

February 19, 1998

Worcester Telegram and Gazette
Franklin St.
Worcester, MA

ATTENTION: LEGAL ADVERTISING

Gentlemen:

Please publish the following LEGAL ADVERTISEMENT in your paper on Monday, February 23, 1998. Thank you.

**BOARD OF SELECTMEN
REQUESTS FOR PROPOSALS
FEASIBILITY AND NEEDS STUDY
FIRE AND POLICE FACILITY**

The Sterling Building Needs Committee is presently seeking proposals from registered architects for a Needs and Feasibility Study for the housing of the public safety departments in accordance with Chapter 579 of the Acts of 1980 as amended. Full specifications are available at the Town Administrator's Office, Sterling Town Offices, 1 Park Street, Sterling, MA 01564 (978) 422-3030. Proposals with eight copies must be received at the Town Administrator's Office by 7:00 p.m. on March 16, 1998 at which time and placed said proposals will be opened and publicly read. The Town reserves the right to reject any and all proposals if deemed to be in the best interest of the Town.

Very truly yours,

Town Administrator

TOWN OF STERLING
REQUEST FOR PROPOSAL
FEASIBILITY AND NEEDS STUDY
FIRE AND POLICE FACILITY
STERLING, MA 01564

The Building Needs Committee is seeking proposals from registered architects for a Needs and Feasibility Study, in accordance with Chapter 579 of the Acts of 1980 as amended. Proposals with eight copies must be received by the Town Administrator, Town of Sterling, 1 Park Street, Sterling, MA 01564 by 5:00 p.m. on March 16, 1998.

PROJECT DESCRIPTION

The intent of this project is to ascertain the needs of the present police and fire station facilities projected into the next thirty (30) years.

II. SCOPE OF SERVICES

- A. Survey existing building for construction restraints which could effect new growth and space needs -- to include but not limited to:

All state, county and local code requirements for conformance;
Structural conditions;
Heating, electrical, ventilation and air conditioning systems;
Site constraints restricting expansion capabilities;
Board of Health compliance;
Architectural and energy deficiencies;

- B. Determine existing space requirements and future growth needs after discussions with personnel from police, fire and EMS departments, as well as other town officials including the Building Needs Committee.
- C. The architect will be required to meet with the Planning Board and other Boards to discuss issues relative to anticipated population growth and the geographic areas of growth for Sterling for the planned year of 2030.
- D. Prepare conceptual drawings for expansion of, if possible, existing facilities including site parameters.
- E. Evaluate the need for a separate facility or facilities, if necessary, in the event present location is inappropriate to support future growth needs of either department.

- F. Prepare conceptual drawings for modifying the existing facilities to retain for use by one of the two departments and/or relocation of the other department in separate area of town as determined by the needs, population, growth and geographic survey.
- G. Prepare a recommendation of either a preferred site for combined facilities or separate sites for separate facilities
- H. Prepare a detailed construction cost estimate of proposals/findings.
- I. Presentation of the study and results to the Committee, Board of Selectmen, Town Meeting, and others as necessary to properly inform citizens and voters.

III. EXCLUDED SERVICES

The Feasibility Study services will not include the following services, which, if needed for proper execution of the Feasibility Study, will be provided by the Town under separate contracts with the appropriate professionals as required or as recommended by the selected firm:

- A. Boundary surveys.
- B. Subsurface investigations, including borings, soils investigations, percolation tests, test wells, etc.
- C. Hazardous materials investigations.
- D. Wetlands delineation's

IV. ARCHITECT'S QUALIFICATIONS

- A. Applicant must be a registered architect in the Commonwealth of Massachusetts to be eligible.
- B. Applicant shall describe past experience with the design and modification of fire and police department facilities, including familiarity with exhaust ventilation systems, Massachusetts regulations governing infectious disease control and equipment decontamination, and other applicable codes and standards.
- C. The architect shall submit a current brochure describing the firm and its experience in fire and police facility construction and modification and shall also complete the D.C.P.O. application to the Building Committee. In addition, the applicant must identify the individual who will be in contact with the Town and who will be primarily

responsible for this project. All finalists will be required to appear for an interview and presentation before the Town.

