

**Request for Qualifications**  
**Design and Engineering Services**  
For  
**Littleton High School Track and Field Facility Feasibility Study**

By the

Town of Littleton  
Permanent Municipal Building Committee (PMBC)  
c/o Littleton Electric Light and Water Departments  
39 Ayer Rd.  
Littleton, MA 01460  
Tel. 978-486-3104

The Town of Littleton, through its Permanent Municipal Building Committee (PMBC), invites proposals from qualified firms for design and engineering services associated with the feasibility study for, and preliminary planning of, a new high school track and field facility.

Proposals are to be delivered in person or by mail to the PMBC Office at the Littleton Electric Light and Water Departments at the above address. All proposals must be received by 2:00 p.m. on July 2, 2009 to be considered. Proposals delivered by fax or by electronic mail will not be considered.

Copies of the RFQ are available at the PMBC Office by telephoning Kevin Goddard, PMBC Administrator at 978-486-3104, or by emailing [kgoddard@lelwd.com](mailto:kgoddard@lelwd.com).

A pre-proposal site visit and briefing is not scheduled; however, interested firms may visit the existing track and field facility at the Littleton Middle School, and/or the Littleton High School athletic campus, two of the candidate sites, at any time. Visitors will report to the school office if during school hours. Interested firms are not authorized to contact municipal or school officials regarding this solicitation, and all questions shall be submitted in writing to Mr. Goddard at the above email address.

## **A. Invitation**

The Town of Littleton is issuing a Request for Qualifications for design and engineering services associated with the feasibility study for, and preliminary planning of, a new high school track and field facility.

This RFQ seeks to hire the services of a broadly experience athletic facilities designer to complete a feasibility study for the replacement of the existing track and field facility. The Design and Engineering contract is expected to begin in July, 2009 with project closeout no later than September, 2009.

The Town will accept proposals delivered in person or by mail to the PMBC Office at the Littleton Electric Light and Water Departments, 39 Ayer Road, Littleton, MA 01460. All proposals must be received by 2:00 p.m. on July 2, 2009 to be considered. Proposals delivered by fax or by electronic mail will not be considered. Proposals received by the Town will be evaluated under the provisions of M.G.L. Chapter 7, §38A1/2-O as amended. The Designer shall comply with all the provisions of M.G.L. Chapter 7, Section 38A1/2-O that are applicable to Designer qualifications and contract requirements.

The Town is an EOE employer and encourages proposals from Massachusetts certified minority and women-owned businesses.

This is not a price competition, but rather the Town's decision will be based upon qualifications and experience with similar projects, references and other evidence of specific expertise (e.g., design awards). The Town will evaluate proposals and enter negotiations with the highest scoring proposer. If unsuccessful, the Town may attempt to negotiate with the second highest scoring proposer.

## **B. Submission Deadline and Instructions**

Qualified persons or firms are requested to submit proposals in a sealed envelope marked

### **“Design and Engineering Services Proposal Littleton High School Track and Field Facility Feasibility Study”**

with the Applicant's name and address on the front. Applicants should provide one (1) signed original proposal and three (3) copies. Fax or electronic submissions will not be accepted. Applicants must also execute and include in the sealed submission the Certificate of Non-Collusion (Attachment A), and the Certificate of Tax Compliance (Attachment B). The Town of Littleton, through its Permanent

Municipal Building Committee (PMBC), is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; and to award contracts or to cancel this Request for Qualifications if it is in the Town's best interest to do so.

The Designer's fee will be negotiated, including all direct and indirect expenses unless otherwise agreed.

### **C. Questions, Addendum or Proposal Modification**

Questions concerning this RFQ must be submitted in writing to: Kevin Goddard, PMBC Administrator, Littleton Electric Light and Water Departments, 39 Ayer Road, Littleton, MA 01460. All inquiries received three (3) or more days prior to the submittal deadline will be considered. Questions may be delivered, mailed, faxed (978-742-4918) or emailed ([kgoddard@lelwd.com](mailto:kgoddard@lelwd.com)). Written responses will be emailed to all Applicants on record as having received the RFQ.

If any changes are made to this RFQ, an addendum will be issued. Addenda will be emailed to all Applicants on record as having received the RFQ.

