

**REQUEST FOR QUALIFICATIONS
MEMORIAL COMMUNITY CENTER FEASIBILITY STUDY
AND
OUTDOOR RECREATION MASTER PLAN

PARKS AND RECREATION DEPARTMENT
WILBRAHAM, MASSACHUSETTS**

The Wilbraham Parks and Recreation Department (WPRD) for the Town of Wilbraham, Massachusetts is soliciting Requests for Qualifications (RFQ) and proposals from Planning and/or Landscape Architectural Firms, experienced in producing Recreation and Athletic Facilities Feasibility Studies and Master Plans and licensed in the State of Massachusetts, to develop a Feasibility Study and Comprehensive Recreation and Athletic Facilities Master Plan for Memorial School, 310 Main Street, Wilbraham, MA 01095.

The Town of Wilbraham is accepting proposals for a one-time contract from qualified consulting firms to conduct a feasibility study/master plan to evaluate options for an existing 50,000 sq. ft. former elementary school building owned by the Town of Wilbraham.

The Town of Wilbraham, located in a suburban setting east of Springfield, MA with an area of approximately 22 square miles, and a population of just over 14,000 residents, will be developing a feasibility study and comprehensive master plan for Memorial School encompassing using the building for a community center (including relocating the Wilbraham Parks & Recreation office to the school) and the outdoor area of Memorial School to house Pickleball Courts, year round synthetic ice rink, a dog park and biking trails. This list of proposed uses is not all inclusive.

In 2010 the Memorial Elementary School (Memorial School) closed its doors as an elementary school due to declining enrollment. In 2017 the Hampden Wilbraham Regional School District (HWRSD) ended its lease and handed control of the 50,000 sq. ft. building over to the Town of Wilbraham. The Memorial School is located in the center of town, is home to two youth baseball fields, a playground, several acres of outdoor space and trails. The inside of the building is currently utilized for recreational activities by the Town of Wilbraham Parks & Recreation Department (WPRD), storage by the HWRSD and several other assorted Town activities (vaccine clinics, police and fire trainings, etc.)

The Memorial School building one of the largest square -foot community owned buildings. The Town of Wilbraham conducted a Capital Needs Assessment in 2021 of all Town buildings including Memorial School. The assessment was done by EBI Consulting. The summary Capital Needs Assessment for Memorial School is included in this RFQ in Appendix E. Over the years, Wilbraham residents and the local governing body have proposed various ideas for the use of the former school building but no idea has made it beyond the discussion stage until now.

This plan will be a working document to guide the community in planning for the future and developing the aforementioned projects at the Memorial School. It will also aid the Town in setting

and making proposals for future development. The study is to include an existing facility assessment, market analysis, programming analysis, site analysis, green design considerations, needs analysis, financial and or facility management analysis, economic impact projections, total project cost and/or phased capital development program, financial options and summary of findings and recommendations. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

RFP documents will be available on Wednesday, September 14, 2022 at 2:00 p.m. Documents may be obtained by visiting the Town's website at: www.wilbraham-ma.gov, under "Government/Bid Postings." Documents will also be available by contacting the Wilbraham Parks and Recreation Department, 45C Post Office Park, Wilbraham, MA 01095.

Questions should be directed to Bryan J. Litz, Director of Parks and Recreation, at (413) 596-2816. All responses to this RFQ must be received, in their entirety, no later than 2:00 p.m. on Wednesday, October 12, 2022 in the Parks and Recreation Department.¹

The Wilbraham Board of Selectmen shall be the Awarding Authority. The Board of Selectmen reserves in its sole discretion the right to reject any or all bids, to waive informalities, or to issue a new RFQ, as deemed in the best interest of the Town.

¹ The Legal Ad states responses must be received by 12:00 p.m. This is incorrect. Responses are due no later than 2:00 p.m.
Memorial School RFQ

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS MEMORIAL COMMUNITY CENTER FEASIBILITY STUDY AND OUTDOOR RECREATION MASTER PLAN

PARKS AND RECREATION DEPARTMENT WILBRAHAM, MASSACHUSETTS

The Wilbraham Parks and Recreation Department (WPRD) for the Town of Wilbraham, Massachusetts is soliciting Requests for Qualifications (RFQ) and proposals from Planning and/or Landscape Architectural Firms, experienced in producing Recreation and Athletic Facilities Feasibility Studies and Master Plans and licensed in the State of Massachusetts, to develop a Feasibility Study and Comprehensive Recreation and Athletic Facilities Master Plan for Memorial School, 310 Main Street, Wilbraham, MA 01095.

