If you have printed this bid from the City of Quincy's Website or through an email, it is your responsibility to check for addenda at www.quincyma.gov before you turn in your proposal. “Please send an acknowledgment that you have printed out this bid via email to; kimtrillcott@quincyma.gov” The City of Quincy will not be responsible for any bids received omitting any addenda acknowledgement.

Thank you
City of Quincy, Massachusetts
Thomas P. Koch, Mayor

Request for Qualifications

Architectural/Engineering Design Services
Public Safety/Municipal Complex Project

Proposals due April 12, 2017 @ 11:00 am
Late Proposals Shall be Rejected

Please Deliver Response/ Submission and Required Copies to:

Kathryn Hobin, Chief Procurement Officer
City of Quincy
Quincy City Hall
1305 Hancock Street
Quincy, MA 02169

The City of Quincy reserves the right to reject all responses/submissions
TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

__________________________________________

(Contractor’s Name and Signature)

Social Security Number __________________________

(2) Corporation, Association or Partnership

__________________________________________

(Contractor’s Name)

Federal Tax ID Number, or Social Security Number __________________________

By: _______________________________________

(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.
CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64L. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every material matter to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.
At a duly authorized meeting of the Board of Directors of the

(NAME OF CORPORATION)

held on ________________________, at which all the Directors were present or waived notice, it was

(DATE)

VOTED, that:

___________________________________

(NAME)                      (OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of
said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this
Company's name on its behalf by such ______________________ under seal of the Company, shall be valid

(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of
future Contracts until notified to the contrary.

A true copy,

ATTEST: ______________________________

(CLERK'S SIGNATURE)

PLACE OF BUSINESS: ______________________________

DATE OF THIS CONTRACT: ______________________________

I hereby certify that I am the Clerk of the:

_______________________________                  ______________________________

(COMpany)                       (NAME)                  is the

duly elected ______________________ of said Company, and that the above VOTE has not been

(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

_________________________________ CORPORATE SEAL
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.

(Name of person signing bid or proposal)
(Please print)

(Signature required)

(Name of business)
In accordance with M.G.L. Chapter 7, the City of Quincy, is soliciting proposals from qualified individuals and firms to provide professional design services necessary to support the future construction of a new Public Safety/Municipal Complex development.

Scope of service includes but is not necessary limited to the following activities:
- Preliminary engineering/feasibility study
- Environmental documentation/permitting
- Design Development for a new Public Safety/Municipal Complex and parking facility.
- Plans and Specifications for the new Public Safety/Municipal Complex Project

Engineering design services shall be conducted in accordance with M.G.L. Chapter 7 and the City of Quincy design guidelines, requirements, and specifications, and shall be closely coordinated with the design and construction of the Public Safety/Municipal Complex to be located at 1 Sea Street. A detailed scope of work is contained in this RFQ.

Request for Qualifications will be received at the office of the Purchasing Department; City Hall, 1305 Hancock Street; Quincy, MA 02169, until APRIL 12, 2017 at 11:00 AM Late responses will be rejected.

Copies of the Request for Qualifications will be available on March 23, 2017 and may be obtained from the Purchasing Department; City Hall, 1305 Hancock Street; Quincy, MA 02169, or by calling (617) 376-1060, between 9 AM and 4 PM, Monday through Friday, or you can visit the purchasing Department's website at www.quincvma.gov/Govc111ment/PPD/PurchasingBidPage.cfm.

The City of Quincy shall determine the selected Architect/Engineer(s). The City of Quincy reserves the right to withdraw the Request for Qualifications; to reject any and all proposals; and to accept any proposal deemed to be in the best interest of the City of Quincy. The City intends to award contract in phases subject to appropriation.

Proposals shall be in accordance with any and all M.G.L. Chapter 7, all Federal, State and City of Quincy regulations in relation to Equal Employment Opportunity, OSHA, and subject to the minimum wage rates set under the Massachusetts Prevailing Wage Law Chapter 149, §26. The City reserves the right to waive any informality in or to reject any or all bids when such an action is deemed in the best interests of the City. The City of Quincy reserves the sole right to amend this RFQ by formal Addendum.

