

TOWN OF PROVINCETOWN
REQUEST FOR QUALIFICATIONS (RFQ)
FOR DESIGN SERVICES

The Town of Provincetown (Town), Commonwealth of Massachusetts, in partnership with the National Oceanic and Atmospheric Administration (NOAA), seeks statements from qualified architectural and engineering firms pertaining to their ability to successfully develop a conceptual design of an envisioned 9,300 square-foot Stellwagen Bank National Marine Sanctuary Visitor Information Center.

The RFQ and any addendums are available on the Town web site, www.provincetown-ma.gov. Sealed proposals, clearly marked *Stellwagen Bank NMS VIC Project Design Services*, must be received by **4pm on Monday, November 26, 2018**, in the Office of the Town Manager, Town Hall, 260 Commercial Street, Provincetown, MA. 02657.

The Contractor who conducted the Feasibility Study for this Project (ConsultEcon, Inc.) is also considered eligible to be considered for this Project.

The Town/NOAA Executive Committee will make the selection of which firms will be invited to advance to the next Request for Proposal (RFP) phase. At this RFQ phase, the Town/NOAA will be assessing firms seemingly most capable of successfully undertaking the conceptual design of the Project. The next phase of this Project will be for invited firms to respond to a full RFP for review and award of a contract. The Town and NOAA reserves the right to waive any informalities, to accept or reject, in whole or in part any or all proposals, or take whatever other action may be deemed to be in the best interest of the Town of Provincetown and NOAA.

David B. Panagore
Town Manager
Chief Procurement Officer

TOWN OF PROVINCETOWN

REQUEST FOR QUALIFICATIONS (RFQ)

Stellwagen Bank National Marine Sanctuary Visitor Information Center Project

DESIGN SERVICES

I. General Information

The Town of Provincetown (Town)/National Oceanic and Atmospheric Administration (NOAA) requests proposals from qualified architects and engineers registered in Massachusetts and other appropriate firms/individuals to provide a qualifications statement as to their ability to develop a conceptual design of a proposed Stellwagen Bank National Marine Sanctuary (SBNMS) Visitor Information Center (VIC).

All interested parties must submit six (6) copies of their proposals containing complete information as requested in the PROPOSAL SUBMISSION REQUIREMENTS described herein by **4pm on Monday, November 26, 2018**, in the Office of the Town Manager, 260 Commercial Street, Provincetown, MA. Prospective proposers may direct any clarifying questions to Dr. Robert Brock, Project Manager, Center for Coastal Studies (RBrock@coastalstudies.org).

II. Project Description

This Project will result in the development and preparation of general conceptual designs, plans, and specifications for the future construction of an envisioned 9,300 square foot Stellwagen Bank National Marine Sanctuary Visitor Information Center. The Town/NOAA will review RFQs received by the deadline and invite qualified proposers to respond to a full Request for Proposals (RFP) in the next phase.

Background: The Town, NOAA Office of National Marine Sanctuaries (ONMS), SBNMS, Center, and a number of Provincetown stakeholders have expressed a strong interest in the establishment of an educational VIC focused on the SBNMS and the regional marine environment and a facility to be built in the area of MacMillan Pier and/or Provincetown Marina (Attachment). In the spring 2015, Town Meeting voters approved funds (along with a matching grant from NOAA) to evaluate opportunities and benefits of a VIC. A Feasibility Study was completed by ConsultEcon, Inc. in 2016 (provided upon request) and concluded that a proposed VIC is feasible in providing substantial benefits to the Town, NOAA, SMNMS, and participating partners. The VIC would be integrated with other Town efforts to make more information about the waterfront and harbor accessible to ecotourists, maritime historians, and the like. The VIC could be designed to help boost the town's tourist business before and after the busy summer season and provide learning spaces for students during their school year.

On April 3, 2017, Town Meeting voters approved funds to be expended under the direction of the Town Manager *for costs associated with a conceptual design* to

determine the feasibility and location of the proposed SBNMS VIC. On May 30, 2017, the Director of the NOAA ONMS visited the preferred VIC sites and announced that his office would work towards closely matching the Town's approved funds. This represents committed financial resources to begin moving forward in the next phases of the SBNMS VIC.

