



TOWN OF BRIDGEWATER REQUESTS FOR PROPOSALS

Bridgewater Library Building Condition Assessment

SUBMISSION DOCUMENTS – 2024-09 Library Building

DATE: August 26, 2024

SUBMISSION DATE: October 11, 2024

Town of Bridgewater
66 Central Square
Bridgewater, MA 02324

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INTRODUCTION

The Bridgewater Public Library: The main library building was completed and opened in December of 1972 and the renovation/addition began in 1994 and was completed in March of 1995. The overall size of the library is 25,610 sq. ft. The purpose of this RFP is to solicit architectural or engineering firms specializing in comprehensive building assessments to develop an independent analysis of the building's structural, architectural, drainage, and systems needs, with an emphasis on the retention and restoration of the building's historic exterior elements and thorough analysis of the building's envelope, HVAC systems, and the building's interior spaces. The consultant will provide a complete report on the condition of the structural, architectural, drainage, and all HVAC and technology systems, as well as cost estimates for recommended work and interior and exterior adaptations, alterations, and construction. The consultant will prioritize the work to be done and provide guidance on potential funding sources, including grants available through the Massachusetts Board of Library Commissioners.

The Bridgewater Public Library is a brick exterior building which has three main floors over two separately built but connected portions of the library. The basement level is finished space used mostly as meeting space. The first level is comprised of collection space, periodical space, technology areas, teen area, and workspace. The second level is made up of the children's area, balcony walkways, display space, and private offices and meeting rooms.

Today, the Bridgewater Public Library is a hub of activity. It is heavily used by residents and visitors who browse and check out traditional books and periodicals, use the library's technology (including 3D printers), attend special programming including children's programs, and enjoy the many seminars and educational events the library hosts. In addition, the library hosts many Bridgewater-Raynham High School students and Bridgewater State University students looking for relatively quiet study space. The library is considered one of the anchors of the downtown area. Others include the town's recently renovated Town Hall, also called the Academy Building, the DPW offices located in the recently renovated Memorial Building, as well as several churches dotted around the traditional New England town common. The library sits within the town's Historic District.

All respondents to the RFP must ensure that the submittal is received by the date and time specified herein or automatically be disqualified.

Schedule:

Issued:	Monday, August 26, 2024
Non-mandatory Site Visit:	Thursday, September 26, 2024, at 10 a.m.
Final Day to File Questions:	Monday, September 30, 2024, at 11:00 a.m.
Addendum Issued in Response to Questions:	Friday, October 4, 2024
Proposals Due:	Friday, October 11, 2024, at 11:00 a.m.

A response to all questions submitted in writing will be provided in the form of an RFP Addendum to all submissions on record. To facilitate this process, questions and responses will be transmitted by e-mail. Questions in writing should be submitted to: Procurement@bridgewaterma.org. Bidders must acknowledge in writing receipt of any addenda.

The Town may cancel this RFP or reject in whole or in part all submissions, if the Town determines that cancellation or rejection serves the best interests of the Town.

All submission prices submitted in response to this RFP must remain firm for one year following the award date.

SCOPE OF WORK

Task 1: Site and Grounds

- a) A review of existing pavement, curbs, loading area, walkways, landscaping, site drainage, exterior lighting, walls, fencing/railings, signage, and exterior amenities to assess functionality, safety, and adherence to current code requirements.
- b) Deliverable: Report outlining in prioritized order all deficiencies, related code requirements, estimated cost of repair/replacement.

Task 2: Architectural/Structural Analysis and Conditions Survey

- a) Conduct an architectural and structural analysis of the structure's interior and exterior, to include but not be limited to:
 - a. Review of foundations, load carrying support structures, floor systems, wall framing, columns, and roofs systems.
 - b. Review structural repair and renovation requirements to bring the building into compliance with current building codes and accessibility standards.
- b) Deliverable: Report outlining in prioritized order all deficiencies, related code requirements, estimated cost of repair/replacement.