PROPOSAL PROCEDURES
This Request for Qualifications (RFQ) sets forth criteria to be used by the City of Quincy, in conjunction with the Public Buildings Department for the selection of an engineering firm to provide design and engineering for a Public Safety/Municipal Complex. Activities will commence upon selection of the consultant, execution of a contract and the issuance of a Notice to Proceed.

FUNDING SOURCES
All funding shall be subject to appropriation. In the event that the funding from any source is eliminated or decreased, the City of Quincy reserves the right to terminate the contract or amend it accordingly.
PROJECT BACKGROUND/OVERVIEW

The City wishes to begin the master planning process for developing a new Public Safety/Municipal Complex that would combine police and emergency services as well as additional municipal offices on the City's existing property at the Corner of Sea Street and Route 3A.

Please find below a preliminary Scope of work (not exclusive) the City deems necessary in determining if the proposed project area is feasible for a combined Public Safety/Municipal Complex. A more detailed description of the project area is attached. (Concept plans - 2 pages).

SCOPE OF SERVICES - Preliminary Site Review/Constraints Identification

The selected vendor shall assess existing site conditions to determine the feasibility for developing a combined Public Safety/Municipal Complex on the site. A desired assessment will include but not limited to evaluation of the following:

- **Utility services (water and sewer):** Will meet with the City's Sewer and water Department, and obtain record plans and information they have on the water and sewer mains within Route 3A and Sea Street and the site. Review the City's GIS database and will incorporate the information obtained onto an aerial base plan that will be used for preparing the master plan. Vendor shall also meet with the City Engineer to obtain record plan information related to existing topography and stormwater systems within the immediate area of the site. The selected vendor may chose to digitize the topographic stormwater information obtained on the aerial base plan.

- **Environmental Resource Area Review:** Review online Environmental Mapping Databases such as MassGIS and NHESP to identify mapped resource areas that have been documented. Visit the site and generally identify the existence of resource areas. The location of resource areas will be graphically shown on the aerial base plan however no physical delineation will be performed at this preliminary level.

- **Site Access:** Selected firm will review the sites current ingress and egress locations. Selected firms Engineer(s) will observe these locations during the AM and PM peak hours, in order to obtain a general understanding of current weekday conditions. The morning commute northward and afternoon commute southward creates large queues along Sea Street and 3A. Understanding this condition will be important in the master planning of the site and the location of access points for the Public Safety/Municipal Complex. A memorandum that summarizes our observations on the functionality of the current ingress/egress locations as well as the Route 3A/ Sea Street intersection shall be prepared.

- **Enviro-Risk Search (ERS):** Selected firm must have a Licensed Site Professional to perform an Enviro-Risk Search of the property via the online Environmental Databases to identify documented if any environmental contaminants/spills/clean-ups associated with the property. The LSP will identify if there are any specific areas that would be best to avoid or would require special design considerations in the preparation of the master plan. The LSP will also perform a site visit to observe current conditions on the property. They will prepare a memorandum that summarizes their observations and the results from the ERS database search effort.

- **Existing Building Assessment:** The awarded architect will tour the facility to gain an understanding of current operations as well as visit offsite facilities that the departments currently utilize to assess day to day operations.

Programming Sessions

The selected vendor will coordinate meetings with the applicable City department directors who will be involved in the project including but not limited to; Police, Fire, Health and Inspectional Services. Meetings shall take place individually to discuss their needs associated but not limited to space requirements, security, site access, parking, and traffic circulation. From these meetings develop a conceptual floor plan and site plan for the Public Safety/Municipal Complex.
Conceptual Building Plans

Selected Engineer/Architect will prepare conceptual floor plans for the City's consideration. Ultimately, the Architect must produce a refined conceptual floor plan for the proposed Public Safety/Municipal Complex that identifies the programming needs of all the departments which will be located in the complex and will provide the City with the conceptual building plans for its use in subsequent meetings and presentations. Vendor shall present to the city various architectural styles of modern public safety facilities and present recent architectural examples in the region for the city's consideration regarding the style of architecture the city would like to consider. Once a style is chosen, vendor will prepare a conceptual elevation of the front of the facility for our use in presentations. Conceptual design, engineering and building plans for all required heating ventilation and air conditioning, plumbing, fire protection, drainage and mechanical systems required for the project.

