

TOWN OF STERLING



Request for Proposal

For

**Professional Engineering Services
For Planning, Design and Permitting for Renovations
at the Griffin Road Athletic Complex**

Request For Proposal

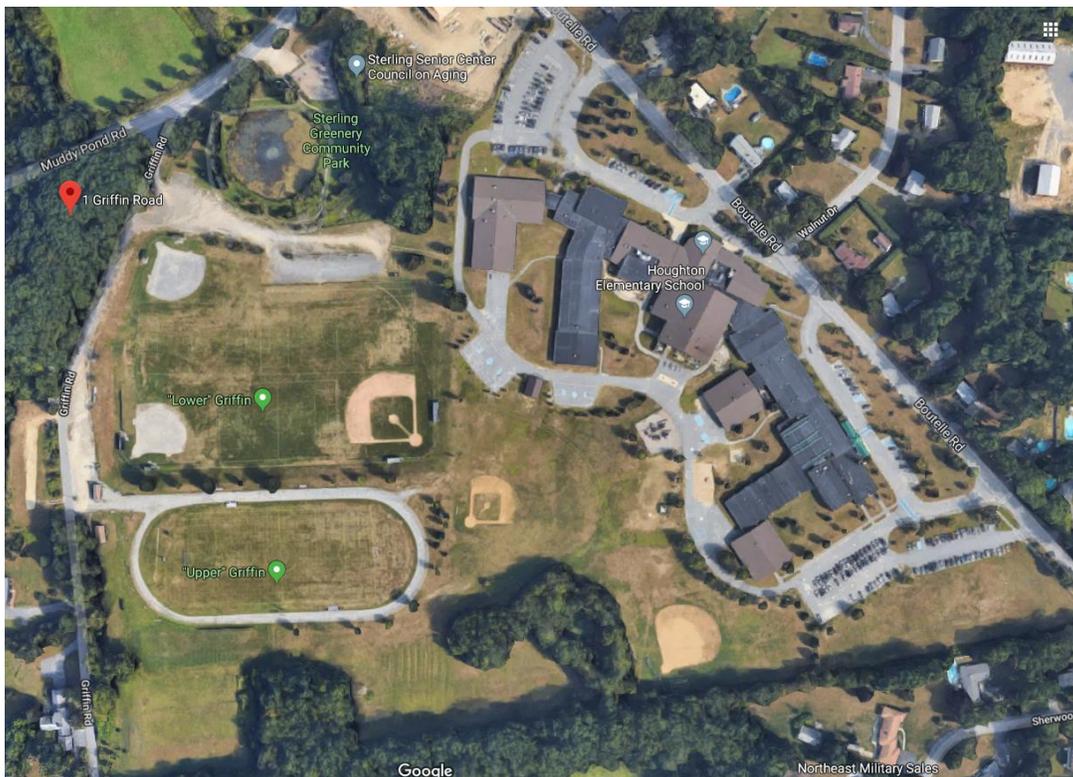
For

Professional Engineering Services for Design, Planning and Permitting for Renovations at the Griffin Road Athletic Fields 32-40 Boutelle Road, Sterling Massachusetts

The Town of Sterling, Massachusetts invites proposals from Professional Engineering Services firms to plan, design, permit and develop publicly biddable documents including all plans, permits and construction specifications for renovations of the athletic complex at the Town's property at 32-40 Boutelle Road. The Request for Proposals (RFP) will be advertised and interested firms should submit a detailed scope of work, summary of their qualifications, resumes of key personnel assigned to this project, and a summary of related experiences to be submitted to Kristen Dietel, Recreation Director, Butterick Municipal Building 1 Park St, Sterling MA 01564 no later than Wednesday February 26th at 2:00pm. Responses should be submitted in a sealed envelope. Interested bidders should send their name and contact information to the Recreation Director in the event of addendums: recreation@sterling-ma.gov.