Firms interested in responding may obtain a packet containing the information required for selection at the Parks and Recreation Department, 45C Post Office Park, Wilbraham, MA 01095. Packets will be available on September 14, 2022 at 2:00 p.m., and on the Town's website: www.wilbraham-ma.gov, under "Government/Bid Postings." Questions should be directed to Bryan J. Litz, Director of Parks and Recreation, at (413) 596-2816.

All responses to this RFQ must be received, in their entirety, no later than 12:00 pm on Wednesday, October 12, 2022 in the Parks and Recreation Department.²

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Memorial School RFQ

I. INTRODUCTION

The Wilbraham Parks and Recreation Department (WPRD) for the Town of Wilbraham, Massachusetts is soliciting Requests for Qualifications (RFQ) and proposals from Planning and/or Landscape Architectural Firms, experienced in producing Recreation and Athletic Facilities Feasibility Studies and Master Plans and licensed in the State of Massachusetts, to develop a Feasibility Study and Comprehensive Recreation and Athletic Facilities Master Plan for Memorial School, 310 Main Street, Wilbraham, MA 01095.

The Town of Wilbraham is accepting proposals for a one-time contract from qualified consulting firms to conduct a feasibility study/master plan to evaluate options for an existing 50,000 sq. ft. former elementary school building owned by the Town of Wilbraham.

This plan will be a working document to guide the community in planning for the future and developing the aforementioned projects at Memorial School. It will also aid the Town in setting and making proposals for future development. The study is to include an existing facility assessment, market analysis, programming analysis, site analysis, green design considerations, layout and design, financial and or facility management analysis, economic impact projections, total project cost and/or phased capital development program, financial options and summary of findings and recommendations. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

II. SCOPE OF SERVICES

The following outline is offered to describe the general extent of the services to be provided by the consultant. This outline is not necessarily all-inclusive and the consultant shall include in the proposal any tasks and services deemed necessary to satisfactorily complete the project.

Part I Existing Facility Inventory Analysis

The consultant shall assess all activity indoor and outdoor at Memorial School.

- a. Current facility uses and budget
- b. Operating expenses (3-year history)
- c. Revenues (3-year history)
- d. Rentals
- e. Town policies and procedures
- f. Existing recreation program statistics
- g. Demand for programs/services and facilities
- h. Facility's physical condition
 - Structure Condition
 - Safety and security
 - Equipment, mechanical systems, utilities (HVAC, plumbing, electrical, etc.)
 - IT Infrastructure and capabilities
- i. Existing legal agreements as appropriate

Memorial School RFQ

- j. Obtain base mapping, on file with the Engineering Department, and specifications on Memorial School, 310 Main Street.
- k. Evaluate the condition of outdoor fields: This evaluation shall include:
 - Type (baseball fields, trails, or other pertinent usage)
 - Type and condition of surfaces and/or pavement
 - Type and condition of related amenities (fencing, backstops, parking, bathrooms, seating, water fountains, pavilions, lighting, trash, utilities, or other related amenities)
 - Drainage and irrigation
 - Age
 - Estimate repair and maintenance needs for each
- l. Evaluate the schedule of use: This shall include who uses the facility, the specific use, what season, how frequently, and for what duration.
- m. Maintenance requirements: Evaluate building maintenance and upkeep. This shall include:
 - Maintenance schedules
 - Annual maintenance costs and budget
 - Maintenance deficiencies and deferred maintenance
 - Building staffing requirements and staffing budget
 - Ten year capital improvement plan

Part II Market Analysis

- a. Demographic characteristics and community profile – Project a reasonable service area (using census tracts or locally recognized neighborhoods) for the proposed facility, and determine existing and projected breakdowns for:
 - Population, age, educational level, ethnicity, gender, income level
 - Businesses and schools
 - Socio-economic trends
 - Emerging and programmatic trends
- b. Comparison with national, regional and local participation statistics/trends
- c. Review existing research, studies, and plans
- d. Inventory of competing facilities – Provide a map which shows the names and locations of competing and similar facilities; include an assessment of overall facilities and programs offered, quality, size, fees, attendance numbers
- e. Demand analysis – Provide both usage and growth rates (local, state, and national levels) for the proposed facility

