



GEORGETOWN PUBLIC SCHOOLS
51 North Street, Georgetown, MA 01833
Phone: (978) 352-5777

REQUEST FOR QUALIFICATIONS

for Consulting Services for Design, Engineering, Surveying,
Permitting, Construction Documentation, Bidding, Negotiations
and Construction Administration of Synthetic Turf Fields at the
Georgetown Middle High School

Prepared By:

Joan Liporto

9/9/2013

TOWN OF GEORGETOWN

REQUEST FOR PROPOSAL

Synthetic Turf Field at the Georgetown Middle High School

DESIGN SERVICES

The Georgetown School Committee seeks proposals from qualified architectural and engineering firms for full service design and value engineering, bidding, and construction administration services for the Synthetic Turf Field at the Georgetown Middle High School (Project).

Request for Qualifications and Proposal Forms may be obtained from the Office of the Superintendent, Georgetown Public Schools, 51 North Street, Georgetown, MA 01833 during normal business hours. Sealed proposals, clearly marked "Synthetic Turf Field Project Design Services" must be received by 2:00 P.M. on Friday, October 18, 2013 in the Office of the Superintendent, Georgetown Public Schools, 51 North Street, Georgetown, MA 01833.

The Georgetown School Committee will award the contract. The Committee reserves the right to reject any and all proposals, wholly or in part, and make such award as it determines to be in the best interest of the Georgetown Public Schools.

Georgetown Public Schools

Joan Liporto
Director of Finance & Operations

I. INTRODUCTION

1. The Georgetown School Committee is requesting proposals (RFQ) from qualified professional firms to provide consulting and design services for the redevelopment of an existing combination football / baseball field located at Georgetown Middle High School (GMHS). GMHS is located at 11 Winter Street, Georgetown, Massachusetts. The Synthetic Turf Advisory Committee (STAC) has been authorized by the Georgetown School Committee (GSC) as the reviewing committee responsible for evaluating all submitted RFQ's and for providing the Georgetown School Committee (GSC) with a recommendation. Final approval of recommended design firm rests solely with the Georgetown School Committee (GSC).
2. This RFQ has been structured to comply with applicable Massachusetts General **Law Chapter 7**. All respondents must ensure their submittals are received by the date, time and place specified herein or automatically will be disqualified.
3. Georgetown School Committee and STAC will not be responsible for the premature opening of any proposal not properly identified.

II. GENERAL PROJECT DESCRIPTION

1. The Georgetown School Committee considers this project a very important part of what will become the arrival experience and first impression of the town's flag ship, Middle High School. The project generally includes but is not limited to the replacement of existing fields with a state of the art, synthetic turf, combination football / baseball field. This project will also include, at a minimum, spectator seating, lighting, landscaping, drainage, fencing, scoreboard, retaining walls, walkways, drainage and other related elements. Services provided by the successful candidate will comply, at a minimum, with all Georgetown and Commonwealth of Massachusetts standards and codes. Total project cost (hard and soft) is estimated at \$1.75 million.

III. RFQ SUBMITTAL REQUIREMENTS

1. All questions regarding RFQ shall be submitted in writing no later than 3 days prior to RFQ submittal date. See Schedule for RFQ submittal date. Questions may be hand delivered, mailed or emailed to Joan Liporto @ liporto@georgetown.k12.ma.us. Questions will be answered as soon as possible but no later than 2 working days prior to RFQ submittal date. Answers will be emailed with hard copy to follow by mail.

2. Proposer shall submit one (1) original appropriately labeled and eleven (11) copies of their Technical Non-Price Proposal, marked "Synthetic Turf Field Project Design Services, Non-Price Proposal". Proposer shall also submit one (1) original appropriately labeled and eleven (11) copies of their Price Proposal. Envelope containing Price information should be marked "Synthetic Turf Field Project Design Services Price Proposal". Submit in separate, sealed envelopes. **SUBMIT RFQ NO LATER THAN 2:00 PM, FRIDAY, OCTOBER 18, 2013 TO:**

