



Town of Fairhaven
Request for Proposals
Public Facilities Improvement Plan

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LEGAL NOTICE

REQUEST FOR PROPOSALS ("RFP")

Public Facilities Improvement Plan

The Town of Fairhaven is seeking proposals from qualified Architectural and/or Engineering firms for a Public Facilities Improvement Plan. The selected firm shall have demonstrated previous experience in providing evaluation and design services for space needs associated with the various municipal and school departments facilities. A complete RFP may be obtained, without charge, by contacting the Town Administrator's Office at 508-979-4023, or email mrees@fairhaven-ma.gov. It is recommended that respondents to this request familiarize themselves with the detailed RFP. The deadline for submitting proposals to the Town Administrators Office is noon August 26, 2016. Proposers must submit nine (9) copies of their proposal and one digital copy. The Town reserves the right to reject any proposal deemed not to be in its best interest and waive minor technicalities. The maximum budget for this project is \$45,000. Postmarks, faxes, and email proposals will not be considered.

I. Background

The Town of Fairhaven ('Town') has determined that it has a critical need to plan, fund, and implement a Public Facilities Improvement Plan within its Capital Improvement Plan in order to provide well- designed, modern, convenient municipal and school buildings that meet current codes and are accessible to and usable by all persons. The plan shall be based on comprehensive feasibility studies and include all relevant costs associated with design, construction, land acquisition and operations and maintenance costs associated with each facility. The plan shall provide alternatives analysis to determine the most effective program in terms of cost and benefits.

The Public Facilities Improvement Plan would be a guide for making decisions based upon a comprehensive evaluation of Town needs and the feasibility of each identified and required project.

The Town has a population of approximately 16,000, land area of 12 square miles, 29.4 of shore line and approximately 100 miles of roadways. It is governed by a three member Board of Selectmen, a Town Administrator and a Representative Town Meeting form of government. The Town is located in Southeastern Bristol County approximately 50 miles south of Boston, Massachusetts and 35 miles east of Providence, Rhode Island. The Town's annual operating budget is approximately \$55 million.

II. Introduction

The Town is soliciting Request for Proposals (RFP) from qualified Architectural and/or Engineering firms to provide evaluation and design services for space needs associated with the various municipal and school departments' facilities. Of particular note, the Town is concerned with the current facilities of the Police and Fire Departments. The results of the study will become the basis for a long term Public Facilities Improvement Plan. This study will be overseen by the Capital Planning Committee (CPC) appointed by the Board of Selectman. Qualified vendors are requested to submit their proposals to the Town Administrator's Office at the Fairhaven Town Hall, 40 Center Street, Fairhaven, MA, in accordance with the instructions contained within this RFP.

Notice of this RFP is published in the Central Register & Goods and Services Bulletin (which are weekly publication of the Office of the Secretary of State), The Standard Times (a newspaper of general circulation) and posted on the Town website (www.fairhaven-ma.gov) under "Documents and Contracts"

The Town will accept proposals delivered in person or by mail. All proposals must be received by Noon, August 26, 2016 to be considered. Proposals submitted by fax or by electronic mail will not be considered. All proposals must be submitted to:

Mr. Mark H. Rees, Town Administrator
Fairhaven Town Hall
40 Center Street
Fairhaven, MA 02719

The Town of Fairhaven may cancel this RFP or reject in whole or in part any and all proposals, if

we determine that cancellation or rejection serves the best interest of the Town of Fairhaven.

III. Pre-Proposal Conference/Briefing

There will be no pre-proposal submission conference/briefing for this project

IV. Submission Deadline and Instructions

Qualified persons or firms are requested to submit proposals in a sealed envelope marked "Public Facilities Improvement Plan" with the applicant's name and address on the front. Applicants shall provide one (1) signed original proposal, eight (8) copies and one digital copy. Fax or electronic submissions will not be accepted.

A complete and all-encompassing pricing proposal sheet is to be submitted in a separate sealed envelope marked "Pricing Proposal". The pricing proposal sheet is to list and document any and all proposed charges for the project.