Conceptual Site Plans

Incorporating the information obtained under Site Review/Constraints and in collaboration with the architectural floor plan development vendor shall prepare a conceptual site master plan using an aerial photograph as a base plan. The master plan will graphically identify existing buildings that are to remain, location of the proposed public safety facility, ancillary structures site access, site circulation, parking, pedestrian circulation, landscape, and open space. The master plan will be a two dimensional graphically rendered plan that the City can use in subsequent meetings and presentations. Vendor shall provide the city with a digital copy of both the conceptual floor plans and site master plan as well as a Preparation of a site utility plan.

Schedule

Contained within this proposal vendors shall submit a schedule and benchmarks for the various design deliverables. Keeping in mind the City of Quincy plans on moving forward with this feasibility study once a vendor has been approved and accepted by the City.

ADDITIONAL SERVICES

The following is a partial listing of potentially relevant services that the City may wish to expand upon, which may or may not be included within the scope of this proposal. These services could be provided for mutually agreed upon additional compensation. If these services are necessary or requested by the City, we will negotiate additional fees with the selected vendor in the form of an Extra Work Authorization

Survey Services (Boundary, Topography, Wetlands)
Environmental Resource Area Delineations
Traffic Studies/Traffic Analysis
Detailed Design, Permitting, Bidding and Construction Documents.

FEES FOR SERVICES

Project fees will be negotiated at each phase work. Hourly rate also be required should all parties agree to expand any or all of the Scope of Services proposed. Fees shown shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the scope of work defined in Scope of Services of this RFQ. The selection committee will select the most overall advantageous proposal.

Proposal Requirements
Three (3) copies, One (1) original and a complete copy on a thumb drive shall be submitted in a sealed envelope and marked;
"Public Safety/Municipal Complex" to the Purchasing Department, City Hall, 1305 Hancock Street, Quincy, MA 02169, for review by the selection committee. The proposal must include:

1. A comprehensive Statement of Qualifications (SOQ) Narrative that contains the following:
   
   a) Company History
   
   b) Organizational chart of team members, resumes, and percentage involvement that each team member will be committed to the project during the design process.
   
   c) Project Approach/Work Plan: Provide a detailed description of your team's approach to a "design/build/finance/operate/maintain" project development and delivery. Focus on how your specified approach will affect the proposed Public Safety/Municipal Project. Summarize strategies that your team will use throughout the process to meet the City of Quincy's and designated departments' expectations on design quality. Finally, clearly outline how the project team and maintain the design budget and schedule and report to the City and the project management team.
   
   d) Subcontracting Plan: Provide a description of your approach to subcontracting portions of the work. Explain which scopes of work will be self-performed and which will be subcontracted.
   
   e) Safety and Security Plan: Summarize your plan to comply with the appropriate the City of Quincy safety and security measures during the design process.
   
   f) A client reference list, with name, addresses, and telephone numbers, especially for clients for whom the vendor has performed work for on a project of similar complexity, especially those recent projects (within the last 3 years) which includes Public Safety/Municipal Complexes.

2. Required Forms and Documentation
   
   a) Commercial/General/Worker's Comp. Liability Insurance coverage which may be provided through primary and excess or umbrella liability policies for limits of $500,000 general aggregate, and $250,000 per occurrences, name the "City of Quincy" additional insured.
   
   b) Certificate of Non Conclusion Form
   
   c) Signature Authorization Form
   
   d) Tax Compliance Certificate

Minimum Qualifications of Firm/Applicant working directly on this project

Consultants must meet the following minimum criteria:

â– A Bachelor's or Master's degree in Civil Engineering, Urban Planning, and Landscape Architecture, plus at least five years full-time experience in an area relevant to the project;

â– Registration as a Professional Engineer (PE), American Institute of Certified Planners (AICP), and Registered Landscape Architect (RLA);

â– Experience carrying out a design project of similar scope and complexity in a historic urban setting; more specifically experience in Public Safety/Municipal Complexes.

