



Request for Qualifications (RFQ) – Design Services Newburyport Youth Services



Important Deadlines

Building Walk-Through:
RFQ Response Deadline:

2:00 PM on Tuesday, March 7, 2023
2:00 PM on Wednesday, March 22, 2023

Overview

The City of Newburyport invites proposals from qualified firms to provide architectural design services necessary to develop full architectural design plans and services from design development through construction administration for the proposed renovation of and addition to the former Emergency Management Building for Newburyport Youth Services (*also referred to as NYS*), located at 59 Low St.

Electronic Bidding only at www.Projectdog.com. For assistance, contact Projectdog, Inc. at 978-499-9014. Bid Forms and Contract Documents available beginning 3/2/2023.

Log in and enter the Project Code 854315.

The City's selection of an architectural design firm will be based upon a review of firm qualifications and experience with similar municipal projects, in particular those involving community facilities. The City will evaluate and rank all proposals, thereafter entering into negotiations regarding a fee proposal with the

firm submitting the highest ranked proposal in response to this RFQ. The fee proposal and contract shall be for all work up to and including design development, construction documents, bidding assistance and construction administration (*i.e. Scope of Services Tasks 1-7 as described herein*).

The City of Newburyport may cancel this RFQ or reject in whole or in part any and all proposals, upon a determination that cancellation or rejection serves the best interest of the City.

Newburyport Youth Services (NYS) – Background Information

Newburyport Youth Services (NYS) is a municipal department with the mission to create quality programs, events and services for Greater Newburyport Area youth and families in safe and supportive environments that encourage growth, self-exploration, empowerment and community. NYS achieves this by applying positive youth development principles through recreation programs, youth and family support services, and cross-sector community and regional collaboration.

NYS was created in 2005 with a clear mission to establish a city-wide, systematic approach to positive youth development. Throughout the years, NYS has repeatedly proven its agility and relevance by offering programs and services that meet the needs of, and improve outcomes for, youth and families navigating ever-changing risks and pressures. This involves continuously having a finger on the pulse of what works best to engage and empower young people, staying current on ways to effectively support youth at each developmental stage, and having the relationships to connect and deploy an extensive, cross-sector network of community partners to increase long-term, positive youth outcomes. Today, NYS provides social services and recreation programs to over 2000 youth, families, and others active in supporting youth development in Newburyport and surrounding areas.

Project Description & Detailed Scope of Services

The City is seeking proposals for design services necessary to advance the schematic design for Newburyport Youth Services developed last fall by EGA Architects into design development through construction administration at 59 Low Street in Newburyport. Minimum requirements for all firms and proposals include current licensure and registration by the Commonwealth of Massachusetts as an architect or professional engineer, with a minimum of five years' experience in the design and renovation of community buildings in Massachusetts.

The consultant will supply all labor, materials, out-of-pocket expenses and travel necessary to complete the following Scope of Services, inclusive. The consultant must be available to start immediately and diligently and systematically advance the project as described herein.

For all tasks and deliverables, the Consultant shall deliver both hard-copy and electronic versions of all files (plans, reports, etc.) in agreed-upon standard file formats accessible by the City (Word, Excel, JPEG, PDF, PPT, AutoCAD, ArcGIS, etc.). Specifically, all inventories and tables shall be provided in Word or Microsoft Excel format, all text documents shall be provided in Microsoft Word format, all presentations shall be provided in Microsoft PowerPoint format, and all photographs or scanned media shall be provided in JPEG image format. All survey information, site plans, architectural drawings, schematic or otherwise shall be delivered via email, FTP or on CD/DVD viewable and editable in PDF form as well as AutoCAD 2021. Original/native file formats shall be provided along with the PDF versions. An alternative program or electronic plan format may be used

subject to approval by the City's Manager of Special Projects. Any and all such plans, reports and deliverables shall become the property of the City and shall be available for use by the City as necessary in the future without limitation.

The primary objective of this project is the preparation of comprehensive design plans and construction documents, bidding assistance and construction administration for improvements to the building at 59 Low St. in order to support the administrative and programming needs of Newburyport Youth Services. The Architect shall be responsible for all design work related to this objective, including but not limited to, providing the following services:

- A. Hold initial meetings with NYS Building Committee (NYSBC), Manager of Special Projects, Director of Youth Services, and other key stakeholders to acquire information regarding the project.
- B. Conduct an in-depth review of the existing conditions, reports, schematic design plans, and cost estimates for 59 Low St. to serve as a basis for new design work, understanding that the design shall not exceed the current schematic design cost estimates. Prior environmental reports, schematic design and cost estimates may be found at: [57 Low Street Property | Newburyport, MA \(cityofnewburyport.com\)](https://www.cityofnewburyport.com/59-Low-Street-Property-Newburyport-MA)
- C. Prepare Design Development documents for review and approval by the City consisting of plans, elevations, drawings, renderings and other documents illustrating the scale and relationship of project components. Documents shall include customary structural, mechanical, plumbing, fire protection and electrical engineering services as well as interior design, acoustical engineering (as related to noise control in the rec space and the new gym), and cost estimating.
- D. Prepare a net-zero energy report that meets the requirements of ordinance Section 5-48 (ODNC00111_05_09_2022) as amended on 8-29-22. Information may be found at: [ARTICLE II. - ADMINISTRATION | Code of Ordinances | Newburyport, MA | Municode Library](https://www.cityofnewburyport.com/Article-II-Administration-Code-of-Ordinances-Newburyport-MA-Municode-Library)
- E. Assist in obtaining approvals from Authorities Having Jurisdiction, including MHC, Conservation Commission, and the Planning Board as necessary.
- F. Prepare Construction Document sets for bid, assist in Bidding, and provide Construction Administration services.