I. OVERVIEW

The Town of Sterling owns 42 acres at 32-40 Boutelle Road. This property currently contains a middle school, an elementary school, three softball fields, 1 baseball field, 1 t-ball field, 1 track



and 1 football field. Several acres of the parcel are currently undeveloped. The goal of this project is to reorganize the open space to better accommodate the recreation needs of our Town.

The Town of Sterling is seeking to engage a qualified Playing Field Design, Landscape Architectural Firm or Professional Engineering Firm to provide services to the Recreation Building and Fields Committee for planning, design, permitting and development of bid documents suitable for public bidding for the renovation of the athletic complex at 32-40 Griffin Road. The plan shall include different phases, and shall be accompanied by a cost estimate and summary report. The final design will be used by the Town to seek grant funding for design and construction of all, or portions of the properties. Design shall include, but not limited to: 3 softball fields, 1 baseball field, several multi-purpose fields, 1 track, 1 football field (typically within boundaries of the track) bathrooms, storage facilities, concession stand, parking for vehicles and alternative modes of transportation; ADA compliance; lighting that is sensitive to neighboring properties; and other factors that are identified in the data collection and public input process. We would also like the option to evaluate synthetic turf playing fields for some of the fields. Plan should also include appropriate location and parking for a municipal recreation building.

II. SCOPE

The scope of work outlined below is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Proposing teams may suggest a modified scope as part of their proposal.

Summary of Project: The Town intends to contract with a designer to develop a design for construction for an athletic complex for public review and comment, which might reasonably be anticipated to be built. The plan shall include different phases, and shall be accompanied by a cost estimate and summary report. Cost estimates must include prevailing wages.

Scope of Services. The Scope of Services for the above project includes the preparation of the following information to assist the Recreation Building and Fields Committee in selecting the final design and construction of this facility.

1. Site observations and review of existing documents provided by the town
2. Preparation of a Concept Design master plan of the site.
3. Cost estimate of construction phases
4. Estimated Construction Schedule
5. Estimated costs of maintenance
6. Regular meetings with representatives of the Recreation Building and Fields Committee, and representatives from the Public as needed.
7. Preparation and presentation of the final design phase to the Recreation Committee

III. General Requirements

A. Schedule

The contract resulting from this Request for Proposal shall commence, contingent on the allocation of Town funds, and proceed on a time table established between the Committee and the Consultant. At a minimum the committee will require the following milestones:

- Execute contract and commence work
- Kick-off meeting with Recreation Building & Fields Committee
- Update meeting to discuss the status
- Completion and presentation

B. Consultants

At a minimum, the Consultant shall seek expertise, either in-house or by hiring sub-consultants, from the following: a civil engineer, geotechnical engineer, land use planner, landscape architect, and cost estimator. Personnel or firms intended to be used must be indicated in the proposal. Where in-house personnel will be used, the proposal should so specify. If cost estimates will be prepared in-house, credentials of the estimator(s) must be detailed. At a minimum, the consultant will provide a listing of the team that will be involved in the project, and their qualifications and their project role to meet the requirements above (this would include any sub-consultants). Fee proposals should be broken down to show hours and task.

C. Fee

A fee proposal shall be submitted in a separate sealed envelope with the project proposal. The fee proposal should be broken down to show hours and task. The Town shall rank firms according to qualifications using the selection criteria outlined herein and then take the fee into consideration. The final fee shall be inclusive of all reimbursable and out-of-pocket costs and shall include the provision of a reasonable number of copies of documents in support of the project.

IV. SUBMISSION REQUIREMENTS

A. Form of Submittal

The submittal for the Consultant's proposal shall contain the following items:

1. Project interest statement
2. Overall experience with athletic field projects, including a list of projects of similar size

- and scope and the year completed. For the three most applicable projects, detail on the design services provided and the budget for the project, the final construction cost estimate, the design fee, and the actual construction cost, including any change orders.
3. Overall experience with land use planning and landscape design as it relates to open space
 4. Schedule for completion of tasks.
 5. Credentials and qualifications of the Consultant and sub-consultants, including specific reference to personnel who will work on the project and their background and experience, as well as other resources that might distinguish the firm relative to the outlined scope of work. Description of the credentials of all firms shall be provided in the submittal.
 6. Included in the package should be tax compliance forms, references, and key personnel.