- D. The architect shall list by name and function the consultants he/she intends to use, and their relevant experiences and backgrounds.
- E. The architect shall submit several photographs that demonstrate concepts of the last three (3) fire and/or police facilities construction projects undertaken by the applicant.
- F. The architect shall submit a list of at least 5 projects involving public safety buildings that it completed in the last 5 years. This list shall include location, cost, completed date and contact person.
- G. The firm must demonstrate from past history, its experience in carrying out Feasibility and Needs Studies such as outlined above. The Town can not guarantee that the firm hired for this project will also be used for the complete design and specifications phase when initiated by the Building and Needs Committee and appropriate Town organizations.

V. *CRITERIA FOR SELECTION*

In evaluating proposals, the Town will base its selection on the following criteria:

- A. Recent similar experience in feasibility studies for public safety facilities, specially in the Commonwealth of Massachusetts;
- B. Past performance and evaluation of references;
- C. Financial stability;
- D. Qualifications of outside consultants who will work on the project;
- E. Understanding of the Police and Fire Department's requirements as shown in the vendor's written proposal and interview;
- F. Demonstration of extensive experience and knowledge of the unique design requirements of public safety facilities.
- G. Any other criteria that the Building Needs Committee considers relevant for the project, i.e., availability.

VI. SELECTION PROCESS

The Town will review all proposals received and select a number of finalists for interviews. Following the interview and any other further research and reference checks necessary, the Committee will recommend a finalist for fee negotiations.

The Town reserves the right to reject any and all proposals, to waive any informality, and to make the award as may be in the best interest of the Town of Sterling.

VII. BRIEFING SESSION

A briefing session and site visit will be held on March 2, 1998. Briefing will begin at 3:00 p.m. at the Sterling Fire and Police Station, 5 Main Street, Sterling, MA.

VIII. FEES AND SCHEDULE

The architect shall be required, before appointment, to meet with the Building Needs Committee and negotiate a fixed dollar fee for the complete services to be required. A determination of phased payments will be negotiated at that time.

Applicants must include a proposed schedule for completing the project, in phases as necessary.

IX. CONTRACT

Contracts for this study and design services will be awarded as described above. The successful applicant will be required to complete certifications as required by Massachusetts General Laws, and local Designer Selection procedures. Any part of that is not fulfilled.

REV 2/90 APPLICATION to DESIGNER SELECTION COMMITTEE CITY/TOWN

PLEASE SUBMIT _____ COPIES OF THIS FORM (IT MAY BE REPRODUCED)

1. PROJECT DESCRIPTION:

TITLE:

LOCATION:

2. NAME OF FIRM:

(or Joint Ventures)

TYPE OF ORGANIZATION:

(Proprietorship, Partnership, Corporation, etc.)

YEAR ESTABLISHED:

ADDRESS:

FEDERAL I.D. NO:

LOCATION OF PRINCIPAL OFFICE IF OUT OF STATE:

Check here if your firm is a SOMBA certified minority (MBE) [] or SOMBA women-owned business enterprise (WBE) []

3. NAME AND TITLE OF PRINCIPAL TO CONTACT:

PHONE NUMBER: () () () () () ()

4a. KEY PERSONS, SPECIALISTS AND INDIVIDUALS IN YOUR FIRM TO BE ASSIGNED TO THIS PROJECT

* Indicate Project Manager with an asterisk. Include a one page resume of each member of your staff to be assigned to this project.

NAME AND TITLE

MASS. REG. NO.

DISCIPLINE/PROJECT ROLE

(Architectural, Structural, Mechanical, Electrical / Principal in charge, Project Manager, Project Designer)

4b. KEY PERSONS, SPECIALISTS AND INDIVIDUALS IN CONSULTANT FIRMS TO BE ASSIGNED TO THIS PROJECT.

NAME OF PERSON/ FIRM NAME /ADDRESS

MASS. REG. NO.

DISCIPLINE/PROJECT ROLE

5. FULL TIME PERSONNEL IN YOUR FIRM'S MASSACHUSETTS OFFICE BY DISCIPLINE: (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.)