Applicants must also execute and include in the sealed submission the Certificate of Non-Collusion and the Certificate of Tax Compliance. The Town of Fairhaven, through the Town Administrator, is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; 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 Fairhaven'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.

All sealed proposals must be received and registered by the Town Administrator's office by August 26, 2016 at Noon. All outer envelopes must be labeled "Public Facilities Improvement Plan" and mailed or hand delivered to the following address:

Mr. Mark Rees, Town Administrator
Fairhaven Town Hall
40 Center Street
Fairhaven, MA 02719

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 Town Hall 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.

V. Questions or Addendum

Questions concerning this RFP must be submitted in writing to: Mark H. Rees Town Administrator, Fairhaven Town Hall, 40 Center Street, Fairhaven, MA 02719 or they may be emailed to Mr. Rees at mrees@fairhaven-ma.gov. Questions/ inquiries must be received by Noon on August 19, 2016 to be considered. Questions/inquiries may be delivered, mailed, emailed or faxed. Written responses will be posted on the Town's website (www.fairhaven-ma.gov) in "Documents and Contracts" by close of business on August 22, 2016.

If any changes are made to this RFP, an addendum will be posted on the Town's website in "Documents and Contracts". It is the sole responsibility of the bidder to ascertain the existence of any addenda and/or modifications issued by the Town. As this RFP has been published on the Town's website (www.fairhaven-ma.gov) all bidders are responsible for checking the website for any addenda and /or modifications that are subsequently made to this RFP.

The Town accepts no liability for and will provide no accommodations to bidders who fail to check for amendments and/or modifications to this RFP and subsequently submit inadequate or incorrect responses. Bidders may not alter (manually or electronically) the RFP language or any RFP component files. Modifications to the body of the RFP, Scope of Work, terms and conditions, or which change the intent of this RFP are prohibited and may disqualify a response.

All proposals submitted in response to this RFP 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.

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

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

Bidder with disabilities or hardships that seek reasonable accommodations, which may include the receipt of RFP 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 Fairhaven.

VI. 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 RFP.

VII. Objectives

The overall objective of the Public Facilities Improvement Plan is to build on the information obtained through prior studies and plans and to evolve options with regard to Town held properties

and potential real estate transactions to enable assessment of current and future needs and the disposition of future Town assets and Departments.

- A. Review prior studies, plans and reports (will be provided to successful vendor)
- B. Develop a needs assessment which would include efficient operations, location and adequate office space. Interview department heads to understand current staffing levels, seasonal staffing needs and projections for any potential staffing changes. Work with department heads to understand any potential facilities / staffing needs related to pending changes in law, policy changes, etc.
- C. Perform a structural/architectural analysis of Town owned facilities to determine their condition and opportunity for redevelopment as use for municipal space, or other purpose. Comment on any flood plain or other insurance concerns.
- D. Review Town provided list of vacant town owned property and provide site analysis and feasibility for development
- E. Present feasible solutions and alternatives with justification, including schematic designs, capital and operating cost estimates, and timelines
- F. Outline other public/private opportunities, if any
- G. Manage the dissemination of information to the various boards and the public

VIII. Scope of Work/Deliverables

The general scope is to:

- Assess program needs over a ten (10) to fifteen (15) year timeframe
- Review potential space/building options to meet those needs
- Prioritize each option based on the needs of the Town and the logical evolution of step by step facilities plan.

The data must be presented in a document that lists, for each option, the following:

- Importance/urgency of each of the identified program needs
- Time line for implementation
- Feasibility of each alternative
- Pros and cons of each alternative
- Projected cost and financing plan of each alternative
- Schematic Designs for each alternative
- Recommendation as to what option is in the best interest of the Town.

A. Needs Assessment

Meet with Town and School Departments to determine their facilities and space needs to effectively carry out their missions for the time period of the next 10 to 15 years. Components of the need assessment would include, but not limited, to staffing requirements, changes in client and student populations being served, equipment storage, technology needs, and Americans with Disabilities Act (ADA) compliance. At the completion of the needs assessment, the consultant will present its findings to various Town boards and departments in public meeting before proceeding to the next phase of the study.

