

NOTICE TO DESIGNERS

INVITATION FOR REQUEST FOR DESIGNERS

NOTE: For information specific to this particular bid, please contact Sean Timmons at 978-468-2178 or [stimmons@hamiltonma.gov](mailto:stimmons@hamiltonma.gov).

The Town of Hamilton is requesting designer services, including preliminary design, design development plans, construction documents, cost estimates and bid support, for improvements to Veteran's Memorial Pool at Patton Park.

Professional services shall be completed as stated in the "Request For Qualifications". Applicants must be registered Engineers in the Commonwealth of Massachusetts. The Request For Qualifications will be available for pick up or email from the Town of Hamilton, 577 Bay Rd, South Hamilton, MA 01982 or online at [www.hamiltonma.gov](http://www.hamiltonma.gov). For further information, please call Sean Timmons, Hamilton-Wenham Recreation Director at 978-468-2178 and refer to this advertisement. The "Request For Qualifications" must be returned no later than 2:00 P.M. on December 30, 2013

TOWN OF HAMILTON

Michael Lombardo,

Town Manager

## **REQUEST FOR QUALIFICATIONS**

### **INTRODUCTION**

Town Manager Michael Lombardo requests submittals of qualifications for design services as outlined below.

The Town of Hamilton intends to undertake improvements at the Veterans Memorial Pool at Patton Park.

An Aerial view of the site is provided in Appendix A.

The anticipated design process and scope of services are explained in detail herein. Consultants will work closely with the Town Manager, Recreation Director and Recreation Committee as well as other stakeholders to develop design solutions. The Town of Hamilton will select one design team based on an evaluation of qualifications as noted herein.

Please note that the RFQ packet and related forms may be downloaded from the Town of Hamilton website at [www.hamiltonma.gov](http://www.hamiltonma.gov).

Please insure that all of your company information is submitted to the Town so that we may contact you should an addendum to this RFQ packet be issued.

**SECTION 1.0  
INSTRUCTIONS TO OFFEROR**

**1.1 General**

- The Town of Hamilton reserves the right to reject any or all proposals, waive minor informalities, and accept the proposal deemed to be in the best interest of the Town.
- The successful Offeror must be an Equal Opportunity Employer.
- The signature of the Offeror's authorized official(s) must be provided on all the proposal forms.
- All information in the Offeror's response should be organized and presented in a clear / concise format. Accuracy and completeness are essential. The successful response will be incorporated into a contract as an exhibit; therefore, Offerors should not make claims to which they are not prepared to commit themselves contractually.
- Failure to answer any questions, to complete any form, or to provide the documentation required will be deemed non-responsive and may result in disqualification of the bid unless the Town determines that such failure constitutes a minor informality, as defined in MGL c7. The Town of Hamilton has established, or will establish prior to negotiations a not-to exceed fee.
- THERE MUST BE NO MENTION OF THE OFFEROR'S FEE IN THE NONPRICE PROPOSAL. ANY MENTION OF THE FEE WILL SUBJECT THE PROPOSAL TO REJECTION.
- The project design must comply with all applicable Federal and State laws, Town by-laws and regulations.
- The project team's recommendations should be informed by requirements in the Americans with Disabilities Act of 1990 (42 U.S.C. § 1210 et seq), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §791 et seq), and the Massachusetts Architectural Access Board (M.G. L. c. 22 § 13A).
- The response shall remain in effect for a period of 90 calendar days from the deadline for submission of proposals or until it is formally withdrawn, a contract is executed or this solicitation is canceled, whichever occurs first.
- The Town Manager shall cancel the contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year.

**1.2 Submission Instructions**

Please submit two sealed envelopes: The first envelope includes one (1) original and four (4) copies of the non-price technical proposal marked: "Non-Price Proposal— Patton Park Pool". The second envelope includes one (1) original and two (2) copies of the price proposal marked "Price Proposal— Patton Park Pool".

Please send the complete sealed package to the Town Clerks Office at Hamilton Town Hall, 577 Bay Rd., Hamilton, MA 01982 on or before Monday, December 30<sup>th</sup> @ 2:00PM EST.

Any proposals received after such time will not be accepted, unless the date and time for submission has been changed by addendum to this RFQ. Delivery to any other office or department does not constitute compliance with this paragraph, unless the proposals are received by the Towns Clerks office by the established deadline. It is the responsibility of the applicant to assure proper and timely delivery. Late proposals will not be considered, and will be returned.

### **1.3 Questions**

Questions or concerns regarding any aspect of this solicitation must be submitted in writing to Sean Timmons, Recreation Director, 16 Union St. Hamilton, MA 01982 or through e-mail to [stimmons@hamiltonma.gov](mailto:stimmons@hamiltonma.gov) so that they can be addressed prior to the solicitation deadline for offers. Answers will be sent via an addendum to all Offerors who received this solicitation. It is the responsibility of the Offeror to also monitor the Town's website for any updates, addendums, etc. regarding that specific solicitation. The web address is: [www.hamiltonma.gov](http://www.hamiltonma.gov)

## **SECTION 2.0 SCOPE OF WORK (SOW)**

### **2.1 Summary**

The Town of Hamilton, invites applications from qualified design teams to provide services to design an outdoor public pool, bathhouse, filter building and related improvements for the Veterans Memorial Pool at Patton Park located on Bay Road.