Work for this project is divided generally into the following key tasks:

Task 1: Initial Facility Assessment/Evaluation (walk-through)

The consultant shall first evaluate the existing reports, survey, schematic design plans and cost estimates in order to inform all work, understanding that design must fall within strict budget constraints. A walk-through will be scheduled with the NYSBC and key stakeholders to review constraints, program needs and expectations for renovation and new addition.

Building Assessment & System Upgrades Required

The following building systems and site elements shall be evaluated by the Consultant as necessary to complete the remaining Tasks:

Building Elements to be Reviewed:

1. Structural Systems (Foundations, Supports, Walls, Beams, etc.)
2. Building Envelope/Shell (Roofing, Exterior Walls, Gutters, Foundation Exteriors)
3. Masonry
4. Mechanical Systems
5. Heating, Ventilating, and Air Conditioning (HVAC) Systems
6. Electrical Systems
7. Plumbing Systems & Fixtures
8. Fire Protection Systems (Alarms, Sprinklers, etc.)
9. Access, Entry & Security Systems
10. Hazardous Materials/Removal
11. Flooring & Interior Finishes
12. Code Compliance
13. ADA / AAB / 504 Accessibility Checklist
14. Windows
15. Walls & Insulation
16. Sealing, Waterproofing, Caulking
17. Kitchen & Eating Facilities
18. Acoustics
19. Energy Usage & Efficiency Improvements (*City to provide recent energy audit, yearly energy usage and fuel consumption information as well as available Maintenance Records for all building systems*)

Site Elements to be Reviewed with City Engineer and Landscape Architect:

**not in Architectural scope, design provided in-house*

1. Parking & Access Improvements*
2. Paving*
3. Pedestrian Access, Walkways & Steps*
4. ADA / AAB / 504 Accessibility Checklist
5. Wastewater Management Systems
6. Stormwater/Drainage Management Systems*
7. Trash & Recycling Facilities
8. Accessory Structures
9. Fencing & Landscaping*
10. Exterior Lighting
11. Signage

The Consultant shall conduct its assessment/evaluation of the facility in accordance with the following codes and/or regulations as applicable, and as amended to date:

Code Type	Applicable Code (Model Code Basis)
Building	780 Code of Massachusetts Regulations (CMR): Massachusetts Basic Building Code (9 th Edition) (2017 International Building Code), as modified or amended
Fire Prevention	527 CMR: Massachusetts Fire Prevention Regulations & NFPA Codes
Accessibility	521 CMR: Massachusetts Architectural Access Board Regulations 28 CFR Part 36: Americans with Disabilities Act (ADA) Standards for Accessible Design
Electrical	527 CMR 12.00: Massachusetts Electrical Code (2020 National Electrical Code), modified
Mechanical	2021 International Mechanical Code
Plumbing	248 CMR: Massachusetts Plumbing Code
Energy & Environmental Sustainability	The Consultant shall itemize any improvements that will extend the useful life of the building and any energy conservation improvements that will reduce building operating expenses immediately or over the life of the facility. The Consultant shall prepare a net-zero energy report that meets the requirements of ordinance Section 5-48 (ODNC00111_05_09_2022) as amended on 8-29-22

The Consultant shall prepare and maintain a record of all findings in graphic, plan, photographic and written format.

Photographs shall be taken of any notable existing building systems (boilers/HVAC systems, etc.) and shall be included in the report, labeled with captions.

Where current plans are inadequate for immediate and accurate digitizing of existing conditions, the Consultant shall gather dimensions in the field and convert this information to a format consistent with other scaled drawings as a base plan suitable for design and bidding purposes in subsequent Tasks. The Consultant shall make note of the location of all utilities, or other such notable features within the buildings on the required plans.

Deliverables: The Consultant shall provide one (1) copy of a summary memorandum developed during this task, including any associated plans and reports.

Task 2: Meetings with NYSBC, Director of Youth Services & Manager of Special Projects

The Consultant shall meet with the NYS Building Committee (NYSBC), Director of Youth Services, Manager of Special Projects and other City officials to review the schematic design from the Fall of 2022, gather information on existing NYS operations and programs, space needs, anticipated programs and layout considerations at 59 Low St., and any other concerns or information necessary relative to advance the schematic design for the renovation and

addition to the facility. The Consultant shall provide the Manager of Special Projects with a memorandum summarizing the discussions, comments, concerns and/or findings obtained during meetings and walk-throughs to date.

Deliverables: The Consultant shall provide one (1) copy of the summary memorandum developed during this task, including any associated plans and reports.

Meetings: The Consultant shall attend one (1) meeting with the Manager of Special Projects, Director of Youth Services and Building Commissioner to discuss findings obtained in Task 1 (above), discuss existing building conditions and overall possibilities for renovation and/or additions to 59 Low St. to meet current and projected needs. This meeting will be during weekday work hours.