B. Building and Site Assessment

1. Building

Perform a structural/architectural analysis of the below listed Town owned facilities to determine their condition and opportunity for redevelopment as use for municipal space, or other purpose, including an evaluation of programmatic requirements, physical conditions, suitability of current use and building code issues. The building list and Building Informational Sheets are attached as Attachment A.

2. Site Assessment

- Review and identify potential sites owned by the town for the needs identified in the needs assessment (site list to be provided).
- Determine which sites will accommodate which programs.
- Recommend detailed site assessment beyond the scope of this Public Facilities Improvement Plan.

C. Alternatives, Scenarios, and Facilities Improvement Plan Development

With the needs established and the sites identified, the CPC will require a range of alternatives to consider. Each alternative should include:

- Pros and cons;
- Schematic building design concepts;
- Effect on other Town infrastructure elements;
- Projected design, development, and construction costs;
- Projected capital cost and operating cost;
- Impact on Town/department operations;
- Consideration of health, safety, or legal requirements;
- Timelines for projects, both individually and collectively; and
- Accessibility
- Comparisons to other municipalities with similar use facilities

D. Outline opportunities that may arise with purchases/swap of town real estate assets that may provide improved solutions to department/facility relocations to include potential opportunities for public/private collaborations.

E. Participate in one public forum to present options and receive comments and suggestions.

F. After taking into account input from the public forum and the Town, Develop final report that will consist of information and data in Sections A thru E and a recommendation as to which option is in the best interests of the Town. One (1) unbound and nine (9) bound color copies of the final report are to be provided, as well as, one (1) electronic copy.

IX. Minimum Criteria/Qualifications

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

- A. Vendor shall have a minimum of three (3) years of experience in performing the work described in this RFP.
 - B. Vendor shall submit a complete list of all contracts performed in the past five (5) 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 of experience in performing the work described in this RFP and is a registered professional architect or engineer. Include resume for the Project Manager and all key person who will be assigned to work on the project.
- E. Submission of separate and sealed proposal and pricing sheet.
- F. Submission of required statements and forms.

X. 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:

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.

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 RFP 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 RFP 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 RFP will be considered Least Advantageous (1 point)
- Vendor having no experience working on projects similar to the work described in this RFP 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)
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- 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 of experience in performing the work described in this RFP 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 of experience in performing the work described in this RFP 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 of experience in performing the work described in this RFP and is a registered professional architect or engineer will be considered Least Advantageous (1 point)
- Assigned Project Manager has less than one year experience in performing the work described in this RFP 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)

XI. Timeline

The consultant will be expected to commence activities immediately upon award of the contract, which is anticipated to be by the end of September 2016, and to have available a preliminary report for review by the end of December 2016, in anticipation of presenting to the May 2017 Town Meeting. The consultant is expected to meet with the CPC to discuss findings and options on a regular basis. Upon awarding of the contract, the consultant and the CPC will develop and agree to a scheduled plan that includes milestones and dates for completing reports, presentations, and other related activities.

XII. 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. The fee for the work will be negotiated with the highest ranked firm, however not to exceed \$45,000

ATTACHMENT A

BUILDINGS LIST & BUILDING INFORMATIONAL SHEETS

Municipal Buildings:

Town Hall – 40 Center Street

Millicent Library – 41 Center Street

Fire & Police Stations – 150 Washington Street

DPW Building & Facilities – 5 Arsene Street

Recreation Center – 227 Huttleston Avenue

Senior Center – 229 Huttleston Avenue

Animal Shelter – 200 Bridge Street

Emergency Management Building – 150 Sconticut Neck Road

School Department:

School Admin. Building – 128 Washington Street

Fairhaven High School – 12 Huttleston Avenue

Hastings Middle School – 30 School Street

East Fairhaven Elementary School – 2 New Boston Road

Leroy Wood Elementary School – 60 Sconticut Neck Road

Rogers School – 100 Pleasant Street

Former Tripp School – 56 Bridge Street



Town Hall – 40 Center Street

Year Built:	1890/1951
Square Feet:	24,874
Occupancy:	Town Hall
Construction:	Joisted Masonry
Number of Floors:	3
Sprinkler:	N
*Current Value	8,581,530
Flood Zone	X
Defibrillator	
Alarm	
Plans	