The proposed project is to develop a design for the replacement of an existing pool, bathhouse, filter building, parking lot, septic system and related improvements for a pool facility that will accommodate up to 450 bathers at full build out. The project may be phased based on available funding and must include bidding alternates to ensure a viable Phase 1 construction program with potential for future expansion.

### **2.2 Schedule Milestones**

December 30, 2013 – RFP submissions due to Town

December 31, 2013 – Design team selected

January 2, 2014 – Contract negotiations complete

February 15, 2014 – Issue construction documents for bid

March 15, 2014 – Bids due from contractors

April 6, 2014 – Presentation of bid results for project approval at Annual Town Meeting

### **2.3 Design Requirements**

The successful bidder will work with The Town and Recreation Committee to design a facility with the following elements:

- Design of a new outdoor public pool and amenities, including a zero-depth entry.
- Design of a new bathhouse.
- Design of a new filter building, possibly as part of the bathhouse, pool filtering system with all related elements.
- Design of area landscape and parking area.
- Design of new septic system to support full build out scenario.
- Inclusion of energy efficient design systems.
- Discussion and presentations to stakeholders to define the proposed design of the facility.

The design team must be multi-disciplinary including specialized consultants familiar with the design of municipal pool facilities as well as members with significant experience in the following; landscape architecture, engineering (including civil, stormwater, structural, mechanical, electrical, plumbing), architecture, permitting, ADA compliance, septic design, and cost estimating.

## 2.4 Design Phases

Site Analysis was completed as part of an ongoing Feasibility Study done by Weston & Sampson. This information will be made available to the successful bidder.

### Phase 1: Program Development and Preliminary Design:

- Up to five (5) stakeholder review meetings are required in addition to regular in-house project meetings with the Project Manager, Town Manager, and Recreation Committee.
- Develop goals, objectives, and priorities for pool facility improvements.
- Develop a preliminary design for review with Department personnel and the Recreation Committee.
- Finalize the plan as directed by Town personnel and the Recreation Committee.

### Products:

- Up to three (3) rendered site design plans suitable for review by stakeholders that clearly convey design ideas.
- One (1) schematic design plan (rendered) for final display to the public. A preliminary cost estimate shall be included with this drawing for Town evaluation.

### Phase 2: Soil Borings and Geotechnical Analysis

- The consultant will oversee a boring program that corresponds with potential building and pool locations. A geotechnical engineer will oversee the boring operations by a reputable drilling contractor and analyze the results to provide the town with a technical report of their findings. This information will inform the final building and pool locations as well as footing and structural designs for both.

### Phase 3: Design Development:

- Develop a preferred Final Design, review Final Design with Town staff, incorporate staff requested revisions, and present the revised final design to stakeholders through the Recreation Committee.

### Phase 4: Construction Documents

- Development of construction plans and specifications for public bidding process.
- Prepare detailed Cost Estimate to use in the construction Bidding phase.
- Prepare and submit 100% Construction Documents for bid.
- Construction documents (AutoCAD 2010 or compatible) and technical specifications in Microsoft Word or Adobe PDF for all proposed improvements (Cost of hard copy prints for bidding purposes will be covered by the Town).

### Phase 5: Bidding Assistance

- Provide consultation as needed for bidding process and revisions of plans to meet project budget as directed.
- Prepare addenda as required during bidding period.
- Attend pre-bid conference to answer questions from potential bidders relating to the proposed site work.

Construction Observation: while *not included* in this scope of work, the Town reserves the right to amend the successful bidders contract to include construction observation and administration services at a future date.

The following information has been gathered as part of the ongoing Feasibility Study and will be made available to the successful bidder:

- Topography and property line surveys.
- Soil testing for septic system expansion.

## **SELECTION PROCESS & CONSULTANT REQUIREMENTS**

### **3.1 Consultant Requirements**

Firms will be evaluated based on their qualifications and the directly relevant experience of team members. Only firms with at least five years of operation will be considered. The firm's proposed principal-in-charge or project manager **must** be a landscape architect or engineer registered in the Commonwealth of Massachusetts. In addition, project teams should include all other necessary support disciplines as needed for the project.

### **3.2 Evaluation Process**

The Town reserves the right to not award a contract in the event that it does not receive acceptable submissions.

Town staff will independently review submittals and select the candidate deemed most qualified. At the Town's discretion, interviews, or submittals of additional information may be required for the final selection.

Town staff will publicly open the Non-Price Proposals at the Memorial Room at Town Hall at 2:01pm on December 30, 2013. Non-Price Proposals by all Offerors will be ranked based upon the non-price Selection Criteria. After ranking, all Offerors' Price Proposals will be publicly opened. Final selection of a designer will be based upon all Selection Criteria.