Throughout the remainder of the project, the Consultant shall meet with the Manager of Special Projects and Director of Youth Services approximately once per week, during weekday work hours. Meetings may be in person or via conference call (at the discretion of the Manager of Special Projects).

Task 3: Design Development & Construction Cost Estimate

The Consultant shall provide the City with:

- A. A full set of Design Development plans which refine the previously approved Schematic Design from Fall 2022 and incorporate details including elevations, sections, typical details, and preliminary MEP systems; and
- B. A construction Cost Estimate based on the above; and
- C. A Net-Zero Energy Report that meets the requirements of ordinance Section 5-48 (ODNC00111_05_09_2022) as amended on 8-29-22; and
- D. Assistance in compiling documents needed to review the design with Authorities Having Jurisdiction, including Planning Board, Con Com, Energy Advisory Committee and MHC in order to obtain necessary approvals.

The Design Development package referenced above shall include scaled building floor plans, building elevations and site plans along with required reports and a detailed/itemized construction cost estimate for associated work. This cost estimate, provided within the report, shall indicate the breakdown of costs associated with the building renovations and/or new construction by class of work or trades (*e.g. structural, HVAC, electrical, masonry, plumbing, accessibility upgrades, repartitioning, lighting, etc.*)

Deliverables: The Consultant shall provide one (1) copy of the summary memorandum developed during this task, including any associated plans and reports.

Task 4: Obtain Feedback from City Officials & Revise Design Development Plans & Cost Estimate

The plans, specifications, reports, presentations and other deliverables developed under the above tasks shall be reviewed by the City (Manager of Special Projects, Director of Youth Services, NYS Building Committee, Building Commissioner, Commission on Disabilities, Planning Board, Conservation Commission, MHC, Energy Advisory Committee, etc.) for accuracy and completeness relative to the required program. Upon such review and written feedback from the City, the Consultant shall revise the Design Development plans and submit revised versions as necessary.

The Consultant shall provide the Manager of Special Projects with a memorandum summarizing all feedback, findings and recommendations accordingly.

Deliverables: The Consultant shall provide one (1) copy of the summary memorandum developed during this task, including any associated plans and reports.

Meetings: The Consultant shall attend one (1) meeting with the Manager of Special Projects, Director of Youth Services and NYSBC, Mayor and other City officials to present findings and recommendations for the development of the facility.

Meetings: The Consultant shall attend four (4) public meetings with Authorities Having Jurisdiction (Con Com, Planning Board, MHC, Energy Advisory Committee, etc.) to present findings and recommendations. These will be evening meetings.

Task 5: Construction Documents (Bid Package, Drawings & Specifications)

The Consultant shall develop detailed plans, specifications, and cost estimates based upon the approved Design Development, suitable for public bidding.

The Consultant shall prepare a complete Bid Package, plans/drawings, specifications and other materials suitable for bidding the proposed construction project under public procurement laws (M.G.L. Chapter 149), in coordination with the Manager of Special Projects.

Preliminary (75%) Construction Documents: After sufficient consultation meetings, the design Consultant shall deliver 75% design plans on a CAD drawing system (and in PDF format) to the City for review and comment, along with refined cost estimates. The Consultant shall customize a first draft of the front-end contractual documents (for the Contractor) which will be supplied by the City (not boilerplate AIA documents). Three (3) sets of 24"x36" plans, plus one (1) set of half-size plans (11"x17") shall be submitted to the Manager of Special Projects, along with a disk (email or ftp download link) containing all digital files in both CAD and PDF format.

Final (100%) Construction Documents: Based upon City review and approval of the 75% submittal above, the design Consultant shall prepare stamped final construction documents, plans and specifications, and refined cost estimates for the project. All documents must be

checked and coordinated for completeness and consistency. Three (3) sets of 24"x36" plans, plus one (1) set of half-size plans (11"x17") shall be submitted to the Manager of Special Projects, along with a disk (email or ftp download link) containing all digital files in both CAD and PDF format.

In addition, the Consultant shall provide the City with an operations and maintenance manual summarizing the materials, suppliers, and systems to be utilized in the facility, and specifying the regular assessments and preventative maintenance required to maximize the life cycle of the improvements.

Deliverables: The Consultant shall provide copies of the entire bid package (including drawings/plans as described above, front-end documents and written specifications).

Meetings: The Consultant shall attend (1) meeting with the Manager of Special Projects, Director of Youth Services and Building Commissioner to review the scope of the proposed improvements and ensure that all aspects of code compliance have been taken into account. This will be a daytime meeting.

Task 6: Bid Phase Services

The Consultant shall facilitate the bidding process for this project in accordance with public procurement laws (M.G.L. Chapter 149) and distribute bid documents to interested parties, collect and refund bid deposits, respond to questions, and issue any needed addenda. The design Consultant shall prepare a written response to all questions from Contractors regarding the bid documents during the bid phase for review by the Manager of Special Projects prior to issuance. The Consultant shall facilitate and participate in the Pre-Bid Conference and provide written responses to contractor's questions. Bids shall be tabulated and evaluated by the Consultant along with the qualifications and responsibility of the apparent low bidder for the City's consideration. If all bids are significantly higher than the design Consultant's cost estimate and the City is forced to reject all bids due to available funding, the Consultant shall be responsible for scaling back the design in order to rebid the project.