Task 3: Building Envelope

- a. Conduct an analysis of roofing, exterior finishes, stairs and steps, exterior doors, and windows including compliance or non-compliance with the “stretch” building code.
- b. Deliverable: Report outlining in prioritized order all deficiencies, related code requirements, estimated cost of repair/replacement.

Task 4: Mechanical Systems

- a. Conduct detailed analysis of the building’s mechanical systems, including electrical, heating ventilation/ air conditioning, plumbing and technology systems.
- b. Deliverable: Report outlining in prioritized order all deficiencies, related code requirements, estimated cost of repair/replacement.

Task 5: Building Finishes

- a. Review all building interior components including paint, wall conditions, flooring, carpeting, cabinetry and trim, doors, restroom conditions, elevator, and stair systems.
- b. Deliverable: Report outlining in prioritized order all deficiencies, related code requirements, estimated cost of repair/replacement.

Task 6: Regulatory Compliance

- a. Conduct thorough review of the life safety, fire suppression systems, and compliance with the Americans with Disabilities Act (ADA).
- b. Deliverable: Report outlining in prioritized order all deficiencies, related code requirements, estimated cost of repair/replacement.

SUBMISSION PROCEDURES

Submissions will be accepted until no later than 11:00 a.m. on Friday, October 11, 2024, in the Town Manager's Office, Town Hall, 66 Central Square, Bridgewater, MA 02324.

Technical submissions shall be made in a sealed envelope clearly marked on the outside with the name of the firm and "*Bridgewater Public Library – Building Conditions Assessment Technical Proposal.*" One (1) signed original and one USB drive with only the technical proposal shall be provided.

Included in a separate sealed envelope clearly marked "*Bridgewater Public Library - Building Conditions Assessment – Cost Proposal*" will be the bidder's written price quotation. One (1) signed original of the non-price proposal shall be provided.

SUBMISSION INFORMATION

The architectural or engineering firm may be an individual or qualified consulting firm. Interested bidders shall submit relevant information including but not limited to the following:

1. Qualifications and experience of personnel who will perform the required tasks.
2. Availability of key personnel to complete all tasks within the allotted performance period.
3. Examples of projects of similar scope and complexity completed in Massachusetts within the last five (5) calendar years including reference and points of contact.
4. A non-mandatory site visit will be held on Thursday, September 26, 2024, at 10 a.m. at the Bridgewater Public Library, 15 South Street, Bridgewater, MA 02324. Questions arising during the site visit shall be recorded and any responses will be provided to all bidders as an addendum to this RFP.

SUBMISSION REQUIREMENTS – TECHNICAL PROPOSAL

1. Identify individual, partnership, or corporation applying for contract award. If a partnership or joint venture, proposals shall specify who will act as the lead consultant for the purpose of assuming contractual responsibilities. If the consultant intends to sub-contract any of the work required in the scope of service, the subcontractor(s) must be identified. If consultant teams are being proposed, a written description and role of any subcontractor and/or consulting team member must be provided, including past work and professional certifications.
2. Detailed explanation of the consultant's approach to the project, including methodology, demonstrated understanding of the scope of work and completion deadline, and the consultant's expectations of assistance and services from the Town. A technical work plan and project timeline to accompany the tasks described in the scope of work must be provided.
3. Consultant qualifications' statement, including professional qualifications and work experience attesting to capacity to perform the required project tasks.
4. Client reference list with a minimum of five (5) names, addresses, and telephone numbers, particularly of clients for whom the consultant performed similar services within the past 3 to 5 years.
5. Detailed listing of past experiences in the development of building exterior and interior assessments, structure evaluations, and cost estimating for budget purposes.

6. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the Proposal, including work samples from similar completed projects.
7. Completed Tax Compliance Certificate (Attachment A), Certificate of Non-collusion (Attachment B), Certificate of Non-Discrimination (Attachment C), Certificate of Insurance (Attachment D).