Part III Programming Analysis

- a. General description and numbers of current and anticipated programs

- b. Project component/program recommendation/prioritization
 - Validate or adjust any existing facility program
 - Determine sizing and space allocation requirements
 - Component/Program relationships and interaction
- c. Develop program goals
- d. Identification of renovation needs
 - Determine renovation priorities
 - Impact on current operations

Part IV Site Analysis

- a. Summarize the maintenance and repair history of the former Memorial School.
- b. Assess the existing conditions at the former Memorial School, and including at a minimum:
 - Mechanical, electrical, plumbing, structural and cosmetic conditions of the former Memorial School.
 - Accessibility compliance with the Architectural Barriers Act of 1968, Section 504 of Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990.
 - Compliance deficiencies with codes and/or recommended standards.
 - Address all applicable occupancy and safety requirements.
 - If any special tests are required to assess the existing systems, these tests should be specifically noted.
- c. Existing traffic circulation, parking, access to the site and recreation facility.
- d. Provide a general statement of overall condition of each component.
- e. Detail specific deficiencies where the component does not meet state and local codes (electrical code, existing occupancy requirements, MA Construction Code, Uniform Construction Code, 2010 ADA Standards for Accessible Design, etc.)
- f. Provide detailed recommendations for needed improvements and renovation options including advantages, disadvantages and costs of each design alternative and option.
- g. Detail probable construction costs for capital improvements, renovation options and related operating costs.
- h. Present the options to the Wilbraham Parks & Recreation Department to select the one that best meets the community's needs and funding abilities. Prioritize needed improvements and develop a project phasing plan.

Part V Green Design Considerations

- a. Evaluate renewable energy sources and the best green technology solutions
 - Solar
 - Wind
 - Geothermal
 - Heating and cooling energy reduction strategies (ex. tree planting)
- b. Describe the green and sustainable practices to be included in the project
 - Provide analysis of the green elements; including cost comparisons for these elements vs. traditional development

- Determine current carbon footprint and potential reduction
 - Complete an energy audit
 - Reduced water usage (conservation measures, rainwater collection techniques, etc.)
 - Integrate stormwater best management practices where possible
- c. List materials that can be used in design and construction that are eco-friendly, made of regional content, and are recyclable. These may include flooring, carpeting, paint, stain, insulations, wall and ceiling panels, windows, cabinets, etc.
 - d. Provide a cost benefit analysis of green technologies and design elements
 - e. Alterations, repairs, additions, and changes of occupancy shall comply with existing codes.

Part VI Needs Analysis

Evaluation of current and future facility needs based upon indoor and outdoor development of:

- a. Outdoor: Pickleball Courts, year round synthetic ice rink, a dog park and biking trails.
- b. Indoor: Gymnasium, classroom and office space renovations

Part VII Financial and/or Facility Management Analysis

Evaluate and address existing operations and maintenance of the facility, attendance, and revenue generating opportunities. Tasks included under this work element should be:

- a. Develop a three-year historical summary of facility revenues and operational expenses.
- b. Develop a profile of attendance and facility users. If available, address residency, membership vs. daily use, peak times, etc.
- c. Develop a profile of programs offered.
- d. Analyze concession operations.
- e. Analyze similar recreation facilities within the region to assess design, operations, maintenance, programming, etc.
- f. Work with the community to evaluate its rationale for continuing to provide a recreation facility. For example, the community may desire to keep fees low so that all residents can afford to use the facility. The decision for lower fees may warrant the need for tax support or a partnership with a non-profit organization.
- g. Provide recommendations on how to increase revenues, decrease expenses without impacting the safety of users, and improve overall facility management and services.
- h. Provide cost benefit analysis of existing and proposed capital improvement.

Part VIII Economic Impact Projections

- a. Direct impact from operations
- b. Indirect impact from events and activities

Part IX Total Project Cost and/or Phased Capital Development Program

- a. If the proposed development cannot realistically be carried out as one complete project, develop a phased and prioritized multi-year capital development program. This should

explain the strategy for the phasing, identify which areas and facilities are to be developed in which years, and provide the costs associated with each phase.

