

**REQUEST FOR QUALIFICATIONS
TOWN OF HAMILTON, MA
HAMILTON TOWN HALL PRESERVATION
OPM SERVICES
RFQ2018-005**

The Town of Hamilton, through the Hamilton Town Hall Building Committee appointed by the Board of Selectmen (“Owner”) is seeking the services of a qualified “Owner’s Project Manager” within the meaning of M.G.L. Chapter 7C, Section 44, to provide project management services for a Town Hall Building Preservation project. The Hamilton Town Hall is located at 577 Bay Road, in the Town of Hamilton, Massachusetts. Copies of the Request for Qualifications may be obtained as of May 2nd, 2018 @ 9:00am from the Town of Hamilton Department of Public Works. Interested parties should email the DPW Director at tolson@hamiltonma.gov to obtain the Request for Qualifications package.

The selected Project Management Firm will be working with the Hamilton Town Hall Building Committee and tasked with assisting the Town with obtaining the services of a design firm, following the Designer Selection Process, to: a) insure the existing town hall building is structurally sufficient to renovate and for continued use b) insure the town hall building is the best site for continued operations c) review options for additional town owned facilities to be used for offsite office or meeting purposes, and d) conduct various technical studies at the town office site such as hazardous materials survey, site survey, geotechnical testing. Should funds be allocated by the Town for full design of the project, the project manager shall act as the owner’s agent throughout the design and construction phases.

A site visit and briefing session will be scheduled for, May 15th, 2018 at 6:00pm at the Hamilton Town Hall. The conference will start with an introduction and an opportunity for the proposers to direct questions to the Director of Public Works and/or designee. Attendance is strongly advised for this important session. Private tours of the project site will not be available.

Responses are to be submitted to the Town Clerks Office at Hamilton Town Hall, 577 Bay Road, Hamilton, MA no later than **11:00am on May 30th, 2018** to be considered.

The Town reserves the right to reject any and all responses, to waive informalities and to award in the best interest of the Town.