

HIGHWAY BUILDING COMMITTEE:

30 November 2015

A meeting of the Highway Building Committee was called to order by Chairman William Scott at 7:30 pm on November 30, 2015 in the Highway Dept. office.

Present: William Scott, Kevin McCarthy, John Murray, Dave Hanlon, Kenneth Mitchell, Robert Brown and Mark Vess.

General Discussion:

- Litecontrol Plot Plan has not been recieved as of this date.
(Need dimensions of property to proceed with some plans).
- Review of RFP Draft. (Attachment # 1).
- Need building dimensions for RFP .
- Wants and Needs list should be updated with equipment and possible pricing by next meeting of Committee.
- If RFP is approved a project manager will be required.

Motion by Mark Vess to accept Draft RFP. Seconded by Dave Hanlon.

Approved by unanimous vote.

Motion to adjourn by Kevin McCarthy. Seconded by Dave Hanlon.

Approved by unanimous vote.

Minutes respectfully submitted by John Murray, Secretary.

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REQUEST FOR PROPOSAL
FOR
TOWN OF Hanson

DRAFT

5 PAGES

NEEDS ANALYSIS FOR HIGHWAY DEPARTMENT

I GENERAL INFORMATION

The Town of Hanson, by and through its Building Committee seeks qualified architectural firm for feasibility study and assessment of needed improvements/renovations for two Highway buildings, serving as the Highway and maintenance garages.

One building is a 40' x 80' steel structure built in the late 80s and the second is a 40' x 70' steel building constructed in late to early '80s.9 (check sizes and dates built)

All interested parties must submit twelve (12) copies of their proposals containing complete information as requested in the **PROPOSAL SUBMISSION REQUIREMENTS** described herein by Three O'clock (3:00) P.M. on January 8, 2016.

The total fee shall be negotiated but not exceed \$30,000. All fees shall be stated in any contract awarded hereunder, and any subsequent amendments thereto, as a total dollar amount, allowing for equitable adjustments in the event of changes in the scope of services.

The procedures for the review and award of a response to this Request for Proposals shall be in accordance with the provisions of M.G.L. c.7, §38A½ to §38O inclusive, as applicable, and those requirements set forth herein.

II PROJECT DESCRIPTION

View and conduct an assessment of the existing facilities used for vehicles and equipment to evaluate current needs for twenty person department with respect to operations and equipment storage

III SCOPE OF SERVICES

A. The general scope of work shall include, but not be limited to, the following tasks:

1. Analysis of the structural condition and code compliance of the existing buildings for suitability for renovation; or in the alternative, replacement.
2. Analysis of space needs for department functions.
3. Cost estimates for renovation/improvements .

B. COMMUNICATION and REPORTING

HAADQ Meetings with Building Projects Committee and other groups as required to determine project specifics, communicate progress on the project, and discuss the results and recommendations.

2. Attending public meetings to present the projects to the public
3. Attending Annual Town Meeting on May 2, 2008 to present projects to the town meeting attendees.

B. TIME-LINE FOR SERVICES

It is anticipated that selection of a design firm will be made by January 23th, and contract will be awarded on February 2, 2016 and budget, scope and cost will be established by March 14, 2016 in order to begin meeting with town groups to present project and develop community support for Annual Town Meeting.

PLEASE NOTE THAT THE PROFESSIONAL SERVICES TO BE AWARDED AT THIS TIME IN RESPONSE TO THIS REQUEST FOR PROPOSALS CONSTITUTE A FEASIBILITY STUDY. THE TOWN OF HANSON RESERVES THE RIGHT TO ALLOW THE SELECTED FIRM TO CONTINUE WITH THE DESIGN OF THE PROJECT AFTER AN INDEPENDENT REVIEW, IN CONFORMANCE WITH THE REQUIREMENTS OF M.G.L.c.7, §38A - 380 INCLUSIVE.

IV. PROPOSAL SUBMISSION REQUIREMENTS

1. Twelve (12) copies of the proposal must be submitted no later than Three O'clock (3:00) P.M. on January 8, 2016. Proposals should be submitted in a sealed envelope and addressed as follows:

Richard LaCamera Town Administrator
Highway Building Committee
Office of the Selectmen
452 Liberty Street
Hanson, MA 02341

Postmarks will not be considered. It is the sole responsibility of the applicant to ensure that their proposal arrives on time and at the designated place. Proposals received after the aforementioned deadline will not be considered.