Part X Financial Options

Based on projected costs for design, development and operation, and projected revenue, provide the various financial options for obtaining the necessary funds to design, build, operate and maintain the facility. Project for five years, and include dollar amounts from each suggested financial source. Include in this discussion, based on input from public meetings, surveys, meetings with public officials and agency staff, only the viable and significant sources of likely funds, such as:

- a. General fund support
- b. Bond sales
- c. Capital campaign
- d. Charitable contributions (gifts, endowments, trusts, donations, etc.)
- e. Applicable grants
- f. Facility generated revenue
- g. Partnerships- nonprofit, public and private sector support

Part XI Report Preparation

- a. Draft Report: Consultant shall prepare a draft report of the findings described in Parts I through X. As part of this draft report preparation, consultant shall assume two (2) meetings with community groups. These meetings will be used to gather input and to inform the community of the study. The consultant shall secure input/comment from the Board of Selectmen and Town Administrator; and relevant departments such as Parks & Recreation, Wilbraham Public Schools, Sports Associations, Friends of Recreation (F.O.R.), Conservation Commission, Public Works, Planning & Zoning and/or others as designated by the Parks & Recreation Director during the draft report stage and plan to attend at least three (3) meetings as requested, in addition to those mentioned above.
- b. Final Report: Based on all comments, meetings, and input consultant shall prepare the Final Report. Final Report shall include all text and supporting graphics. Consultant shall submit and present a total of three (3) copies of the Final Report to the Playground & Recreation Commission at a date to be determined.

III. PROPOSAL SUBMISSION

All responses to this RFQ must be received in a sealed envelope and clearly marked "Wilbraham Parks & Recreation Department Memorial School Proposal" by 2:00 PM, on Wednesday, October 12, 2022 to be eligible for consideration. RFQ responses shall be submitted to:

Memorial School RFQ

Wilbraham Parks & Recreation Department
ATTN: Bryan J. Litz
45C Post Office Park
Wilbraham, MA 01095

Please submit nine (9) copies of the RFQ response plus one electronic version on a thumb drive or similar storage device. Do not include the price proposal in the nine copies or the thumb drive. The Town of Wilbraham will be employing a quality-based selection process.

The Fee for this service is Not to Exceed \$100,000. The Fee shall be submitted with the RFQ in a separate, sealed envelope. (See V(I)).

IV. REVISIONS TO THE REQUEST FOR QUALIFICATIONS--ADDENDA

Questions regarding this RFQ may be submitted to:

Wilbraham Parks & Recreation Department
ATTN: Bryan J. Litz
45C Post Office Park
Wilbraham, MA 01095

Questions may be submitted no later than September 28, 2022 at 4:30 p.m. The WPRD shall endeavor to respond to questions via Addenda issued no later than October 5, 2022 at 4:30 p.m. Addenda shall be posted on Commbuys and the Town's website:

www.wilbraham-ma.gov under "Government/Bid Postings."

It shall be the responsibility of the consultant to be aware of any Addenda issued.

V. FORMAT FOR PROPOSALS

Proposals are requested to be concise and should include, in order, the following:

- A. Letter of Transmittal;
- B. Executive Summary;
- C. Brief organizational profile, including background and experience of the firm.
- D. Previous project summaries, including reference contact information, for a minimum of two (2) projects, which are similar in scope to the project described herein and which demonstrate pertinent corporate and key personnel experience. Listing of the pertinent projects may be included. (The Town reserves the right to contact any references provided herein or otherwise obtained).
- E. Proposed Operation Plan and potential project schedule including an explanation/discussion of technical approaches and a detailed outline of the proposed

services for executing the requirements of the Proposed Scope of Services (please note that the final feasibility study and master plan document as well as all maps and supporting information is expected to be delivered in both hard copy and electronic format).

- F. Project management including:
 - i. Project organizational chart including key staff to be assigned.
 - ii. Location of office from which the management of the project will be performed.
 - iii. Summary/matrix of key personnel's shared project experience.
- G. Standard Forms: Standard Designer Application (Appendix A to this RFQ); Non-Collusion and Tax Compliance (Appendix B to this RFQ)
- H. A sample contract is included with this RFQ (Appendix C to this RFQ)
- I. **FEE:** The fee shall not exceed \$100,000 (one hundred-thousand dollars). The Fee shall be submitted with the RFQ in a **separate sealed envelope marked**

“Fee Proposal: Memorial School.”

The Fee must only be provided in the separately marked sealed envelope. A form to submit the Fee is provided as Appendix D to this RFQ.

VI. SIGNATURE

The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal is a firm offer for a sixty (60) day period from submission. The proposal shall also provide the following information: name, title, address and telephone number of the individual(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for clarifying submitted information.