Building Requirements: The SBNMS VIC is envisioned as a 9,300 square-foot facility featuring interpretive exhibits describing the diversity of wildlife and natural value preserved by the SBNMS (Figure 1 – attached pdf entitled *Conceptual Program of Spaces – Visitor Information Center*). The VIC would include a multi-purpose space, visitor amenities, such as restrooms and retail, and back of house administrative space. This is the mid-range facility size and could be larger or smaller depending on the size of the available building lot and the involvement of the project partners. Additional opportunities for program expansion may come sometime in the future, including substantial VIC elements, depending on future planning and design phases, as well as the development of partnerships with other key stakeholders. The preferred location (Site V) of the VIC would be on Town-owned land near the municipal parking lot/in front of bus parking near MacMillan Pier and the Provincetown Marina (Figures 2-3). There are two buildings presently on the preferred site; a building housing the vacuum sewer system for the Town and a building housing the public restrooms (Figures 4-5). The proposed Stellwagen VIC conceptual design can NOT incorporate the sewer system building (but can come adjacent to it) but CAN incorporate the public restroom building into any design. Signage from busy Commercial Street looking down the alley (Figure 6) should highlight the Stellwagen VIC. There is a potential easement road at the end of the alley next to the buildings (Figure 7). The preferred site (as all other sites) are located within the 100-year flood plain (Figure 8).

The selected Designer will be responsible for final design compliance with the Americans with Disabilities Act guidelines and applicable building and life safety codes.

III. Scope of Services

The general scope of work (SOW) for this project shall eventually include, but not be, limited to the following tasks:

- A. Design Development. The Request for Proposal (RFP) phase will eventually consist of preparing conceptual design and program documents and related services. The program documents will consist of:
 - 1. General conceptual drawings and specifications including site plans, floor plans, and facade drawings from all angles based upon approved educational specifications.
 - 2. Incorporating furnishings and equipment cost estimates and coordination into design spaces, wherever possible.
 - 3. Annual Operation/maintenance cost estimates, based on accepted engineering practices for energy consumption of installed equipment.

4. The Designer shall be required to cooperate with the Town's Project Manager (RBrock@coastalstudies.org) for clarifying questions and overall coordination of the conceptual design project throughout the process.

IV. Minimum Qualifications.

All applicants must possess the following minimum qualifications and address these topics in their RFQ narratives:

1. Massachusetts professional registration and licensing in all applicable disciplines.
2. Thorough knowledge of the Massachusetts State Building Code and Regulations of the Architectural Access Board, and all statutes and regulations governing public building construction projects.
3. Possess and demonstrate a thorough knowledge of and familiarity with the requirements of the Federal Americans with Disabilities Act.
4. Maintain sufficient levels of staff to complete the project in an acceptable time frame.

V. Proposal Submission Requirements.

1. **Six (6) copies of the RFQ must be received no later than 4pm on Monday, November 26, 2018. Proposals should be submitted to and addressed as follows:**

Town of Provincetown
Town Hall
260 Commercial Street
Provincetown, MA. 02657

ATTN: Town Manager

Postmarks will not be considered. It is the sole responsibility of the proposer to insure that its proposal arrives on time at the designated place.

2. RFQs should be submitted in a sealed envelope clearly marked on the outside as follows: *Stellwagen National Marine Sanctuary VIC Project*
3. **Complete RFQ proposals must include the following information (submitted in whatever format you wish):**
 - a. Completed Commonwealth of Massachusetts Standard Designer Application Form.

- b. A list of five current and past public and private projects of similar nature with the name and telephone number of reference person to contact. Photos may also be submitted. The description should include the scope of work, the extent of your involvement with the community, and a description of the final project. Include the date of completion and the construction cost.
- c. A general company/firm profile or brochure and list of key personnel who is anticipated to participate on this project with resumes included.
- d. The identification of any and all consultants who will be expected to work with the applicant with resumes attached. Please identify the individual who will bear primary responsibility for this project.
- e. A work plan outlining the applicant's expected approach to the project, schedule and sequencing of tasks, along with a proposed completion date after notification of award, and why this firm is highly qualified to complete such tasks after notification of award.
- f. Documentation of "Minimum Qualifications" as set forth above.
- g. Conditions of any future award offered, if any; and
- h. Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.