Attention: Joan Liporto, Director of Finance and Operations

Subject: Turf Field RFQ

Superintendent's Office

Georgetown Public Schools

51 North Street

Georgetown, MA 01833

3. Price Proposal should identify a Fixed Fee for the following phases. Identify staff, hours per staff, billing rates and totals.
 - A. Due Diligence, Site Assessment and Survey.
 - B. Schematic Design
 - C. Design Development
 - D. Permitting
 - E. Construction Documentation
 - F. Bidding, Negotiations, Awarding Contract
 - G. Construction Administration and Observation
 - H. Reimbursable
 - I. Total Proposed Fixed Fee
4. Price Proposal should also provide Add Alternate, non binding budget figures, including hard and soft costs, for each of the following; a) combination ticket / concession stand, b) storage shed for athletic / maintenance equipment, c) additional shade via large deciduous shade trees properly located.
5. Firm Profile: Describe the firm and its design philosophy. Provide a clear project Process Plan including schedule.
6. Project Experience: Provide complete list of ALL similar synthetic turf projects developed for public municipalities within New England and completed within the past seven (7) years.

7. Key Personnel: Describe project management. List all key persons assigned to this project. Identify Principal-In-Charge and Primary Project Designer / Project Manager. If Project Designer and Project Manager are not one and the same, identify both. Identify individual hours of participation per phase of work. Submit resumes. Identify similar synthetic turf projects developed for public municipalities within New England, completed within the past seven (7) years that each key person was responsible for. Describe project and provide contact information. Projects listed without contact information will not be considered as experience.
8. Consultants: Provide description of all consultants including resumes.
9. References: Provide complete list of all similar synthetic turf projects developed for public municipalities within New England during the past seven (7) years proposer is responsible for. Divide list into two categories, public and private in Massachusetts, and public and private in other New England states. Include brief description, location and contact information.
10. All RFQ's must include a non-collusion form, tax compliance certificate, pricing sheet and reference form.
11. RFQ must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.
12. The Georgetown School Committee (GSC) reserves the sole and exclusive right to reject any or all proposals and to adjust schedules as may be required. Proposals which are incomplete, qualified, not properly endorsed, signed or which are otherwise contrary to these instructions may be rejected. Further, GSC may cancel this RFQ, or reject in whole or in part any and all bids, if GSC determines that cancellation or rejection serves the best interest of the Georgetown School District.
13. If any changes are made to this RFQ, an addendum will be issued. Addenda will be emailed with hard copy to follow by mail.
14. The contract will be awarded after the RFQ evaluation is complete and as identified in Project Schedule. The time for award may be extended by mutual agreement between Georgetown School Committee and the apparent Most Advantageous proposer.

15. A proposer may correct, modify or withdraw an RFQ by written notice received by Georgetown Public District prior to the time and date the RFQ is due. See Schedule for submittal date. RFQ modifications must be submitted in a sealed envelope correctly identified including label "Modification No. ___". Hand deliver or mail to Joan Liporto at address provided.
16. All prices submitted in response to this RFQ must remain firm for sixty (60) days following the RFQ due date.
17. Minority Business Enterprises have full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, sex, religion or national origin in consideration for an award
18. See Evaluation Criteria for additional information.

IV. QUALITY ASSURANCES

1. The District is intent on engaging a professional consultant with significant experience in planning, designing, permitting, and construction administration of similar projects involving Synthetic turf fields subject to Massachusetts public bidding and construction regulations. To be considered, firms must meet the following minimum criteria:
 - A. Constructed five (5) similar Synthetic Turf Projects for public municipalities for the last seven (7) years.
 - B. Proposer's Project Manager and Primary Designer shall be a member in good standing with the American Sports Builders Association.
 - C. The selected firm, upon negotiations, will be required to enter into the Town of Georgetown, Massachusetts standard contract.
 - D. Proposer agrees to written schedule (see Section IX, page 10).

V. INTRODUCTION TO EVALUATION CRITERIA

1. The Georgetown School Committee will likely make an award based upon STAC review and their recommendation to GSC. However, if interviews are required to help further distinguish between finalists, firms may be invited to make a presentation before the review committee. The GSC reserves the right to determine the firm it feels will perform the services in a manner that is in the best interests of the Georgetown School

District. The GSC will award the contract to the proposer offering the **Most Advantageous** proposal.