VII. RFQ EVALUATION AND SELECTION

RFQ responses will be reviewed using a quality based evaluation process. Qualifications shall be evaluated and ranked by the Playground & Recreation Commission, Parks & Recreation Director and the Director of Facilities and Maintenance. The evaluations will be presented to the Wilbraham Board of Selectmen. Evaluations will be based on the documentation requested herein, utilizing criteria, which includes, but is not necessarily limited to or in the order of, the following:

- A. The proposal's responsiveness to the RFP (format, capabilities, work program, approach, clarity, ability to meet proposed schedule, and/or other pertinent factors);
- B. Apparent specialized experience and technical competence of the firm and its personnel in the required disciplines, including a thorough knowledge of the legal, federal, state, and local land use statutes and regulations;
- C. The qualifications and experience of personnel committed to the project.

The Wilbraham Board of Selectmen will consider the evaluations and rankings and then make the final determination as to which consultant to negotiate the fee and award the contract. The Chairman of the Board of Selectmen, or their designee, shall negotiate the Fee.

**APPENDIX A:
STANDARD DESIGNER SELECTION FORM**

Memorial School RFQ

**Commonwealth of Massachusetts
DSB Application Form
(Updated July 2016)**

1. Project Name/Location for Which Firm is Filing:	2a. DSB #	Item #
	2b. Mass. State Project #	

3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:

3e. Name Of Proposed Project Manager:
For Study: (if applicable)
For Design: (if applicable)

3b. Date Present and Predecessor Firms Were Established:

3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:

3c. Federal ID #:

3g. Name and Address Of Parent Company, If Any:

3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):

Email Address:

Telephone No:

Fax No.:

3h. Check Below If Your Firm is Either:

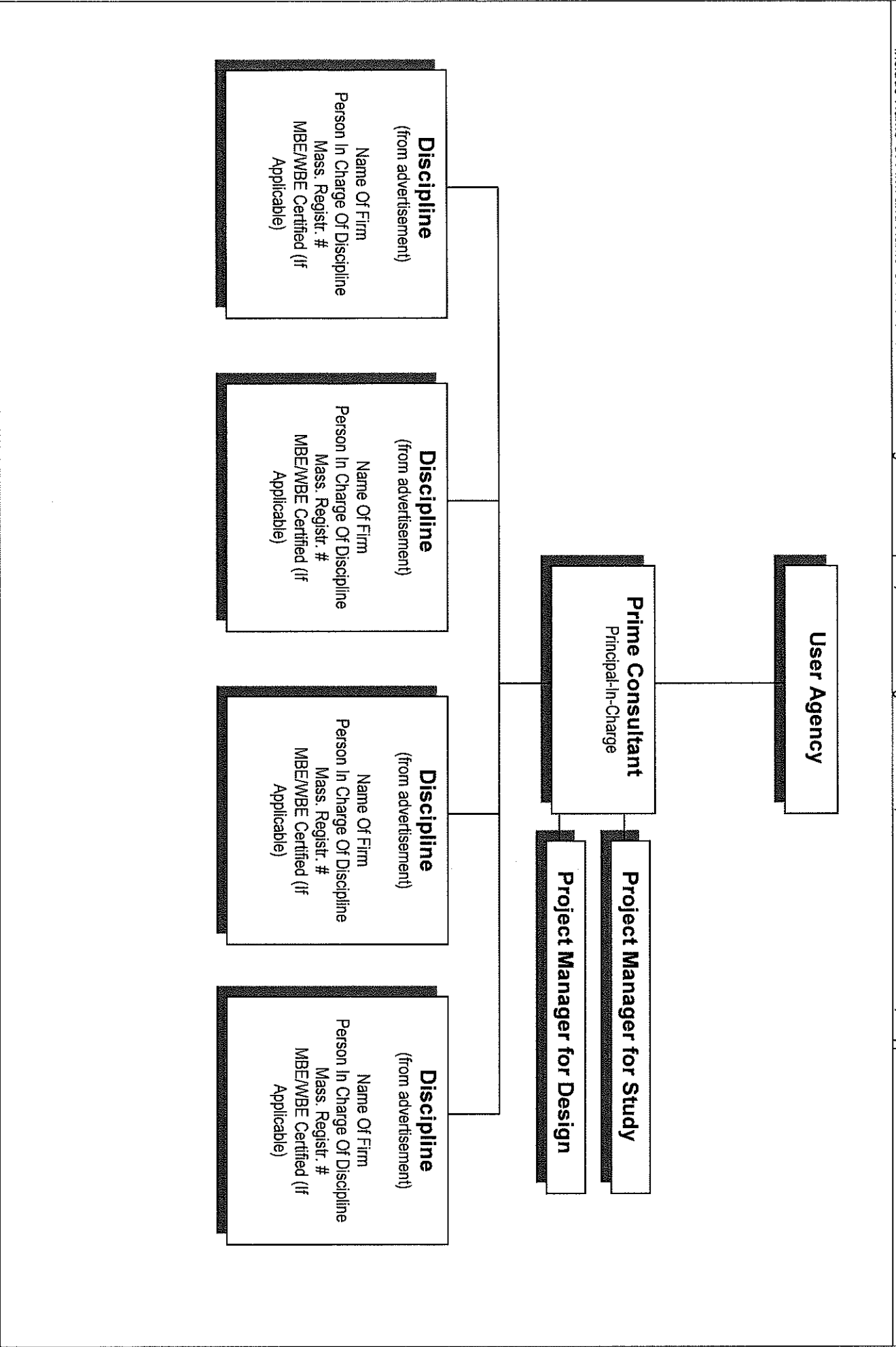
- (1) SDO Certified Minority Business Enterprise (MBE)
- (2) SDO Certified Woman Business Enterprise (WBE)
- (3) SDO Certified Minority Woman Business Enterprise (M/WBE)
- (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE)
- (5) SDO Certified Veteran Owned Business Enterprise (VBE)