VI. Selection Process.

- 1. *In evaluating proposals, the Town/NOAA Executive Committee will review all RFQ proposals and base its selection for inviting select firms to the next RFP phase on the following criteria:*
 - a. Prior experience with similar projects.
 - b. Past performance on public projects and working knowledge of the Massachusetts General Laws relating to public construction projects.
 - c. Financial stability of the proposer.
 - d. Professional qualifications of staff and consultants who will work on the project.
 - e. Current workload or clearly established capacity to complete scope of work on a qualitative, timely basis.

- f. Completeness of proposal submitted by each firm: and
 - g. Any other criteria considered relevant to the project.
2. Based upon the ranked RFQs, at least three (3) firms will be selected and ranked according to preferences and will invited by the Town/NOAA Executive Committee to submit future RFPs. At the discretion of the Town/NOAA, interviews may be conducted.
 3. During the evaluation and interview process, the Town/NOAA reserves the right to request additional information or clarification from any proposer, or to allow corrections of errors or omissions.

VII. General and Special Provisions.

1. The Town/NOAA reserves the right to reject any and all RFQs, waive informalities, and to recommend an invitation to submit full RFPs as may be in the best interest of the Town/NOAA.
2. The Designer selected shall be expected to comply with all applicable federal and state laws in the eventual performance of services, if selected.
3. The consideration of all RFQs and subsequent invitation to select firms to participate in the next RFP phase of the Project shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or natural origin.
4. The Designer shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth of Massachusetts (Chapter 151 B of the Massachusetts General Laws) if selected to participate in the RFP phase.
6. The provisions relating to nondiscrimination and affirmative action in employment shall follow through all contacts and subcontracts that the successful applicant may receive or award as a result of this contract.
7. Services eventually provided by the Designer, if selected after the RFP phase, shall be rendered through a Contract for Designer Services furnished by Town Counsel to the Town/NOAA Executive Committee. The successful Designer will not be considered an employee of the Town/NOAA and will not receive any benefits of any employee.
8. Prospective applicants who have any clarifying questions regarding this RFQ should contact:

Dr. Robert Brock
Project Manager
Center for Coastal Studies

Provincetown, MA. 02657
RBrock@coastalstudies.org

All inquiries must be made in writing and sent electronically and responses will be sent to all proposers of record.

VIII. Certification of Non Collusion and Tax Compliance.

A “Certificate of Non-Collusion” and “Certificate of State Tax Compliance” must be signed and included with the proposal (forms attached).

CERTIFICATE OF TAX COMPLIANCE

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

Signature

Name: _____

Title: _____

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: _____

BY: _____
Name of person signing bid or proposal

SEAL if proposer is by corporation

Name of business

Address
City State Zip

Telephone

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)	1. Project Name/Location For Which Firm Is Filing: Stellwagen Bank National Marine Sanctuary Visitor Information Center Provincetown, Massachusetts	2. Project #
		This space for use by Awarding Authority only.

