



## *City of Fitchburg, Massachusetts*

Purchasing Division  
166 Boulder Drive, Suite 108  
Fitchburg, MA 01420  
[www.fitchburgma.gov](http://www.fitchburgma.gov)

### **Request for Qualifications**

#### ***Procurement for:*** **City Hall Feasibility Study, 718 Main Street #DSB-17-101**

Sealed proposals will be received at the office of the Chief Procurement Officer, City Hall, 166 Boulder Drive, Fitchburg, MA until January 11, 2017 at 2:00 pm local time for a feasibility study of 718 Main Street (site of former City Hall Offices).

Proposal will be considered for a comprehensive study of the existing building and site, taking into consideration the current condition of the building and parking challenges, and providing the City with a full range of options to improve the site and permanently locate the City's municipal headquarters at that location. Work will also include space programming, conceptual design options, and cost estimates.

A pre-submission meeting will be held on December 29, 2016 at 10:00 am local time, beginning at 718 Main Street for a site visit and walk-through of the building, and will proceed to the current City Hall Offices at 166 Boulder Drive immediately following. Since the building at 718 Main Street is currently closed to the public, no walkthrough is allowed outside of the pre-submission conference time.

Procedure and award shall be subject to the provisions of Chapter 7C, §§ 44-57, Design Services, of the Massachusetts General Laws, including all current amendments. The City of Fitchburg reserves the right to reject any or all proposals, waive any minor informality in the proposal process, and accept the proposal deemed to be in the best interest of the City. The Selection Committee may conduct interviews to assist in choosing a firm, and the resulting fee shall be negotiated.

Specifications, Terms and Conditions and Proposal Forms may be obtained by contacting the Chief Procurement Officer at [mdelaney@fitchburgma.gov](mailto:mdelaney@fitchburgma.gov).

City of Fitchburg  
by Mary A. Delaney  
Chief Procurement Officer

To appear in the Sentinel and Enterprise, Central Register  
December 21, 2016 (1t)

## **Key Dates**

RFQ Advertised and Released	December 21, 2016
Site Visit	December 29, 2016 at 10:00 am
Proposals Due	January 11, 2017 at 2:00 pm
Committee Review Begins	January 12, 2017
Committee Recommendation to Mayor	January 19, 2017
Contract Signed and Executed by	January 31, 2017
Work to Begin	February 1, 2017
Report Due to City of Fitchburg	July, 2017
Presentations to City Council/Public	August, 2017

## **Submission Requirements**

Sealed submittal containing one original and three (3) copies of the submittal documents, clearly marked "**CITY HALL FEASIBILITY**" on the outermost envelope/container, must be received by the deadline at the Purchasing Office, 166 Boulder Drive, Suite 108. It is the sole responsibility of the proposer to ensure that the submittal arrives on time and at the designated location. Late submittals delivered in-person by a firm's representative or by delivery service will be refused; others received after the deadline will be returned to sender unopened.

Within your submittal, supply each of the following items and clearly structure and label:

1. Cover Letter including name of Agency/Firm, address and contact information, signed by individual authorized to sign such documents.
2. One (1) copy of the firm's Financial Statement for the two previous calendar years attested by a CPA or Bank Officer, submitted in a separate envelope to maintain confidentiality.
3. Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (provided).

Submittal shall be limited to a maximum of thirty (30) 8 ½ x 11" pages if printed on one side or fifteen (15) pages double-sided. DSB form and resume are not included in the above mentioned limit.

Submittal shall NOT include fees or fee schedules. Fee proposals will be requested of the finalists only.

## **Questions and Clarifications**

Questions requiring clarification shall be submitted in writing to the Chief Procurement Officer prior to the deadline stated, in order to afford adequate time to respond prior to the deadline. Should it be found necessary, a written addendum will be published and sent to those who registered to receive the RFQ.

## Introduction

Located prominently on Main Street, Fitchburg City Hall (dedicated in January 1853), is considered a local landmark by the community. Unfortunately, the building and site have fallen into disrepair, mainly attributed to deficiencies in the building's systems and components which were not addressed to full extent over the 160 years of occupancy. The building has been expanded, altered and renovated. An historic section that was once a ballroom was converted to office and storage space, but the result of that was a loss of use of a third floor area in the original building.