4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function - Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):

Admin. Personnel	()	Ecologists	()	Licensed Site Profs.	()	Other	()
Architects	()	Electrical Engrs.	()	Mechanical Engrs.	()		()
Acoustical Engrs.	()	Environmental Engrs.	()	Planners: Urban./Reg.	()		()
Civil Engrs.	()	Fire Protection Engrs.	()	Specification Writers	()		()
Code Specialists	()	Geotech. Engrs.	()	Structural Engrs.	()		()
Construction	()	Industrial Hygienists	()	Surveyors	()		()
Cost Estimators	()	Interior Designers	()		()	Total	()
Drafters	()	Landscape Architects	()		()		()

5. Has this Joint-Venture previously worked together? Yes No

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. Include Resumes of Project Managers. 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: MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDOVBE <input type="checkbox"/> VBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDOVBE <input type="checkbox"/> VBE <input type="checkbox"/>
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 Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm):	h. Other Experience and Qualification 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 DSB 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 Areas Of Experience Listed In DSB Advertisement)	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 and They Must Be In The Format Provided.

Sub-Consultant Name:

	a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	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)						

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.				

* 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 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be specific - No Boiler Plate

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date

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 (Signature) _____ Printed Name and Title _____ Date _____

The following forms MUST be attached to only ONE (ORIGINAL COPY) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.

DSB
S-CA

Commonwealth of Massachusetts
Designer Selection Board **SUB-CONSULTANT ACKNOWLEDGMENT**

Project: _____

Applicant Designer: _____

Sub-consultant: _____

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

Signature of Sub-Consultant Duly Authorized Representative

Print Name and Title

Date _____

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.

APPENDIX B

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.

Business Name: _____

Business Address: _____

Signature of authorized person: _____

Title:

Date:

Corporate

ATTEST: _____

SEAL

I. CERTIFICATE OF TAX COMPLIANCE

Pursuant to GL c. 62C, section 49A, I certify under 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.

Business Name: _____

Business Address: _____

State Identification Number (or SSN or Federal ID): _____

Signature of authorized person: _____

Title:

Date:

Corporate

ATTEST: _____

SEAL

APPENDIX C: SAMPLE PROFESSIONAL SERVICES CONTRACT

Memorial School RFQ

Professional Services Agreement

Between THE FIRM

and the

Town of Wilbraham, Massachusetts

Planning and/or Landscape Architectural Firms to develop a Comprehensive Recreation and Athletic Facilities Master Plan for 310 Main Street, Wilbraham, MA 01095 (commonly referred to as Memorial School),

II. PARTIES TO THE AGREEMENT

THIS AGREEMENT, is made on November XX, 2022 by and between (Firm Name) hereinafter called the **FIRM**, and the **Town of Wilbraham**, a Massachusetts municipal corporation, hereinafter called the **CLIENT**, with a legal place of business at 45C Post Office Park, Wilbraham, MA 01095, for the provision of professional consulting services in accordance with Town's Request for Qualifications from Planning and/or Landscape Architectural Firms, experienced in producing Recreation and Athletic Facilities Master Plans and licensed in the State of Massachusetts, to develop a Comprehensive Recreation and Athletic Facilities Master Plan for 310 Main Street, Wilbraham, MA 01095 (commonly referred to as Memorial School), and in response to said RFQ submitted by THE FIRM, dated November XX, 2022, which is attached hereto as Exhibit B and incorporated herein by reference