3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:	3. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)
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3b. Date Present and Predecessor Firms Were Established:	3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:
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3c. Federal ID #:	3g. Name and Address Of Parent Company, If Any:
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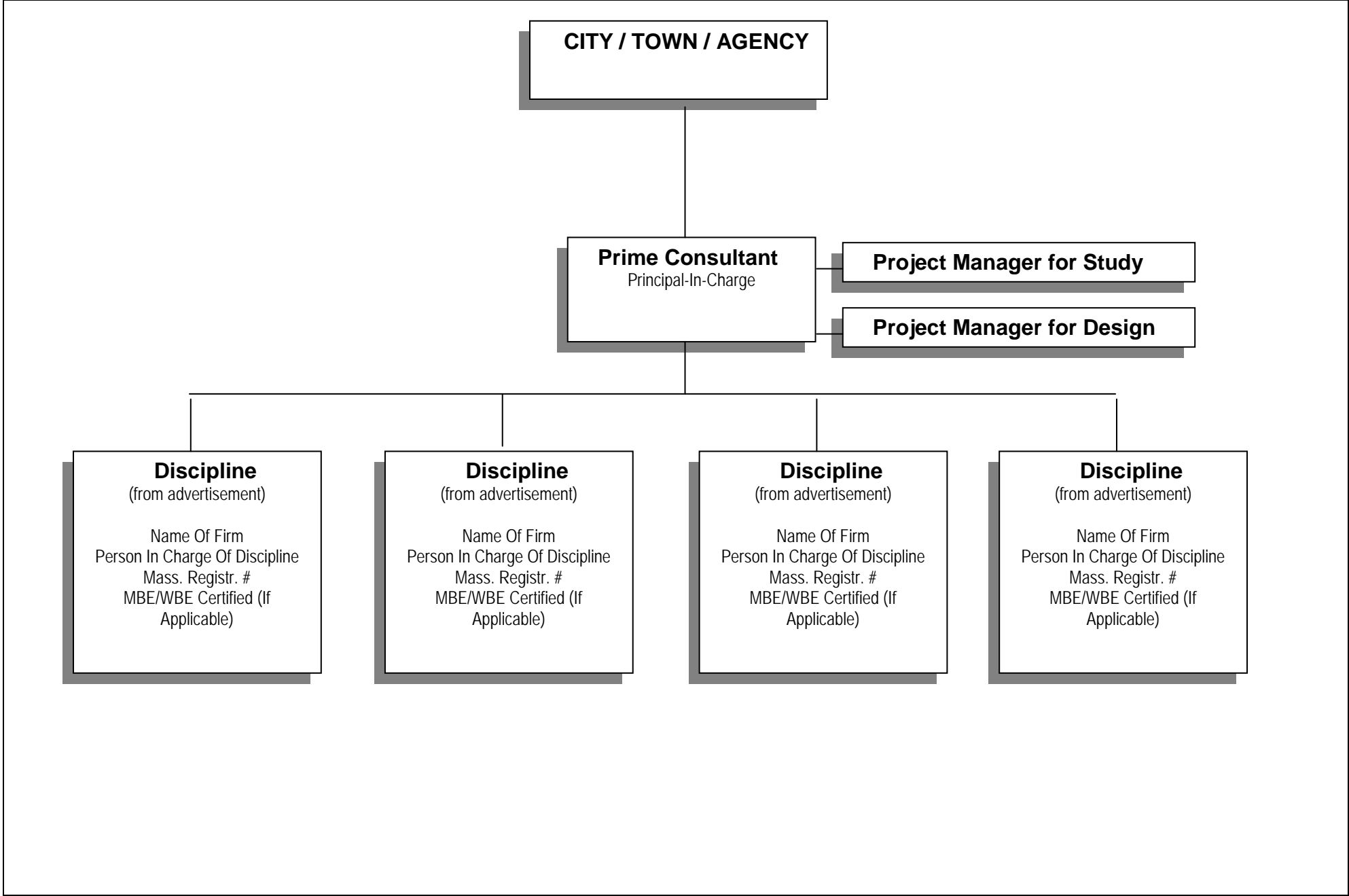
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):	3. Check Below If Your Firm Is Either:
Email Address: Telephone No: Fax No.:	
	(1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>

4. **Personnel From Prime Firm Included In Question #3a Above** By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):

Admin. Personnel	_____ (_____)	Ecologists	_____ (_____)	Licensed Site Profs.	_____ (_____)	Other	_____ (_____)
Architects	_____ (_____)	Electrical Engrs.	_____ (_____)	Mechanical Engrs.	_____ (_____)		_____ (_____)
Acoustical Engrs.	_____ (_____)	Environmental	_____ (_____)	Planners: Urban./Reg.	_____ (_____)		_____ (_____)
Civil Engrs.	_____ (_____)	Fire Protection	_____ (_____)	Specification Writers	_____ (_____)		_____ (_____)
Code Specialists	_____ (_____)	Geotech. Engrs.	_____ (_____)	Structural Engrs.	_____ (_____)		_____ (_____)
Construction Inspectors	_____ (_____)	Industrial	_____ (_____)	Surveyors	_____ (_____)		_____ (_____)
Cost Estimators	_____ (_____)	Interior Designers	_____ (_____)		_____ (_____)		_____ (_____)
Drafters	_____ (_____)	Landscape	_____ (_____)		_____ (_____)	Total	_____ (_____)

5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No
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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 ½" 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)