2. Proposals should be clearly marked:
"PROPOSAL FOR HIGHWAY FACILITY STUDY"
3. Complete proposals must include the following:
 - a. Completed Designer Selection Committee Application – use attached form.
 - b. A list of five (5) current and past public/private projects of similar nature with name and telephone number of reference person to contact; photos should

also be submitted. The description should include the scope of work, the extent of your involvement with the community, a description of the final project, date of completion, and construction cost.

- c. A general company/firm profile or brochure and list of key personnel who will participate on the project with resumes including educational background.
- d. Identification of all consultants who will work with the applicant with resumes attached. Please identify the individual who will bear primary responsibility for this project.
- e. Any and all conditions of proposal.
- f. Any other information that applicant considers relevant for the purpose of evaluating its qualifications for the project.
- g. Projected timeline based on schedule provided above.

ALL PROPOSALS MUST BE COMPLETE TO BE CONSIDERED BONAFIDE

V. SELECTION PROCESS

The selection process will be conducted in conformity with requirements of M.G.L. c.7, §38A1/2 to 380 where applicable.

1. Each proposal submitted to the committee will be reviewed for completeness. Proposals will be reviewed and Ranked according to the following criteria:
 - a. Prior experience with similar projects as well as prior experience.
 - b. Past performance on public projects and working knowledge of the Massachusetts General Laws relating to public construction projects.
 - c. Financial stability of applicant.
 - d. Identity and 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 any other criteria considered relevant to the project.
2. Based on ranked proposals, at least three (3) firms will be selected and ranked according to preference, to be interviewed by the Building Committee. The finalists may be required to submit a written proposal and participate in a design competition held by the Building Committee.

3. In accordance with the above interviews, those finalists will be ranked by the Building Committee and a recommendation made to the Board of Selectmen. An award will be made by the Board of Selectmen as Awarding Authority on this project.
4. During the evaluation process the Committee reserves the right to request additional information or clarification from any applicant, or to allow corrections of errors or omissions.

VI. GENERAL AND SPECIAL PROVISIONS:

1. The Board of Selectmen reserves the right to reject any and all proposals, waive informalities, and award contracts as may be in the best interests of the Town of Hanson
2. Ownership of Documents: All proposals, materials, drawings, plans, etc. shall become property of the Town and may be disposed of without notification and shall be considered public information.
3. The applicant selected shall be expected to comply with all applicable federal and state laws in the performance of services.
4. The consideration of all proposals and subsequent selection of the successful applicant shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.
5. The successful applicant shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth (Chapter 151B of the Massachusetts General Laws).
6. The provisions related to non-discrimination and affirmative action in employment shall flow through all contracts and sub-contracts that the successful applicant may receive or award as a result of this awarded contract.
7. Services provided by the successful bidder shall be rendered through a professional services contract in a form provided by and acceptable to the Town and which contains all clauses and provisions required by M.G.L. c7, §38(H). The successful applicant, its employees, agents and servants shall be deemed independent contractors and will not be considered employees of the Town and will not receive any benefits of any employee. Any contract awarded hereunder shall be subject to sufficient appropriation and approval of the Board of Selectmen.
8. The firm selected must demonstrate to the Town that it possesses Professional Services Liability/Errors and Omissions insurance coverage not less than \$1,000,000.00
9. Prospective applicants who have questions regarding this Request for Proposal should contact in writing, Richard LaCamera Town Administrator, Building Committee, 542 Liberty Street, Hanson, Massachusetts 02341, e-mail address: rlacamera@hanson-ma.gov. Any request for information, and the Committee's

written response thereto, shall be made available to each individual or entity which has requested RFP/RFQ materials and/or submitted a proposal.

VII FEE

To be negotiated between the Building Committee and the successful applicant in an amount not to exceed \$30,000.00. All fees shall be stated in any contract awarded hereunder and any subsequent amendment thereto as a total dollar amount, allowing for equitable adjustments in the event of changes in the scope of services and shall be subject to approval by the Board of Selectmen and sufficient appropriation.

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