GENERAL TERMS AND CONDITIONS

Mutual Representations

- 1) The **FIRM** has no liens or encumbrances which would adversely affect the ability of the **FIRM** to perform as stipulated under this agreement, its terms and conditions.
- 2) The **FIRM** certifies that it is in full compliance with all laws relating to taxes and to contributions and payments in lieu of contributions. The tax identification number for THE FIRM is _____.
- 3) The **FIRM** certifies that no official or employee of the **CLIENT** has a financial interest in this proposal or in the contract with the **FIRM** or in the expected profits to arise therefrom.
- 4) The **FIRM** certifies that it has not been debarred or suspended, nor will it contract for supplies from a debarred or suspended subcontractor on any public contract.
- 5) The **FIRM** certifies under penalties of perjury that this quote 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.
- 6) The **FIRM'S** consultants assigned to any scope of work or project will remain throughout the duration of that specific scope of work or project.
- 7) The **FIRM** retains the right, and upon thirty (30) days written notice, to remove from the project any of its consultants which it believes can no longer suitably perform under its obligations to this Agreement or any Supplement to it.
- 8) The **CLIENT** represents that sufficient funds have been appropriated so it may retain and compensate the **FIRM** for the services provided for herein.
- 9) The **CLIENT'S** representative is authorized to enter in to this agreement on behalf of the **CLIENT**.
- 10) The **CLIENT** is aware of no action, contemplated action, liability or other encumbrance that would limit or otherwise preclude the **CLIENT** from freely entering into this Agreement and compensating the **FIRM** for the services provided and as further defined in the Supplement(s).

- 11) The **CLIENT**, upon thirty- (30) days written notice and for cause, may request the **FIRM** to remove or replace any of its consultants except the principle responsible for the specific scope of work defined in the Supplement.
- 12) The parties mutually agree to deal with each other in a reasonable and forthright manner to bring about a successful conclusion to the services and/or projects undertaken.
- 13) It is understood and agreed upon by the parties that failure of the Client to implement the recommendations contained in the Firm's final report is not cause for failure to make full payments in accordance with the fee for consulting services as stated in Section V of this Agreement.

ADMINISTRATION

In all cases when the **FIRM'S** services are retained in addition to that specified in Section IV of this Agreement, a written Supplement to this Agreement must be prepared which defines the scope of services to be retained and provided, and the billing rates or amounts to be charged by the **FIRM** to the **CLIENT**. Supplements must be executed by the authorized representatives of the respective parties before any billable work being undertaken. The Supplement(s) shall identify:

- 1) The **FIRM'S** principal consultant responsible for the successful delivery of services and/or project completion and the **CLIENT'S** contracting official(s) or officer(s).
- 2) The specific details of the work to be performed.
- 3) The **FIRM'S** consultants to be assigned.
- 4) The basis upon which the **FIRM'S** services are being retained including the cost per task, cost reduction considerations or the agreed upon fee(s) for the personnel assigned and/or the services provided.
- 5) The **CLIENT'S** contact person responsible for administering the Supplement, activities or project and the associated reporting requirements.
- 6) Any special or other conditions such as time deadlines, special reporting requirements, budget limitations or other similar constraints.

FEES AND CHARGES

- 1) Upon completion of the Professional Consulting Services Supplement and the Scope of Services identified in Section IV below the **FIRM** shall invoice the **CLIENT** during the second week of the month following completion of said work, unless otherwise specified and agreed. The **FIRM** shall provide a detailed description of the Task(s) performed in the form of a written report. The **CLIENT** will make payment within thirty (30) days of receipt of the invoice unless otherwise agreed.

THE FIRM Consulting Company: Professional Consulting Services Supplement

I. **Project:** Comprehensive Recreation and Athletic Facilities Master Plan for 310 Main Street, Wilbraham, MA 01095 (commonly referred to as Memorial School)

II. **Client:** Wilbraham Recreation Commission, Town of Wilbraham, Massachusetts

Client's Project Representative(s):
Bryan Litz, Recreation Director

III. **Project Consultants:**

IV. **Scope of Work**

The project shall be completed as proposed by the **FIRM** in its **Response dated Xx, 2022, and the Town's RFQ**, copies of which are attached as a part of this Agreement.