Deliverables: The Consultant shall provide one (1) copy of any memoranda, correspondence, tabulation or reports developed during this task, including any associated plans and reports.

Task 7: Construction Administration

The selected Consultant shall also provide Construction Administration (CA) Services during construction of the required improvements specified under the above Tasks. This includes attendance at weekly progress meetings, review of shop drawings and submissions from the Contractor, preparation of punch lists, and review of payment requisitions.

- A. The Consultant shall attend a Pre-Construction Conference with the Manager of Special Projects and selected Contractor to review construction activities for the project. The Consultant shall make regular visits to the site to monitor progress and

quality of the work and to certify that work performed is in accordance with the contract documents. It is anticipated that such visits will be approximately bi-weekly. The Consultant shall review and approve all shop drawings and submittals, clarify design intent and interpret contract drawings, and provide change orders as needed.

- B. The Consultant shall provide as-built record drawings at the end of the project to reflect any changes in the completed project for the City. One (1) set of 24"x36" plans, plus one (1) set of half-size plans (11"x17") shall be submitted to the Manager of Special Projects, along with a disk (email or ftp download link) containing all digital files in both CAD and PDF format.
- C. The Consultant shall provide the City with an operations and maintenance manual summarizing the materials, suppliers, and systems utilized in the facility, and specifying the regular assessments and preventative maintenance required to maximize the life cycle of the improvements.

Building Walk-Through (Briefing Session)

All firms interested in submitting a response to this RFQ are invited to attend a **walk-through of the existing facility at 59 Low St. at 2:00 p.m. on Tuesday, March 7, 2023**. The purpose of the walk-through is to familiarize interested firms with the existing facility and site prior to **submission of Consultant Qualifications/Proposals (RFQ responses) which shall be due at 2:00 p.m. on Wednesday, March 22, 2023**. The walk-through (briefing session) is not mandatory but strongly recommended.

Project Contact

The City's Project Manager and primary contact for this project will be Kim Turner, ASLA, Manager of Special Projects, Mayor's Office, City Hall, P.O. Box 550, Newburyport, MA, 01950; (978) 572-6767; email kturner@cityofnewburyport.com.

Any questions regarding this RFQ shall be submitted to the Manager of Special Projects via email.

Submission Requirements

Deadline:

Proposals must be submitted online at www.Projectdog.com no later than the aforementioned deadline. See **Submission Instructions** below.

Documents:

Request for Qualifications (RFQ) documents are available online at www.Projectdog.com. Enter the Project Code **854315** in the project locator box and select “Acquire Documents” to download documents. Users must have an active online account on www.Projectdog.com to acquire documents, receive project notifications, and to submit Proposals electronically.

Submission Components:

Submissions must contain the elements listed below, and respondents should clearly identify these sections. There is no minimum or maximum page limit, and respondents are expected to balance the completeness of their response with succinctness and brevity.

1. **Firms/individuals:** Identify all firms and key individuals participating in the project, including architects, designers, engineers, cost estimators, etc. Identify the prime firm, principal-in-charge, project manager and relationship between the prime firm and other firms participating on the team, if any. Provide company profiles and resumes for key individuals.
2. **Relevant Experience:** Describe relevant projects and experience for firms and key individuals within the last 5-10 years. Include specific reference to recent work with community facilities and other public buildings in Massachusetts.
3. **Approach to Project:** Respondents should provide a detailed written description of their approach to this project, including timeframe (**proposed timeline for completion of each numbered Task in the Scope of Work**), permitting and regulatory requirements which may be of concern, and any potential initial recommendations, to demonstrate a grounded understanding of the issues faced by the City in undertaking this project.
4. **Schedule:** Provide an estimated schedule for completion of this project by key milestones (**proposed timeline for completion of each numbered Task in the Scope of Work**).
5. **References:** Provide list of references, including name, title, agency, address, project cost, email and telephone number, for similar projects completed within the last ten years; include dates.
6. **Forms:** Provide completed Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction Form, Tax Compliance Form and Non-Collusion Affidavit, and MBE/WBE letters of intent if applicable. All required forms are included as attachments to this RFQ.
7. **Fee Proposal:** Top ranked finalists will be asked to submit a Fee Schedule as follows: Provide a proposed lump-sum fixed fee with the following information: an itemized breakdown by Task of all costs included in the fee proposal; time devoted to the project by key individuals; hourly rates for

the respondent's personnel and subconsultants and the estimated number of hours each will devote to the project; and the mark-up, if any, that the respondent will add to costs resulting from a change in the scope of work.

- 8. Other:** Any other pertinent information about the firm(s) that would aid the City in making a selection.

Submission Instructions:

Proposals must be submitted online at www.Projectdog.com, project code **854315**.

Complete, combine, and submit Proposals in a single, unrestricted PDF formatted file. Fill-in all required fields and signatures either digitally or manually (print, fill-in, and scan to PDF). Go to the Projectdog.com E-Bidding portal by entering the Project Code in the project locator box and then selecting "Sub E-Bid" from the project's "Project Details" page. Select "GO" from the Bidding Trades table to load the Proposal Submission page.