â– Any proposal that fails to include all of the above information may be rejected as unresponsive, and may not be afforded a complete review by the evaluation team.
Selection Criteria
The selection process will include an evaluation procedure based on the criteria identified below. Finalists may be required to appear for an interview.
- Breadth and depth of prior experience carrying out public safety engineering, planning, and design projects, especially those with complex funding, permitting, and design strategies.
- Breadth and depth of knowledge and prior experience carrying out complex large-scale public safety projects.
- Demonstrated understanding of the Public Bidding guidelines, requirements, and specifications.
- Demonstrated understanding of Quincy's historic and cultural resource needs.
- Excellent communication, graphic design, and presentation skills.
- Professional and educational credentials/qualifications above and beyond minimum qualifications.
- Listing of awards received for similar design projects and Public Safety/Municipal Complexes.
- The ability to commence work on an immediate basis.
- Strength and credibility of professional references.

Comparative Evaluation Criteria (Selection Criteria)
Comparative Evaluation Criteria will be applied uniformly to all proposals. In accordance with the provisions of M.G.L. Chapter 7, each criterion shall be rated as follows:

- "Highly Advantageous" (3 points - response excels on the specific criterion)
- "Advantageous" (2 points - response meets evaluation standard for the criterion)
- "Not Advantageous" (1 point - response does not fully meet the evaluation criterion or leaves a question or issue not fully addressed)
- "Unacceptable" (0 points - response does not address the elements of this criterion)

The purpose of this document is to clarify the ranking system used for all proposals pursuant to the Request for Qualifications (RFQ) and said M.G.L. Chapter 7. Copies of firm/applicant rankings will be kept on file.

1: Overall Experience (30% Scoring Weight)
Breadth and depth of prior experience carrying out similar public safety engineering, planning, and design projects, especially those with complex funding and permitting strategies, and managing robust public outreach processes. Further, members of the firm/applicant shall have prior experience working on Public Safety/Municipal projects.

Unacceptable (0-points): The proposal indicates no evidence of "areas of expertise" necessary to complete this project.

Not Advantageous (1-point): The proposal indicates evidence of one "area of expertise" necessary to complete this project.

Advantageous: (2-points) The proposal indicates evidence of more than one "area of expertise" to complete this project.

Highly Advantageous: (3-points) The proposal indicates evidence that the firm/applicant has substantial in-house "areas of expertise" necessary to complete this project or that the, firm/applicant has made prior arrangements for Sub consultants in areas for which in-house services are unavailable.

2: Qualifications of Professional Staff Employed by the Firm/Applicant (15% Scoring Weight)
Professional qualifications of members of the Firm/applicant (training/educational background appropriate to the project described herein) and all project personnel, including professional experience above and beyond the minimum qualifications outlined in "Qualifications of Firm/Applicant." Further, all members of the team shall meet
the prequalification in the requisite disciplines have substantial knowledge of Public Safety policies, procedures, and design standards. Qualifications may be verified by a telephone interview and/or in-person interview by the design selection committee.

Unacceptable (0-points): The proposal fails to indicate a well-established applicant, with proximity or availability of staff to complete work. The proposal provides no evidence that the firm/applicant is large enough and diverse enough to expedite all work within the City's schedule.

Not Advantageous: (1-point) The proposal fails to provide either evidence of a well-established firm/applicant, with proximity or availability of staff to complete work. The proposal provides insufficient evidence that the firm/applicant is either large enough or diverse enough to expedite all work within the City's schedule.

Advantageous: (2-points) The proposal provides a history of the firm/applicant, with proximity or availability of staff to complete work. The proposal provides adequate evidence that the firm/applicant is large enough and/or diverse enough to expedite all work within the City's schedule.

Highly Advantageous: (3-points) The proposal indicates evidence that the firm/applicant has substantial in-house "areas of expertise" in consulting necessary to complete this project or that the, firm/applicant has made prior arrangements for Sub consultants in areas for which in-house services are unavailable.

3: Demonstrated Understanding of Scope of Work (10% Scoring Weight)
 Demonstrated understanding of the scope of work. The proposal shall be complete and address the various design elements stated in this RFQ. Further, the firm/applicant proposal shall contain a schedule and benchmarks for the various design deliverables.

Unacceptable (0-points): The proposal indicates inadequate review or understanding of the required Scope of Work.
 Not Advantageous (1-point): The proposal indicates incomplete review or a vague understanding of the required Scope of Work.