B. Submission

Three (3) hard copies and USB or CD with a PDF of the proposal should be turned in to:

**Kristen Dietel
Recreation Director
Butterick Municipal Building
1 Park St
Sterling MA 01564**

Proposals should be in a sealed envelope. The proposed fee should be in a separate sealed envelope. Proposals must be received at the above address no later than **2:00pm on Wednesday February 26, 2020.**

V. SELECTION CRITERIA & PROCESS

A. Threshold Criteria

In order for proposals to be considered, they must comply with the submission requirements referenced in this document. Furthermore, firms must demonstrate experience with at least three (3) projects of a similar nature within the last 5 years.

B. Preference Criteria

Proposals will be preferred which give evidence of the Consultant's:

- Experience with athletic fields and facilities
- Experience both dealing with challenging site constraints, including floodplains, and constructing synthetic turf fields in floodplains

- Experience with land use planning and landscape design related to open space activation, including parks for both active and passive recreation.
- Capacity to complete the project within budget and on schedule, including: office location, appropriate and available staffing, CAD equipment, financial stability of firm, and other major project commitments
- Quality and experience of the firm's team
- Design excellence in built projects in regard to aesthetic quality, appropriateness of scale and harmony with surroundings
- Experience with public sector projects in Massachusetts
- History of completing projects within budget
- Fee for designing services

C. Selection Process

- The last day to ask questions about the RFP is Thursday February 20, 2020.
- The last day for addendums to the Town of Sterling's RFP is Friday February 21, 2020.
- Bids will be evaluated by the Recreation Building & Fields Committee. Their recommendation will be presented to the Board of Selectmen at the March 4, 2020 meeting. If the Board of Selectmen agree with the recommendation, they will award the contract at that time.
- The award is subject to fund allocation which may take place at the May 2020 Annual Town Meeting or through other sources.

VI. BID FORM CERTIFICATES

Article 23. Certificate of Non Collusion

- 23.1 Each Bidder shall submit a certificate of non-collusion which is attached with the Bid Form.

Article 24. Certificate of Taxes

- 24.1 Each Bidder shall submit a certificate of taxes which is attached with the Bid Form.

Article 25. Statement of Eligibility

- 25.1 Each Bidder shall submit a statement of eligibility which is be attached with the Bid Form.

VII. FURTHER INFORMATION

Further information can be obtained by contacting Recreation Director, Kristen Dietel, via phone, 978-422-3041 or email, recreation@sterling-ma.gov

BID FORM CERTIFICATES & STATEMENTS

The undersigned agrees that, if selected as Contractor, it will, within 7 days, Saturdays, Sundays, and legal holidays excluded, after presentation by the Owner, execute a contract in accordance with the terms of this bid and furnish a labor and materials or payment bond, each to a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority and in the sum of fifty percent of the Total Contract Price in the event that the Total Contract Price exceeds \$25,000, the premiums for which are to be paid by the Contractor and are included in the Total Contract Price.

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, § 49A, the undersigned certifies under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all State Taxes required under law and in doing so acknowledge that any taxes shall be considered as being covered by the foregoing description as of the date of signing this document.

STATEMENT OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person, joint venture, partnership, corporation, or other business or legal entity.

STATEMENT OF ELIGAGBILITY

The undersigned further certifies, under penalty of perjury, that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of M.G.L. c. 29, § 29F, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Bid of: _____

Company Name

___ a corporation, organized and existing under the general laws of _____.

___ a joint venture.

___ a partnership.

___ an individual doing business as _____

Street Address _____ City or Town _____ State ___ Zip _____

Phone Number(s) _____ Fax Number(s) _____

Signature _____ Title _____ Date _____

Print or Type Name _____ Print or Type Title _____

Overall Map



Focus Area