All proposals submitted in response to this RFQ shall remain firm for ninety (90) days following the submittal deadline. It is anticipated that the contract will be awarded within thirty (30) days after the submittal deadline.

### **D. Walk-Through Briefing Session**

A pre-proposal site visit and briefing is not scheduled; however, interested firms may visit the existing track and field facility at the Littleton Middle School, and/or the Littleton High School athletic campus, two of the candidate sites, at any time. Visitors will report to the school office if during school hours. Interested firms are not authorized to contact municipal or school officials regarding this solicitation, and all questions shall be submitted in writing to Mr. Goddard at the above email address.

### **E. Scope of Services**

The firm hired will provide design and engineering services necessary for the feasibility study for, and preliminary planning of, a new high school track and field facility.

The firm hired will work under the direction of the Permanent Municipal Building Committee. The following is a general outline of the required basic services.

1. Compile existing mapping and plans of the candidate sites (up to 3 sites) for the new track and field facility and prepare a working base mapping suitable for planning purposes in AutoCadd.
2. Conduct a site investigation (to include an assessment of prevailing geotechnical conditions, utilities, wetlands and other environmental constraints, accessibility, etc.) as necessary to determine the suitability of the site for the development of a new high school track and field facility.
3. Complete a series of meetings with municipal, school, and various facility user group officials as necessary to develop the planning and design program for the proposed track and field facility.
4. Provide up to 2 track and field development alternatives for each of the candidate sites consistent with identified site constraints and the planning program.
5. Provide a detailed analysis of the advantages and disadvantages (cost, permitting, schedule, functionality, etc.) of developing a new track and field facility at each candidate site.
6. Meet with the track redevelopment committee as required to build consensus for the optimal site and the intended track and field facility layout.
8. Provide conceptual plans to serve as the basis of design for various track and field systems and amenities (seating, scoring, timing, communications, meet management, etc.).
7. Develop a preliminary estimated construction cost for the proposed track and field facility, to include soft costs.
8. Develop a preliminary milestone schedule for the design, permitting, advertisement/bid, and construction of the proposed track and field facility.
9. Prepare a summary of permitting requirements for the proposed track.

10. Prepare a colored site rendering for the proposed track suitable for public display.
11. Prepare a bound Master Plan that compiles each of the deliverables above along with an executive summary.

#### **F. Contract Period**

The anticipated contract period will be from July 2009 through September 2009. The Town will negotiate the scope and fee schedule, as previously noted, with the successful respondent.

#### **G. Minimum Criteria/Qualifications**

1. Each Applicant must demonstrate that it meets the following **minimum general qualifications**:
  - a. Minimum of five years experience in public projects of a similar nature for each of the principals assigned (project manager and principal athletic facilities planner). In documenting this qualification, the Applicant should describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project and identify the anticipated role that each will play in the project.
  - b. Knowledge of, and experience in, legal and administrative requirements, procedures, and practices related to the design, funding and construction of Massachusetts public building projects including the State Building Code and Massachusetts public building and procurement law.
  - c. Possess all necessary current licenses and registrations, either within the firm or through independent consultants, to qualify under Massachusetts law to perform the function of the Designer of the projects.
  - d. Provide evidence of insurance for general liability, automobile, workers' compensation (statutory) and professional services liability, as required.
  - e. Not be debarred under M.G.L. c149, §44C or disqualified under M.G.L. c7, §38D.

- f. Submission of required statements and forms.
2. Additionally, it is the intent of the Town to engage a specialized consultant broadly experienced in the planning, design, and construction administration of NCAA and MIAA-compliant track and field facilities. As a result, each respondent must meet the **minimum specific technical qualifications**:
- a. Provide evidence of a minimum of five (5) outdoor, 400-meter NCAA or MIAA track and field developments completed by the design firm within the past five (5) years as the prime contractor/consultant. In meeting these criteria, firms will not cite project examples completed by staff while employed by other firms, nor projects for which the firm was not engaged as the prime consultant.