SUBMISSION REQUIREMENTS- PRICE PROPOSAL

1. Attachment E – Fee Proposal Form

MINIMUM QUALIFICATIONS

Proposal must meet and demonstrate all the following criteria in order to be considered for further evaluation:

1. The principal member of the consultant team shall have demonstrated experience in developing feasibility studies and conditions assessments, and have a bachelor's degree in architecture, engineering, planning or a closely related field, plus at least two years full-time experience in an area relevant to the project, or a master's degree in any of the above-mentioned areas. Years of relevant experience may be substituted for the educational requirements.
2. Consultant team shall include a Massachusetts' Registered Architect or Registered Professional Engineer in the structural and/or mechanical disciplines, all with demonstrated experience in evaluation and upgrade of similar structures.

EVALUATION CRITERIA

All proposals will be evaluated based upon minimum and comparative criteria. The Town will then award a contract for the most advantageous proposal based on consideration of specified evaluation and selection criteria. The Town may at its own discretion schedule interviews after considering the proposals.

COMPARATIVE CRITERIA

The following rating will be used in evaluating the proposals of those which meet the minimum qualification criteria listed above. Those proposals that do not meet the minimum standards will be judged unacceptable and may not be reviewed further. If a proposal scores a zero (0) on any of the comparative criteria, the town will consider that proposal unacceptable and may not review it any further.

The Selection Committee will consider the following comparative criteria and will award points on the following point schedule:

Highly Advantageous: (5 points) proposal excels on the specific criterion.

Advantageous: (3 points) proposal fully meets evaluation standard for the criterion specified

Not Advantageous: (1 point) proposal does not fully meet the evaluation criteria or leaves a question or issue not fully addressed.

The criterion that will be used for comparative evaluation purposes are the following:

1. Depth of experience with and past performance of similar projects; demonstrated familiarity with buildings or structures of similar construction.
2. Strength and credibility of client references.
3. Professional qualifications including professional experience above and beyond the minimum qualifications.
4. Approach to project and capacity to undertake and complete the project in a timely manner.
5. Completeness and quality of the Proposal which will include the quality of communication and documentation skills.

PRICE QUOTATION

Sealed price quotation shall include all labor, materials, travel, and deliverables shall be submitted on the attached Price Quotation Form (Attachment E). The proposals must include all costs, both direct and indirect, for this project.

SELECTION COMMITTEE

A Selection Committee consisting of the Town Engineer, Library Director, and Department of Public Works Director shall select finalists from among all responses and transmit a list to the Town Manager (the Procurement Officer). The Selection Committee will rank the order of qualifications as defined herein and provide a record of the tally of the scoring. Up to three (3) finalists may be asked to appear for an interview before the Designer Selection Committee.

CONTRACT PERIOD

The successful Consultant must be able to enter into a contract with the Town for the services proposed within seven (7) days after the contract is awarded.

All contract work and submission of reports must be completed and submitted by February 28, 2025.

GENERAL CONTRACT INFORMATION

All documents prepared for the project shall remain the property of the Town.

It is the policy of the Town to contract with organizations who agree not to engage in any discriminatory employment practices or in any discrimination in the provision of services based on race, color, religion, national origin, ancestry, age, sex, sexual orientation, or disability.

GENERAL CONDITIONS

1. The successful firm/individual must comply with all applicable federal, state, and local laws and regulations.
 2. Purchases made by the Town are exempt from state sales tax and prices must exclude any taxes.
 3. All words, signatures, and figures submitted on the proposal shall be typed or written in ink. Proposals that are obscure, or which contain additions not called for in the specifications, erasures, alterations, or irregularities will be rejected.
 4. The Town reserves the right to reject proposals, to waive technicalities, to advertise for new proposals, or to make awards that may be deemed to be in the best interests of the Town. The Town shall award the contract within thirty (30) business days after the opening of the bid proposals.
 5. Reports and materials are public information and may not be copyrighted.
 6. All proposals, USBs, plans, CAD drawings, data collected, and reports become the property of the Town.
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1. Approach - Prepare a brief recommended project approach, including creative approaches approved by MA DoT.
 2. Project Schedule - Propose a work schedule.
 3. Sealed and separate price proposal - Price proposals shall remain valid for one year from the date of award. A schedule of professional rates shall also be attached for follow-on services as needed.