Millicent Library – 41 Center Street

Year Built:	1900
Square Feet:	7,154
Occupancy:	Library
Construction:	Joisted Masonry
Number of Floors:	2
Sprinkler:	N/A
*Current Value	5,317,428
Flood Zone	X
Defibrillator	
Alarm	
Plans	



Fire & Police – 150 Washington Street

Year Built:	1985
Square Feet:	16,637
Occupancy:	Fire/Police
Construction:	Joisted Masonry
Number of Floors:	1
Sprinkler:	N/A
*Current Value	2,429,002
Flood Zone	X
Defibrillator	
Alarm	
Plans	



DPW Building – 5 Arsene Street

Year Built:	1990
Square Feet:	
Occupancy:	DPW
Construction:	
Number of Floors:	
Sprinkler:	
*Current Value	3,614,000
Flood Zone	X500
Defibrillator	
Alarm	
Plans	



Recreation Center – 227 Huttleston Avenue

Year Built:	2001
Square Feet:	12,500
Occupancy:	Recreation Center
Construction:	Masonry Non-combustible
Number of Floors:	1
Sprinkler:	N
*Current Value	1,675,000
Flood Zone	X
Defibrillator	
Alarm	
Plans	



Senior Center – 229 Huttleston Ave

Year Built:	2001
Square Feet:	5,500
Occupancy:	Senior Center
Construction:	Frame
Number of Floors:	1
Sprinkler:	N/A
*Current Value	797,300
Flood Zone	X
Defibrillator	
Alarm	
Plans	



Animal Shelter – Bridge Street

Year Built:	2003
Square Feet:	3,000
Occupancy:	Animal Shelter
Construction:	Frame
Number of Floors:	2
Sprinkler:	N/A
*Current Value	221,400
Flood Zone	
Defibrillator	
Alarm	
Plans	

Emergency Management Building – 150 Sconticut Neck Road

General Property Data

Parcel ID	28A-218	Account Number	
Prior Parcel ID	--	Property Location	150 SCOTICUT NECK ROAD
Property Owner	FAIRHAVEN TOWN OF	Property Use	IMPR TOWN
Mailing Address	40 CENTER STREET	Most Recent Sale Date	3/1/1985
City	FAIRHAVEN	Legal Reference	1915-751
Mailing State	MA	Grantor	
Zip	02719	Sale Price	1
ParcelZoning	RA	Land Area	0.305 acres

Current Property Assessment

Card 1 Value	Building Value	Xtra Features Value	Land Value	Total Value
	124,800	300	103,100	228,200