Upload ("Add File" or "Replace File"), Review ("View File"), Submit ("Submit my E-Bid"), or Retract ("Retract my E-Bid") Proposals at any time prior to the designated deadline. The server clock is displayed on the project's E-Bidding page and is the time of record. **Select "Submit my E-Bid" prior to the designated deadline to officially submit Proposals online.** Once submitted, Proposals cannot be edited. To modify a submitted Proposal, retract the submission, make any necessary changes, and then upload ("Replace File") and submit the Proposal. Upon submitting or retracting Proposals, a convenience e-mail is provided for informational purposes only. Users are encouraged to contact Projectdog at (978) 499-9014 if the email is not received.

Users are strongly encouraged to review ("View File") and confirm online that their Proposals have been completed and submitted successfully. Timely submission of Proposals shall be the full responsibility of the User. It is also the User's responsibility to ensure that their Proposals are 100% true, complete, and accurate.

Any amendment to the RFQ shall be issued through written addenda and posted to the Projectdog website accompanied by e-mail notification to every individual or firm on record as having received the RFQ documents. Hard copies of addenda will not be mailed or faxed. It shall be the sole responsibility of the User to ascertain the existence of any and all addenda. Failure of any user to receive any addendum shall not relieve such User from any obligation imposed by such addendum. Users may be required to acknowledge and certify receipt of addenda on the appropriate Submission Form.

Any Proposal may be withdrawn (retracted) prior to the designated deadline by selecting "Retract My E-Bid" from the project's E-Bidding page. Upon retracting, the User will receive a convenience e-mail for informational purposes only. It is the User's responsibility to confirm online that their Proposals have been retracted successfully.

Selection Criteria

Review of qualifications and selection of a Consultant shall be made by the Mayor in consultation with the Manager of Special Projects, Director of Youth Services and NYSBC. Responses to this RFQ will be ranked based on the following criteria:

1. **Extent of Experience:** The lead firm must have a minimum of five (5) years experience as an appropriately licensed professional. The lead firm and subconsultants must have proven experience and familiarity with Massachusetts public construction laws and procedures, and generally working in the public sector including state and municipal agencies. The team should have substantial experience with building renovation and new construction projects for public facilities in Massachusetts.

Cost Control: The design team should demonstrate that cost estimates for prior projects have been reasonably accurate, and that pre-bid estimates were comparable with actual bids received.

Construction oversight: The Design team should demonstrate a track record of maintaining effective working relationships with general contractors, reviewing submissions in a timely manner, making inspections, keeping projects on schedule, reviewing and negotiating requests for change orders.

2. **Quality of Work/References:** The lead firm and subconsultants must have consistently strong and positive references with credible clients regarding the quality, responsiveness and timeliness of its performance on other projects.
3. **Communication:** The lead firm and subconsultants must have excellent communication skills.
4. **Approach and Timeframe:** The team must demonstrate a thorough grasp of the City's project and a creative approach to the project based on experience and a sound understanding of the City's parameters and desired timeline.
5. **Capacity, Financial Stability, Availability:** Individuals assigned to this project must be available for meetings in the City of Newburyport days or evenings, as required. The volume of the firm's current and projected work load must not adversely affect its ability to immediately initiate work and to follow through with the project in a responsive, timely and professional manner. The firm must be financially stable, and capable of devoting an adequate amount of time to this project in order to complete the work within the schedule outlined in this RFQ and in the proposal submitted. The firm must have or obtain professional liability errors and omissions insurance at its own expense.

The top ranked finalists among the respondents to this RFQ will be asked to submit a fee proposal and may be interviewed by the Mayor, Manager of Special Projects, Director of Youth Services and/or NYSBC.

Conditions of this Solicitation

- A. The City will enter into a Standard Contract for Final Design and Construction Administration Services with the selected Consultant in accordance with this RFQ. Incorporated within the Contract shall be a copy of this RFQ and the Scope of Work herein.
- B. All proposals will become a matter of public record, subject to the provisions of the Massachusetts public records law (M.G.L. Chapter 66, Section 10) and the corresponding regulations and exemptions. Submission of a proposal acknowledges the City's obligations under M.G.L Chapter 66 if a public records request is received by the City.
- C. The City reserves the right to interview any and all Respondents. The City reserves the right to modify or withdraw this request at any time, to reject any or all proposals or portions of proposals, to request additional information either in writing or through interviews of selected applicants, to solicit new responses and to award contracts as it deems to be in its best interest.
- D. The City of Newburyport is an entity within the Commonwealth of Massachusetts seeking to promote the development of business enterprises and non-profit organizations owned or operated by minorities and women. Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE), certified by the Commonwealth of Massachusetts, are encouraged to submit a proposal. The proposer shall submit completed MBE/WBE forms with the bid. There is no required percentage of MBE/WBE participation in this project. The City of Newburyport is an Equal Opportunity Employer.

Access to Facilities & Records

The City shall make all reasonable efforts to ensure access to the facility at 59 Low St. (building and site) to be studied under this Contract, as deemed necessary by the Consultant, and with reasonable notice given by the Consultant. The City shall also make all reasonable efforts to provide originals or copies (paper or electronic) of any and all relevant plans, reports, prior studies, or other materials relevant to this project which are in possession of the City.