V. Fee

The professional fee for this project shall be \$_____. Fees will be invoiced upon the completion of the project as set forth above under "Fees and Charges."

This fee represents all costs associated with the completion of the specified consulting services including all consulting fees, clerical support, travel, printing, and other incidental project-related expenses.

IN WITNESS WHEREOF, the parties to these presents has executed this Contract in the year and day first above mentioned.

For THE FIRM COMPANY:

Signature

Date

Printed Name & Title

For the CLIENT:

Signature

Date

Chairman, Recreation Commission

APPENDIX D:

FEE

(Submit Fee in a Separate Envelope Marked "Fee Proposal: Memorial School")

Consulting Firm and Contact Information (contact name, address, e-mail, telephone):

Firm _____

Contact _____

Address _____

Email _____

Telephone _____

Authorized Signature: _____

TOTAL FEE FOR ALL SERVICES: \$ _____

TOTAL FEE FOR ALL SERVICES SPELLED OUT IN WORDS:

Proposed Fee Payment Schedule: List dates/Milestones and relevant Fees*

_____	\$ _____
Date/Milestone	Fee
_____	\$ _____
Date/Milestone	Fee
_____	\$ _____
Date/Milestone	Fee
_____	\$ _____
Date/Milestone	Fee

*The total of all "Milestone" fees shall not exceed the Total Fee for All Services.
Milestone schedule shown is an example. Bidders may propose their own specific Milestone schedule.

APPENDIX E:
Memorial School Summary Capital Needs Assessment

Capital Needs Assessment

<i>Property Name:</i> Memorial Elementary School		<i>Property Type:</i> School		
<i>Address:</i> 318 Main Street		<i>Property Age:</i> 71 Years		
<i>City and State:</i> Wilbraham, MA 01095		<i>No. of Units or Tenants:</i> 1		
<i>Site Survey Date:</i> July 16, 2021		<i>Square Feet:</i> 48,895		
<i>Report Date:</i> August 23, 2021		<i>Analysis Term (Yrs.):</i> 10 Years		
<i>EBI Project #:</i> 1321000388				
Section #	Section Name	Immediate Repairs	Short Term Repairs	Replacement Reserves
2.0 SITE CONDITIONS				
2.1	Site Features			
2.2	Landscaping & Site Improvements	\$1,992	\$33,839	\$23,890
2.3	Pavement and Parking		\$42,779	\$35,153
2.4	Site Amenities			
2.5	Utilities			
3.0 STRUCTURE				
3.2	Substructure			
3.3	Superstructure	\$7,164		
4.0 BUILDING ENVELOPE				
4.1	Roofing	\$5,625	\$761,882	
4.2	Facades	\$6,250	\$8,909	\$8,909
4.3	Windows & Doors	\$1,017		\$13,683
5.0 BUILDING INTERIOR				
5.1	Basements/Attics/Penthouses			
5.2	Interior Finishes & Components		\$379,688	\$57,973
6.0 ACCESSIBILITY				
6.1	Accessibility Compliance		\$1,588	
7.0 BUILDING SYSTEMS				
7.1	Building Plumbing			\$3,146
7.2	HVAC		\$45,379	\$19,538
7.3	Building Electrical	\$1,954		\$5,861
7.4	Building & Site Fire/Life Safety			\$8,271
7.5	Elevators & Conveying Systems			
8.0 MUNICIPAL RESEARCH				
8.1	Municipal Information & Zoning			
8.2	Building & Planning Department			
8.3	Fire Department			
9.0 HAZARDS				
9.1.1	Seismic			
9.1.2	Flood Zone			
9.1.3	Wind Zone			
9.2	Suspect Mold and Moisture			
TOTALS:		\$24,002	\$1,274,063	\$176,425
		Dollars per sf/yr	Dollars per unit/yr	
Present Value of Capital Needs Cost Estimate		\$0.36	\$17,642.49	\$176,425
Inflated Value of Capital Needs Cost Estimate		\$0.42	\$20,355.14	\$203,551
Immediate Repairs Cost Estimate		\$24,002		
Short Term Repairs Cost Estimate			\$1,274,063	
Total Deferred Maintenance Cost Estimate, After Multiplier		\$1,298,066		