Building Description

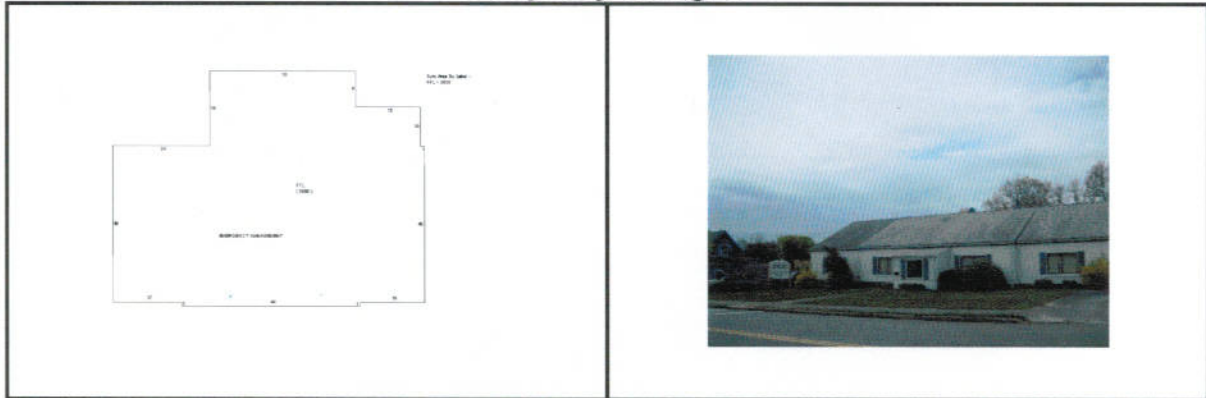
Building Style	LODGE/CLUB	Foundation Type	CONCRETE	Flooring Type	HARDWOOD
# of Living Units	1	Frame Type		Basement Floor	N/A
Year Built	1951	Roof Structure	GABLE	Heating Type	FORCED H/A
Building Grade	AVERAGE	Roof Cover	ASPHALT SH	Heating Fuel	OIL
Building Condition	Good	Siding	CONC BLOCK	Air Conditioning	0%
Finished Area (SF)	3968	Interior Walls	PLYWD PANL	# of Bsmt Garages	0
Number Rooms	0	# of Bedrooms	0	# of Full Baths	0
# of 3/4 Baths	0	# of 1/2 Baths	4	# of Other Fixtures	0

Legal Description

Narrative Description of Property

This property contains 0.305 acres of land mainly classified as IMPR TOWN with a(n) LODGE/CLUB style building, built about 1951, having CONC BLOCK exterior and ASPHALT SH roof cover, with 1 unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 4 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



School Department – 128 Washington Street

Year Built:	1960/1937
Square Feet:	2,432
Occupancy:	School Departmnet
Construction:	Frame
Number of Floors:	2
Sprinkler:	N/A
*Current Value	588,544
Flood Zone	X
Defibrillator	
Alarm	
Plans	



Fairhaven High School – 12 Huttleston Avenue

Year Built:	1900
Square Feet:	145,470
Occupancy:	High School
Construction:	Joisted Masonry
Number of Floors:	2
Sprinkler:	N/A
*Current Value	19,698,173
Flood Zone	
Defibrillator	
Alarm	
Plans	



Hastings Middle School – 30 School Street

Year Built:	1960/1972
Square Feet:	88,412
Occupancy:	Middle School
Construction:	Masonry Non-Combustible
Number of Floors:	1
Sprinkler:	N
*Current Value	14,496,165
Flood Zone	X
Defibrillator	
Alarm	
Plans	



East Fairhaven Elementary – 2 New Boston Road

Year Built:	2007
Square Feet:	74,000
Occupancy:	Elementary School
Construction:	Masonry non-combustible
Number of Floors:	1.5
Sprinkler:	Y
Current Value	11,791,300
Flood Zone	X
Defibrillator	
Alarm	
Plans	



Leroy Wood Elementary School – 60 Sconticut Neck Road

Year Built:	1965
Square Feet:	30,636
Occupancy:	Elementary School
Construction:	
Number of Floors:	
Sprinkler:	
*Current Value	3,500,000
Flood Zone	X
Defibrillator	
Alarm	
Plans	



Rogers School – 100 Pleasant Street

Year Built:	1884
Square Feet:	44,234
Occupancy:	Elementary School
Construction:	Joisted Masonry
Number of Floors:	3
Sprinkler:	N
Map/Lot	8/9
*Current Value	\$4,257,800
Flood Zone	X500
Defibrillator	
Alarm	
Plans	



LRO-Tripp School – 56 Bridge Street

Year Built:	1920/1918
Square Feet:	11,982
Occupancy:	School
Construction:	Joisted Masonry
Number of Floors:	1
Sprinkler:	N/A
*Current Value	2,600,150
Flood Zone	X500
Defibrillator	
Alarm	
Plans	

ATTACHMENT B

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 submitting contract/bid

Date

Name of Business

ATTACHMENT C

STATEMENT OF TAX COMPLIANCE

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

*Social Security Number or
Federal Identification Number*

*Signature of Individual or
Corporate Name*

*Corporate Officer
(if applicable)*