Compliance with Federal, State and Local Laws, Statutes & Regulations

The Consultant (and any subconsultants) shall adhere at all times to a standard of care consistent with that provided by other architects and professionals doing similar work in this region including any professional certifications, standards or guidelines, and any and all laws, statues and regulations, as applicable to the profession(s).

List of Attachments

1. Aerial Photo of the 59 Low St. Property exported from the City's Geographic Information System (GIS).
2. Existing Conditions Plan of the 59 Low St. Property showing wetland buffer zones.
3. Schematic Floor Plan from EGA Architects showing renovation of existing building, modular gym addition and connecting space with lobby and toilets.
4. Schematic Site Plan showing parking layout, walkways, patio and play spaces as well as landscaping.
5. **Forms Required with RFQ Responses:**
 - a. **Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (required)**
 - b. **Certificate of Non-Collusion & Tax Compliance (required)**
 - c. **Letter of Intent: Minority Business Participation (MBE) (required if applicable)**
 - d. **Letter of Intent: Women Business Participation (WBE) (required if applicable)**



Data Sources: Produced by Merrimack Valley Planning Commission (MVPC) using data provided by the City of Newburyport & MassIT/MassGIS. MVPC AND THE CITY OF NEWBURYPORT MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, CONCERNING THE ACCURACY, COMPLETENESS, RELIABILITY, OR SUITABILITY OF THESE DATA. THE CITY OF NEWBURYPORT AND MVPC DOES NOT ASSUME ANY LIABILITY ASSOCIATED WITH THE USE OR MISUSE OF THIS INFORMATION.



Municipal Boundary	Roads	Interstate	Major Road	Local Road	Railroad
Parcels	Road Right of Way	Paved	Unpaved		

NOTES:

1. THE INFORMATION SHOWN HEREIN IS FROM "SKETCH PLAN OF LAND", 57 LOW STREET PREPARED FOR CITY OF NEWBURYPORT BY MERIDIAN ASSOCIATES OF BEVERLY, MA, DATED JUNE 20, 2019.
2. WETLANDS DELINEATED BY HUGHES ENVIRONMENTAL CONSULTING APRIL 2022.



NOW OR FORMERLY
ROBERT F. KELLEHER
DEED BOOK 30245, PAGE 594

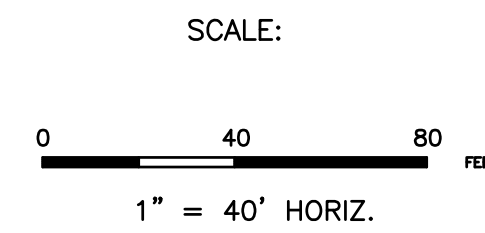
LOT A-1
94,536±S.F.
(2.17±ACRES)
(SEE NOTE 1)

LOT A-2
392,222±S.F.
(9.00±ACRES)
(SEE NOTE 1)

NOW OR FORMERLY
RIVER VALLEY CHARTER SCHOOL
DEED BOOK 32024, PAGE 4

NOW OR FORMERLY
FHE FIRST BAPTIST CHURCH
DEED BOOK 14537, PAGE 423

LOT 26 PLAN BOOK 314, PLAN 28 (OWNER UNKNOWN)



**59 LOW STREET
NEWBURYPORT, MA
WETLAND DELINEATION**
MAY 10, 2022



24 Parking Spaces x 500sf = 12,000sf Max Area +/-
 Existing + Gynasium = 9980sf
 Area available for Addition 2,020sf
 Existing + Gynasium = 9980sf
 Area of Addition shown = 1005sf
Total footprint - 10,985sf (1015sf below limit)