Advantageous: (2-points) The proposal indicates sufficient review and understanding of the required Scope of Work, and documents the firm/applicant's proposed approach.

Highly Advantageous: (3-points) The proposal indicates a thorough review and full understanding of the required Scope of Work, and proposes a clear and comprehensive approach.

4: Quality of Past Work (20% Scoring Weight)
 Prior experience carrying out public safety engineering design projects on behalf of municipalities, especially those projects with complicated funding and permitting strategies. The firm/applicant shall include previous Quality of past consulting as evidenced by sample submissions, and the strength and credibility of client references, all of which may be verified by a telephone and/or an in-person interview.

Unacceptable (0-points): None of the sample submissions submitted by the firm/applicant are clear and complete and/or have relevance to the services being solicited under the RFQ.

Not Advantageous (1-point): One or two of the sample submissions submitted by the firm/applicant are unclear, incomplete, or have little relevance to the services being solicited under the RFQ.

Advantageous: (2-points) All of the sample submissions submitted by the firm/applicant are written clearly and fully cover the relevant subject matter, having clear relevance to the services being solicited under the RFQ.

Highly Advantageous: (3-points) All sample submissions are written clearly, fully cover the relevant subject matter, and also excel with respect to quality, graphics, formats, and/or writing style.
5: Communication and Presentation (10% Scoring Weight)
Excellent communication, graphic design and presentation skills

Unacceptable (0-points): The written and graphic response submitted by the firm/applicant is both unclear and incomplete.
Not Advantageous (1-point): The written and graphic response submitted by the firm/applicant is either unclear or incomplete.
Advantageous: (2-points) The written and graphic response submitted by the firm/applicant is clear and complete, and fully covers the relevant subject matter.
Highly Advantageous: (3-points) The written and graphic response submitted by the firm/applicant is clear and complete, fully covers the relevant subject matter, and excels with respect to graphics, formats, and/or writing style.

6: Accessibility and Availableness of the Selected Team (15% Scoring Weight)
The Selected team shall demonstrate an ability to commence work on an immediate basis, and to be readily accessible to the City of Quincy throughout the design process.

Unacceptable (0-points): The applicant has provided no evidence of familiarity with the area or for availability to begin work and/or ability to ensure project completion.

Not Advantageous (1-point): The applicant has indicated a vague familiarity with the area or incomplete timeline for availability and/or project completion.

Advantageous: (2-points) The applicant has provided adequate evidence of familiarity with the area, immediate availability and a proposed timeline for project completion.

Highly Advantageous: (3-points) The applicant has provided evidence of familiarity with the area and of immediate availability and has proposed a timeline for project completion which is ambitious and timely in nature.

Submissions
Proposals should be addressed to: Purchasing Department; City Hall; 1305 Hancock Street; Quincy, MA 02169. The final date for submission of proposals is Thursday, April 12, 2017 11:00 a.m. All late Proposals Will Be Rejected.

RFQ Questions
All questions regarding this bid should be directed to purchasing@quincyma.gov

Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: purchasing@quincyma.gov Questions will be accepted until April 6, 2017 at 12:00 p.m.
REQUEST FOR QUALIFICATIONS

FEES PROPOSAL FORM

Architectural/Engineering Design Services
Public Safety/Municipal Complex Project

The parties may later agree to expand the Scope of Services to be provided by the Consultant upon completion of the Scope as herein outlined. Expansion may include the preparation of specification documents, final plans and/or construction drawings or contracts and oversight of construction activities. Any additions or extensions of the contract will be the subject of future monetary negotiations based on the pricing listed below.

PROFESSIONAL SERVICES, Hourly Rates:

1. ____________________________________________
Project Engineer

2. ____________________________________________
Licensed Architect

3. ____________________________________________
Other essential personnel

4. ____________________________________________
Other essential services

CONSULTANT INFORMATION

Company Name: __________________________ Contact Name: __________________________

Street Address: __________________________ Signature: __________________________

City/State/Zip: __________________________ Title: __________________________

Telephone: __________________________ Fax: __________________________ Date: __________________________

E-Mail Address: __________________________

Bidder acknowledges receipt of _____ Addendum (a). __________________________

(Signature)