope marked, "LIBRARY DESIGN PRICE PROPOSAL". One(1) Original.
- Signature(s).

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or bid 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 of person signing bid or bid)

(Name of Business)

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to Section 49A(b) of Chapter 62C of the Massachusetts General Laws, the undersigned contractor does hereby certify, under pains and penalties of perjury, that it has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support..

NAME OF CONTRACTOR: _____

By: _____, duly authorized.
(Signature of Authorized Representative)

Title: _____

Date: _____

CERTIFICATE OF VOTE
(Corporations Only)

At a duly authorized meeting of the Board of Directors of the

_____ held on _____ it was VOTED that
(Name of Corporation) (Date)

(Name)

(Officer)

of this company, be and hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such officer under seal of the company, shall be valid and binding upon this company.

I hereby certify that I am the clerk of the above named corporation and that _____ is the duly elected officer as above of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as the date of this contract.

Date

(Clerk)

Corporate
Seal

Legal Notice
Town of Greenfield
REQUEST FOR SERVICES
FOR
DESIGNER SERVICES
GREENFIELD, MA 01301

The Town of Greenfield ('Town') is soliciting Request for Services (RFS) from qualified Architectural and/or Engineering firms to provide designer services for construction plans and specifications for the development of new library facilities. RFS specifications can be obtained at D.A. Sullivan & Sons, Inc., 82-84 North Street, Northampton, MA 01060 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday or calling the office (413)584-0310

Deadline for bid submittal is August 5, 2015 at 2:00 p.m. Bids must be delivered to: D.A. Sullivan & Sons, Inc., 82-84 North Street, Northampton, MA 01060.

Post: _____, 2015, Greenfield Town Hall

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_____, 2015, Central Register

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