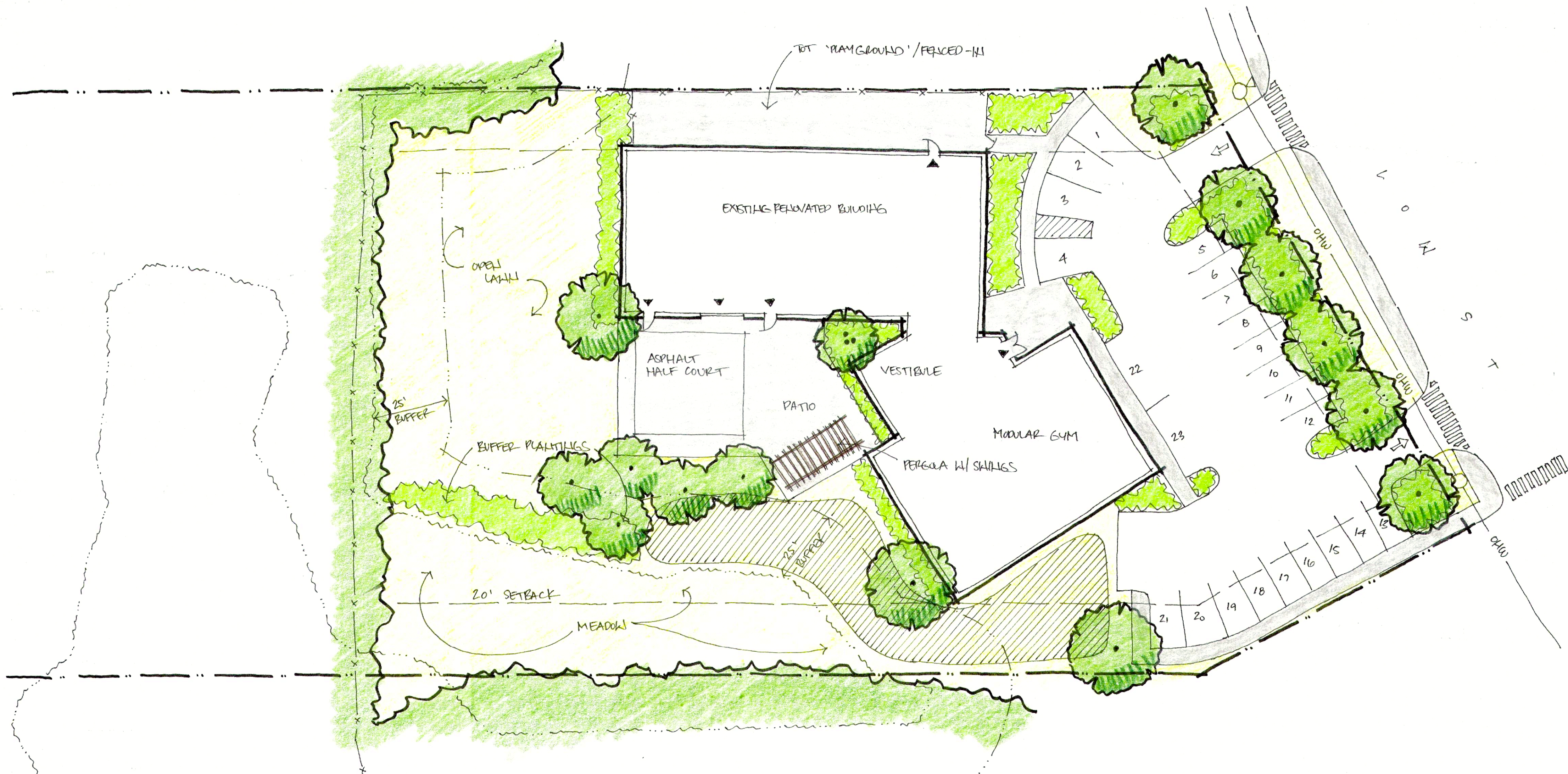
Gross Area of Existing Building - 5920sf