ATTACHMENT A – PRICE PROPOSAL SHEET

REQUEST FOR PROPOSAL - The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the Bridgewater Library.

Consultant: _____

Contact Information: _____

The Consultant hereby pledges to deliver the complete scope of services required, for the rates and charges shown below.

Cost to complete the project _____ **(total price)**

Task 1 – Site and Grounds: _____ **(price)**

Name of Firm: _____

Authorized Signature: _____

Name / Title: _____

Task 2 – Architectural/Structural Analysis and Conditions Survey: _____ **(price)**

Name of Firm: _____

Authorized Signature: _____

Name / Title: _____

Task 3 – Building Envelope: _____ **(price)**

Name of Firm: _____

Authorized Signature: _____

Name / Title: _____

Task 4 - Mechanical Systems _____ **(price)**

Name of Firm: _____

Authorized Signature: _____

Name / Title: _____

Task 5 - Building Finishes _____ **(price)**

Name of Firm: _____

Authorized Signature: _____

Name / Title: _____

Task 6 - Regulatory Compliance _____ **(price)**

Name of Firm: _____

Authorized Signature: _____

Name / Title: _____

ATTACHMENT B – NON-COLLUSION AFFIDAVIT

I, _____, of _____, whose principal place of business is located at _____ do hereby certify that:

1. The proposed bid price has been arrived at independently, without collusion, consultation, or communication with any other contractor or with any competitor.
2. The said bid price was not disclosed by the Contractor and was not knowingly discussed prior to the submission, directly or indirectly, to any other contractor or to any competitor.
3. No attempt was made by the Contractor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.
4. This bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Signed under the penalties of perjury on this _____ day of 2024.

Name of Contractor _____

By: _____

Title: _____

ATTACHMENT C – TAX COMPLIANCE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes under law, I have addressed any tax liability and am in the process of setting up a plan to satisfy said liability.

_____ by: _____

* Signature of individual or

Corporate Officer

Corporate Name (Mandatory)

(Mandatory, if applicable)

**Social Security # or Federal Identification #

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

**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 their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L. 62C s. 49.A.

ATTACHMENT D – CERTIFICATE OF NON-DISCRIMINATION

The undersigned hereby certifies that it will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religious creed, national origin, age, sex, or sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object, age, genetic information, ancestry or the handicap of a qualified handicapped person.

Name of Prospective Vendor

Signature of Authorized Representative

Print Name and Title of Authorized Representative

ATTACHMENT E – INSURANCE REQUIREMENTS

Each Consultant responding to the Request for Proposals shall submit a sample “Certificate of Insurance” for the items listed below. If insurance meeting these requirements is not currently in effect, the applicant must provide clear evidence that such coverage can be obtained. Arrangements shall be made with each insurance company to notify the LPC of any termination or material change in the aforementioned insurance at least ten (10) days prior to the date on which the termination or change takes place.

Evidence that the Consultant carries the following insurance:

<u>Type of Insurance</u>	<u>Minimum Coverage</u>
Professional Liability/Error & Omissions & Design	\$1,000,000 for one claim and in the annual aggregate
Comprehensive General Liability with broad form Comprehensive Liability endorsement and auto (non-owned and hired)	\$1,000,000
Worker’s Compensation and Employer’s Liability	\$500,000
Automotive Liability (owned and non-owned used in conjunction with the job both on and off the highway) injury and property damage	\$1,000,000

The Town of Bridgewater is to be named as an additional insurer on all liability policies.