VI. EVALUATION CRITERIA

1. **FIRM EXPERIENCE:** Particular attention will be paid to evidence of successful past performance with similar projects for public municipalities in Massachusetts.
 - A. **Highly Advantageous:** The firm has been in business for at least seven (7) years. The firm has designed and delivered at least ten (10) successful similar projects in the past five (5) years.
 - B. **Advantageous:** The firm has been in business for at least seven (7) years. The firm has designed and delivered five (5) to nine (9) successful similar projects in the past four (4) years.
 - C. **Not Advantageous:** The firm has been in business for at least seven (7) years. The firm has designed and delivered one (1) to four (4) successful similar projects in the past three (3) years.

2. **PROPOSER CHANGE ORDER HISTORY:** Change orders generated for all similar public projects within New England due to design firm and contractor (not owner) is one way to evaluate quality of due diligence, design process, construction documentation and administration.
 - A. **Highly Advantageous:** Past 5 years design firm generated change orders (not by owner) for all similar projects were less than or equal to 1.5%.
 - B. **Advantageous:** Past 5 years design firm generated change orders (not by owner) for all similar projects were less than or equal to 6% and greater than 1.5%.
 - C. **Not Advantageous:** Past 5 years design firm generated change orders (not by owner) for all similar projects were greater than 6%.

3. **KEY PERSONNEL:** Provide evidence suggesting proposed primary designer / project manager have successfully designed and managed similar projects for public municipalities located in Massachusetts and New England.
 - A. **Highly Advantageous:** The proposed primary designer and project manager have at least ten (10) years of successful experience as the primary project designer and project manager and is a Landscape Architect or Civil Engineer registered in the State of Massachusetts.
 - B. **Advantageous:** The proposed primary designer and project manager have at least five (5) years of successful experience as the primary project designer

and project manager and is a Landscape Architect or Civil Engineer registered in the State of Massachusetts.

- C. **Not Advantageous:** The proposed primary designer and project manager have less than three (3) years of successful experience as the primary project designer and project manager and is a Landscape Architect or Civil Engineer registered in the State of Massachusetts.

4. **ON TIME ON BUDGET:**

- A. **Highly Advantageous:** Generally speaking, references indicate project(s) were completed on time and on budget.
- B. **Advantageous:** Generally speaking, references indicate project(s) were completed on time and on budget and included minimal delays and or minimal cost over runs.
- C. **Not Advantageous:** Generally speaking, references indicate projects were not completed on time or on budget. Reference indicate project(s) had significant delays and or significant cost over runs.

5. **PROPOSED PLAN:**

- A. **Highly Advantageous:** The proposal contains a clear and comprehensive plan that addresses all project objectives stated in the RFQ.
- B. **Advantageous:** The proposal contains a clear and comprehensive plan that addresses most of the project objectives stated in the RFQ.
- C. **Not Advantageous:** The proposal does not contain a clear plan that addresses most of the project objectives stated in the RFQ.

- 6. **REFERRALS:** Provides a complete listing of all synthetic turf projects built in New England during the last ten (10) years, similar in scope to Georgetown. Divide list into two categories, public and private in Massachusetts, and public and private in other New England states. Include brief description, location and contact information. STAC / Georgetown School District will randomly select and contact no less than three (3) and no more than seven (7) projects for referral.

- A. **Highly Advantageous:** All excellent referrals.
- B. **Advantageous:** Some excellent and some average referrals.
- C. **Not Advantageous:** Mostly average or less than average referrals.

VII. DESIGNER SERVICES

1. The design team shall include at a minimum the following professional disciplines, either in-house or as a consultant.
 - A. Landscape Architecture
 - B. Civil Engineering
 - C. Surveying
 - D. Wetland Mapping and Environmental Permitting
 - E. Geotechnical and Electrical Engineering
 - F. Cost Estimating

VIII. SCOPE OF SERVICE (including but not limited to)

1. Due Diligence, Site Assessment and Survey.
 - A. Attend kickoff meeting to finalize scope and schedule.
 - B. Perform test pits and soil evaluations as needed. Assume Georgetown DPW will provide backhoe.
 - C. Perform geotechnical investigations as needed.
 - D. Complete a topographic, locations, property line and utilities survey of project area as needed.
 - E. Complete a wetlands delineation map. Address any other environmental impact as needed.
2. Schematic Design.
 - A. Based on conceptual plan prepared by Gale Associates (see Exhibit A) and kick off meeting feedback, modify program elements and concept plan and prepare schematic plan.
 - B. Provide layout, materials, grading and drainage for athletic fields including other planned elements as needed.
 - C. Assume one (1) meeting with STAC. Provide unit price for additional meetings.
 - D. Prepare colored rendering and 3D image suitable for presentation.
 - E. Provide preliminary construction cost estimate and schedule.
3. Design Development.
 - A. Incorporate comments per schematic design.
 - B. Prepare construction documents and specifications consistent with the approved schematic design. At a minimum plans will include cover sheet, existing conditions, demolition, erosion control, site layout, materials, grading, drainage, planting, lighting, signage, site utilities, wetlands, setbacks and details. The