Newburyport Youth Services

59 Low Street
 Newburyport, MA 01950

Version B Plan

EGA, P.C.
V-B1
 10/18/22

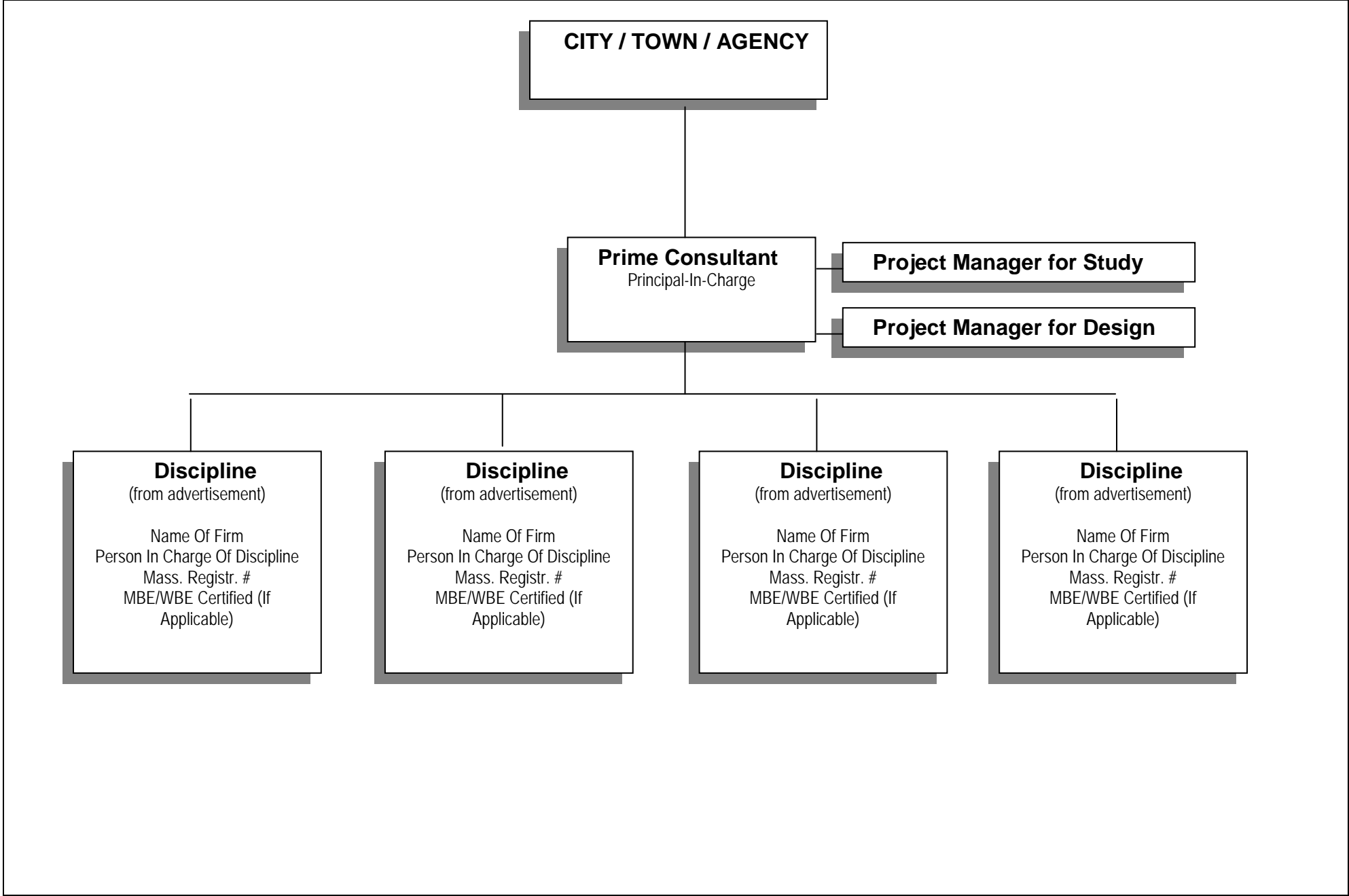


59 LOW STREET

CONCEPTUAL LANDSCAPE PLAN
 1" = 20'
 CITY OF NEWBURGH

10-2-22

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name:

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be Specific – No Boiler Plate

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
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12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 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 information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by _____ Printed Name and Title _____ Date _____
 (Signature)

Certificate of Non-Collusion

All proposers shall submit, together with the proposal, a signed certificate of non-collusion, as shown below:

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.

Individual or Corporate Name of Proposer

Date

Signature of Authorized Agent

Printed Name of Authorized Agent

Certificate of Authority – Meeting of Board of Directors

All proposers shall submit, together with the proposal, a signed certificate of authority (if applicable), as shown below:

CERTIFICATE OF AUTHORITY

At a meeting of the Directors of the _____ (Corporation) duly called and held at _____ on the _____ day of _____, in the _____ year at which a quorum was present and acting, it was voted, that _____ (name) the _____ (title/position) of this Corporation is hereby authorized and empowered to submit a proposal, make, enter into, sign, seal and deliver, on behalf of this Corporation a Contract for _____ (brief description) with the City of Newburyport, and to issue any proposal, performance, or payment bonds if required in connection with such Contract.

I hereby certify that the above is a true and correct copy of the record, that said vote has not been amended or repealed and is in full force and effect as of this date, and that _____ is duly elected _____ of this Corporation.

Clerk or Secretary of the Corporation

Tax Compliance Certification

All proposers shall submit, together with the proposal, a signed tax compliance certification, as shown below:

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes.

Name of person signing bid or proposal

Name of Business

LETTER OF INTENT
MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION
DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

To be completed by the MBE/WBE, then provided to the General Bidder or Subcontractor listing the MBE/WBE on its Schedule for Participation. The General Bidder must submit the Letter of Intent to DCAMM's Compliance Office along with the firm's completed Schedule for Participation within five (5) working days of the opening General Bids. Filed Sub-bidders submit the Letter of Intent accompanying the Schedule for Participation with its bid. Subcontractors/Suppliers submit with its price proposal.

DCAMM Project Number: _____ Indicate Mass. SDO Certification:
 Project Name: _____ ___ MBE
 Project Location: _____ ___ WBE
 To: _____ ___ M/WBE
Name of General Bidder/ Filed Sub-bidder/Subcontractor

1. This firm intends to perform work in connection with the above referenced project with its own workforce and understands it will be responsible for timely providing all required project payment verifications and weekly workforce reports, including, but not limited to, certified payrolls and workforce composition reports, certain of which must be submitted to DCAMM electronically.
2. This firm is currently certified by the Massachusetts Supplier Diversity Office ("SDO") to perform the work identified below, and has not changed its minority/women ownership, control, or management without notifying SDO within thirty (30) days of such a change.
3. This firm understands that if the General Bidder/Filed Sub-bidder/Subcontract proposer referenced above is awarded the contract, the Bidder/Proposer intends to enter into an agreement with this firm to perform the activity described below for the prices indicated. This firm also understands that the above-referenced firm, as General Bidder/Filed Sub-bidder/Subcontractor, can make substitutions only as allowed by Article XIII of the Contract.
4. This firm understands that under the terms of Article XIII of the contract, only work actually performed by an MBE/WBE with its own existing workforce will be credited toward the MBE/WBE participation goals, and this firm cannot assign or subcontract out any of its work without prior written approval of the DCAMM Compliance Office, and that any such assignment or subcontracting of its work will not be credited toward MBE/WBE participation goals.

MBE/WBE PARTICIPATION

Identify Specification Section(s) by Name and Number/Item Number(s)/ General Conditions	Describe Scope(s) of Work MBE/WBE is performing, provide details of all the work to be performed and clarify "Labor and Material" "Labor Only" or "Material Only"	If a Material Supplier, Indicate Total Value of Supplies (15% of total value counts toward total value of Participation)	Total Dollar Value of Participation

(Attach additional sheets if necessary)

Total Dollar Value of Work to be Performed by MBE/WBE/M/WBE Firm: \$ _____

Name of MBE/WBE Firm: _____ Authorized Signature: _____
 Business Address: _____ Print Name: _____
 Email: _____ Title: _____
 Telephone #s: Office _____ Mobile _____ Date _____