### **3.3 Selection Criteria**

The Town of Hamilton is looking for the proposed design team's demonstrated ability to:

- Respond to specific site issues, existing and anticipated;
- Produce design work of the highest quality, including documented knowledge of and experience with current ASTM, State Board of Health and other related site design standards including ADA accessibility requirements;
- Meet the codes and regulations of utility agencies having jurisdiction over the project;
- Work successfully with related municipal commissions and boards such as the Conservation Commission.
- Undertake effective community presentations and respond to stakeholder concerns;

- Provide adequate graphic and model representations of proposed work and convey design ideas to the stakeholders;
- Prepare complete and detailed construction drawings and specifications;
- Adhere to the public bid laws set by the Commonwealth of Massachusetts;
- Accurately formulate cost estimates;
- Meet schedules and show flexibility and initiative in undertaking work;
- Provide designs that can withstand intensive use and require low-cost maintenance.

Finally, the Town will take note of the overall content and quality of the submittal, including its organization, clarity, flow, format, and creativity. Technical and management approach, key personnel and past performance (when combined) are more important than price. The contract shall be awarded to the most responsible and responsive proposer submitting the most advantageous proposal response all factors considered.

The selected Offeror will be required to certify in writing at the time that the contract with the Town is signed that it is in compliance with G.L. c. 151B and provides for equal employment opportunities for all qualified persons without regard to race, color, religion, sex, gender identity, or national origin.

## **SUBMISSION REQUIREMENTS**

### **4.1 Letter of Interest:**

The letter should relate to the specific project work requirements and outline why your firm is best suited for the proposed project. Include a cover letter will summarize, in a brief and concise manner that the Offeror understands of the requested services. Please include the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, fax number and contact name. The letter must be signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for ninety (90) days. An unsigned letter or one signed by an individual not authorized to bind the Offeror will be disqualified.

### **4.2 Section 1 – Design Firm:**

The proposer shall include qualifications and experience of the firm. The Offeror shall identify the year the firm was established, the total number of employees currently employed, and the number of employees focused on this engagement. This section should also generally describe work which is similar in scope and complexity which the Offeror has undertaken in the past. A discussion of the challenges faced, and solutions developed are highly recommended. The Offeror may include any additional literature and product brochures. Other areas to address:

- Experience designing and renovating municipal pool facilities
- Experience in building consensus and working collaboratively with community groups to address issues of concern
- Experience in utilizing technology and other innovative methods for public outreach and participation, such as websites or blogs

#### **4.3 Section 2 – Project Team:**

- Provide an organizational chart illustrating how the proposed project manager and design team members (including sub-consultants, if any) will complete project tasks.
- Provide resumes for each team member listed. Resume information must include the following:
  - Education (specify dates).
  - Professional Registration (state, discipline, and number).
  - Professional Background (including years with the firm and construction supervision experience).

#### **4.4 Section 3 - Relevant Past Projects:**

Provide information on similar projects done within the last Five (5) years. Relevant projects are those that are similar in program, context, size, ownership, and /or design challenges as the project the Town is seeking design services for. Not all projects will be commensurate in all ways, but the relevance should be readily apparent to the reviewers. Project examples must include current contact information for a reference that can speak to the firm's performance.

#### **4.5 Section 4 – Design Process:**

Provide a brief (1 or 2 page) statement describing specifically how your firm will approach the design process for this project. Discuss how you intend to deal with particular site issues, coordinate with outside agencies, work with stakeholders, and apply past project experience to accomplish project goals.

Discuss how you intend to obtain input from stakeholders. Provide examples of how your firm has performed stakeholder presentations on past projects.

#### **4.6 Section 5 – Additional Documents**

- Provide a Certificate of non-collusion
- Provide Financial references, in the form of a credit history report for the last five (5) years from a credit reporting agency dated no earlier than 60 days prior to the submission date or financial statements for the past seven (7) years attested to by a certified public accountant that the statement is true and accurate to the best of his knowledge.

#### **4.6 PRICING – under separate cover**

Pricing shall be lump sum by phase and include all incidental expenses like travel, color printing and phone charges. These are considered part of the project scope. Construction Document printing will be paid for by the Town. All other expenses must be included in the lump sum price.

Please use the following pricing form to submit lump sum fee information.

**PRICING FORM**

Phase 1 ..... \$ \_\_\_\_\_

Phase 2.....\$ \_\_\_\_\_

Phase 3 ..... \$ \_\_\_\_\_

Phase 4 .....\$ \_\_\_\_\_

Phase 5 .....\$ \_\_\_\_\_

**TOTAL LUMP SUM FEE.....\$ \_\_\_\_\_**

**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE/FAX/EMAIL:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDUMS:**

**Addendum #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_**

APPENDIX A

Site Aerial

### American Legion Memorial Pool at Patton Park

Labels on the right side of the aerial view:

- Maintenance Shed
- Sand volleyball court
- Access road to shed/Maintenance Parking
- Existing Pool
- Existing Septic Field
- Pool Equipment Shed
- Bath House
- Gravel drive/parking area

Labels on the left side of the aerial view:

- Baseball Fields
- New Playground
- Myopia Hunt Club property

Hamilton, MA