## **H. Submission Requirements**

To be considered, each firm shall submit a bound statement of qualifications, one (1) original and three (3) copies, which shall include the following:

1. **A summary letter** not to exceed three (3) pages describing the firm's organization, representative experience, staff qualifications, and capabilities.
2. **A description of the project team** and the qualifications of individual members and the role they will play on this project. This section will include resumes for key members of the project team. As a minimum, each team shall include a project manager, an athletic facilities planner (civil engineer or landscape architect), a certified wetlands scientist, a registered surveyor, a soils evaluator, site electrical engineer, and a CADD designer. Identify any sub-consultants to be brought onto the team, and how they will be integrated into the team. Preference will be given to firms with primarily in-house services.
3. **Representative Project Experience**
  - a. Provide a narrative summary of track and field planning and design experience, not to exceed two pages. Cite breadth of experience, experience with various surfacing systems,

participations in professional organizations, awards, and other items bearing on track and field experience.

- b. Provide a description of no less than 10 representative track and field projects demonstrating compliance with the minimum technical qualifications stated in Section G.2.a. above. Complete the form provided for this purpose as Attachment A.
  - c. Provide a listing of all track and field projects completed by the firm within the past 10 years.
  - d. On a separate sheet, provide a listing of no less than five (5) current track and field references.
4. A description of the firm's **Project Approach and Scope of Services**, to include a milestone schedule.
5. Other Forms and Certifications as required to include evidence of Professional Liability insurance coverage, and the forms at Attachment B and C.

## I. Comparative Evaluation Criteria

All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:

<b>Highly advantageous</b>	5 points	Response excels on the specific criterion
<b>Advantageous</b>	3 points	Response meets evaluation standard for the criterion
<b>Least Advantageous</b>	1 point	Response does not fully meet the criterion or leaves a question or issue not fully addressed
<b>Does Not Meet</b>	0 points*	Does not address the criterion

\*Proposal is automatically eliminated from further consideration if "0 points" is received in any category.

The Town will likely make a direct selection based upon the Statement of Qualifications; however, the Town may schedule interviews with the two highest scoring firms if necessary to reach a final decision. The Town will rank the finalists based on consideration of the minimum criteria/qualifications, the comparative evaluation criteria, and the interview (if applicable).

The Town will begin discussion of the final Scope of Services and fee negotiations with the top ranked firm or individual. If unsuccessful in the negotiations, the Town may attempt to negotiate with the next higher scoring respondent (and repeat that process) until successful. If negotiations with one or more of the finalists provide unsuccessful, the Town may reject all responses and may choose to re-advertise for design services if deemed in the best interest to do so.

The Town reserves the right to award subsequent phases of the track and field project (design, permitting, bid and construction period services) to the successful firm, or to complete a second solicitation, whichever it determines is in the best interest of the Town.

ATTACHMENT A  
REPRESENTATIVE PROJECT EXPERIENCE

PROJECT TITLE / LOCATION	YEAR COMPLETE (2004 or later)	PRIME CONSULTANT (yes / no)	TEAM MEMBERS PARTICIPATING
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2.

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3.

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4.

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5.

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(include a descriptive project sheet for each project cited above)

ATTACHMENT B

CERTIFICATE OF NON-COLLUSION

The Designer certifies under penalties of perjury that it has not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the contract. 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. Furthermore, the Designer certifies under the penalties of perjury that throughout the duration of the contract, it will not have any financial relationship in connection with the performance of this contract with any materials manufacturer, distributor or vendor. The provisions of this section shall not apply to any stockholder of a corporation, the stock of which is listed for sale to the general public with the Securities and Exchange Commission, if such stockholder holds less than ten percent of the outstanding stock entitled to vote at the annual meeting of such corporation.

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SIGNED

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DATE

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COMPANY NAME

ATTACHMENT C

CERTIFICATE OF TAX COMPLIANCE

Tax Certification

Pursuant to M.G.L. Chapter 62C, §49A, and M.G.L. Chapter 151A, §19A, the undersigned acting on behalf of the contractor, certifies under penalty of perjury that, to the best of the undersigned's knowledge and belief, the Contractor is in compliance with all the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.\*

\_\_\_\_\_  
\*\*Signature of Individual

\_\_\_\_\_  
\*\*\*Contractor's Social Security Number or  
Corporate Contractor Federal Identification

By: \_\_\_\_\_  
Corporate Officer

Date: \_\_\_\_\_

\*The provision in the Attestation of relating to child support applies only when the contractor is an individual.

\*\*Approval of a contract or other agreement will not be granted unless the Applicant signs this certification clause.

\*\*\*Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct heir non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. Chapter 62C, §49A.