project manual will include Georgetown's non-technical (front end) requirements and required technical specifications.

- C. Attend two (2) meetings with STAC. Provide unit price for additional meetings.
 - D. Provide updated construction cost estimate and schedule.
4. Permitting.
- A. Incorporate comments per design development.
 - B. Prepare applications and drawings for state D.E.P. and local Conservation Commission submittal.
 - C. Coordinate with reviewing authorities. Revise plans as needed.
 - D. Assume attendance at up to three (3) public hearings. Provide unit price for additional public hearings.
 - E. Identify and assist in obtaining any other local, state and federal permits that may be required. Note town counsel has determined this project does not require local planning board approval. However, Town Planner feedback is considered highly desirable.
5. Construction Documentation.
- A. Incorporate comments per permitting. Prepare construction documents and technical specifications consistent with the approved plans.
 - B. Plans will include at a minimum, cover sheet, existing conditions, demolition, erosion control, site layout, materials, grading, drainage, planting, lighting, signage, site utilities, wetlands, setbacks, site elements and associates details.
 - C. Technical Specifications project manual will be integrated with Georgetown's to be determined Front End Specifications. Typical Front End requirements will include but not be limited to the contract with the general contractor, bonding, insurance requirements, construction retainage, definitions, forms, liquidated damages and other terms and conditions. Typical Technical Specifications will include but not be limited to drainage and utility systems, materials, installation methods and testing requirements.
6. Bidding, Negotiations, Awarding Contract
- A. Assist School Committee with bidding, negotiations and awarding of contract.
 - B. Obtain prevailing wage rates, prepare a single bid package and advertise.
 - C. Conduct pre-proposal site meeting, answer questions and issue addenda.
 - D. Review submitted proposals and assist School Committee with selecting the most qualified general contractor. Provide written assessment of same relative

to cost, expertise, capacity, and understanding of project. Provide recommendations.

7. Construction Administration and Observation.
 - A. Assist STAC / School Committee in administering construction contract.
 - B. Provide standard construction period services.
 - C. Attend pre-construction meeting.
 - D. Review shop drawings, submittals and change orders.
 - E. Attend weekly site visits and meetings. Issue meeting minutes.
 - F. Review contractor requests for payment. Guide School Committee in paying of contractor invoices.
 - G. Conduct pre-final inspection. Issue punch list.
 - H. Provide final inspection, review contractor as built drawings and see to close out of project.
 - I. Provide a recommended operation and maintenance plan including an annual maintenance budget.

IX. SCHEDULE

1. Pre-Submission Mandatory Site Walkthrough where additional information such as test pit data, etc. will be provided: **October 10, 2013**
2. Additional Question Submittal dates: October 10 – 15, 2013
3. Official Reply To Questions Week: October 10 - 16, 2013
4. **SUBMIT RFQ NO LATER THAN 2:00 PM, FRIDAY, OCTOBER 18, 2013**
5. Review Submittals: October 18 – 23, 2013
6. Interview (if needed): October 23 – 24, 2013
7. Notify Selected Firm: October 24 – 25, 2013
8. Negotiate Contract and Notify to Proceed: Oct. 25 – Nov. 1, 2013
9. Design Phase: Nov. 1 – Dec. 15, 2013
10. Construction Documentation Phase: Dec. 16 – Jan. 31, 2014
11. Permitting Phase: February, 2014
12. Bidding and Negotiations: March, 2014
13. Project Start: April 1, 2014
14. Project 100% Completion: July 1, 2014

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.

Signature

Name: _____

Title: _____

Business Name: _____

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor/vendor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature

Date

Name: _____
(Print Name)

Title: _____

Contractor/Vendor: _____