Administration	_____	_____	Fire Protection Engineering	_____	(_____)	Soils Engineering	_____	_____
Architecture	_____	(_____)	H.V.A.C Engineering	_____	(_____)	Specification Writing	_____	_____
Acoustical Engineering	_____	(_____)	Interior Designing	_____	(_____)	Structural Engineering	_____	_____
Civil Engineering	_____	(_____)	Landscape Architecture	_____	(_____)	Surveying	_____	_____
Ecology	_____	(_____)	Life Safety Code Specialist	_____	(_____)	Traffic Engineering	_____	_____
Electrical Engineering	_____	(_____)	Mechanical Engineering	_____	(_____)	Drafting	_____	_____
Energy Specialists	_____	(_____)	Planning	_____	(_____)	CADD Operators	_____	_____
Environmental Engineering	_____	(_____)	Sanitary Engineering	_____	(_____)	Other	_____	_____
						TOTAL PERSONNEL	_____	_____

CITY /TOWN APPLICATION FORM

6. RECENT PROJECTS BEST ILLUSTRATING CURRENT QUALIFICATIONS FOR THIS PROJECT:

PROJECT NAME, LOCATION & DESCRIPTION	INDICATE PROJECT COST (PC), STUDY/DESIGN FEE	YEAR COMP.	PHASES *	REFERENCES NAME & PHONE
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* In accordance with services authorized, i.e., study (St.), schematics (Sch.), design development (D.D.), construction documents (C.D.), administration of construction (A.C.), all phases (All).

7a. ADDITIONAL INFORMATION OR DESCRIPTION OF RESOURCES SUPPORTING YOUR FIRM'S QUALIFICATIONS FOR THIS PROJECT: (If joint venture, indicate previous experience with this joint venture.)

7b. ESTIMATED TIME FOR YOUR FIRM TO PERFORM SCOPE OF SERVICES AS PUBLICLY ADVERTISED.

8. PRINCIPAL BUSINESS OF THIS FIRM AND PRINCIPAL SPECIALIZATIONS:

9. PROFESSIONAL LIABILITY INSURANCE:

NAME OF COMPANY	AGGREGATE AMOUNT	POLICY NUMBER	EXPIRATION DATE
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As a condition of application, each applicant agrees to carry, if selected for the new project, professional liability insurance. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the public agency may require, and shall cover the applicable period of limitations. N.B. Design services for the preparation of studies, surveys, soil testing, cost estimates, or programs do not require professional liability insurance, nor do construction management or scheduling services.

CITY/TOWN APPLICATION FORM

10. List the names and addresses of all partners, if a partnership, or all officers, directors, and all persons with an ownership interest of more than five percent if the applicant is not a partnership:

	%STOCK	MASS. REG. NO.	DISCIPLINE
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11. List all current projects for which the applicant is performing or is under contract to perform any design services:

PROJECT NAME, LOCATION & DESCRIPTION	INDICATE PROJECT COST (PC), STUDY/DESIGN FEE	YEAR COMP.	PHASES	REFERENCES NAME & PHONE
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CITY/TOWN APPLICATION FORM

12. Applicants are requested to submit a list of all projects for all public agencies within the Commonwealth for which the applicant has performed or has entered into a contract to perform design services within the five year period immediately preceding the filing of this application.

PROJECT NAME, LOCATION & DESCRIPTION	INDICATE PROJECT COST(PO), STUDY/DESIGN FEE	YEAR COMP.	PHASES*	REFERENCES NAME AND PHONE
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* In accordance with services authorized, i.e., study (St.), schematics (Sch.), design development (D.D.), construction documents (C.D.), administration of construction (A.C.), all phases(All).

13. I hereby certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A 1/2 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 foregoing is a statement of facts, sworn to by the undersigned under the penalties of perjury.

SIGNATURE	PRINTED NAME AND TITLE	DATE
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IF ADDITIONAL SPACE IS NECESSARY, PLEASE ATTACH ADDITIONAL 8 1/2 x 11 SHEETS.