After 160 years of continuous use, in August, 2012, City Hall Main Street was deemed uninhabitable due to extensive unresolved damage to the roof structure, including a failure of trusses in the roof system (which have been temporarily shored). Due to concern for safety of occupants and visitors, the Mayor at that time secured leased office space on Boulder Drive, and relocated many services to multiple locations throughout the City. Presently, "core" City Hall staff remain at Boulder Drive, mainly in cubicles and small offices, while Planning and Community Development reside in the basement of the Library and other departments remain decentralized. More recently, an adjacent parking garage structure which supported employees and the general public was demolished due to extensive deterioration and has not been rebuilt. Parking remains a serious concern at the 718 Main Street location.

A comprehensive evaluation of City Hall was performed by Kaffee Kang Associates in 2003 which identified a general condition of disrepair and problematic layout. The City had a limited budget for capital improvements over the years, resulting in an accumulation of repair and replacement projects. A City Hall Subcommittee was tasked in 2012, to recommend options for Fitchburg's municipal headquarters. This Subcommittee presented their report in November, 2014 but no action was taken at that time on any of the recommendations, which included:

- Complete renovation of the existing structure with the addition of a third floor to the original 1852 portion of the building;
- Complete renovation of the 1852 portion with the addition of a third floor and demolition of the 1875 portion and a two story addition; and
- Demolition of the entire existing structure and construction of a new City Hall building.

Inspections of existing building conditions have been conducted by an architect, structural engineer, mechanical engineer, electrical engineer, and environmental consultant. Deficiencies have been identified and improvements recommended for code compliance and continued serviceability of the building.

Space planning and preliminary cost estimates for renovation configurations and for a new building were also identified in previous studies.

Over the past several months, the City has taken steps to prepare 718 Main Street for the future. Historic documents and artifacts have been relocated, with the assistance of the City's Historical Society. An auction of surplus equipment and furniture was conducted to empty the building. There is

an ongoing effort to remove or relocate documents, paperwork, and other records from the many nooks and crannies in the building, which should be concluded by the end of January. Most notably, in December 2016, asbestos sampling/testing was performed, resulting in a preliminary report identifying areas of concern; and it is expected that the City will perform abatement prior to any activity which will take place on site.

All associated reports that have been provided to the City of Fitchburg will be provided to the firm selected to conduct the new feasibility study for their inspection and use in developing a new study. Due to the availability of the prior feasibility study, the City expects the contracted firm's work to be accomplished in a reduced time-frame since duplication of efforts is unnecessary.

The purpose of the new feasibility study will be to utilize information gathered in prior surveys and studies, and to take a fresh approach with the 718 Main Street site, which is the City's preferred site for a permanent City Hall municipal headquarters. The comprehensive study will consider the existing building and site, including parking challenges, and propose a full range of options, including demolition, maintaining architectural details, renovation and expansion, and new construction. To this end, the work shall include an evaluation of the existing building and site, space programming, conceptual design options, and cost estimates.

## **Technical Scope of Services**

The following scope of services is intended to provide a brief description of the desired services. It is not limited to, or exclusive of the services to be negotiated with the selected firm. The City may choose to contract in phases, at its sole discretion.

1. Prepare a project overview and present a detailed and all-encompassing vision for City Hall at 718 Main Street, including public spaces, office and meeting spaces, a City Council Chamber, and an Administrative Suite, while maintaining the essence of the current building's place in the community;
2. Update the space planning reports to accurately reflect the departments, programs and public meeting spaces required for an efficient and secure building;
3. Identify constraints, obstacles and limitations of the current facility and site;
4. Prepare a report on potential phasing and building components, taking into consideration the current deteriorated condition of the facility and the needed rehabilitation to bring the building into compliance with code, and to guarantee the safety and well-being of all staff, program participants and visitors;
5. Develop an alternate approach to renovating the existing structure; specifically, propose a model and logistical considerations for raising existing structure and new building, taking into consideration the historic and sentimental value of the current building to the residents of Fitchburg;
6. Prepare conceptual renderings, schematic design and options, budget projections and detailed cost estimates for each of the recommended actions, including both renovation and remodel, or raising and rebuilding.
7. Upon acceptance of the study, meet with City representatives and attend public meetings as necessary to present and explain findings and recommendations.

## **Review Procedures and Criteria**

Review of all submittals will be consistent with the Designer Selection Procedures adopted by the City of Fitchburg, the program set forth in this solicitation, and other requirements that may be asked of the finalists.

The firm selected to perform the feasibility study will be eligible to participate in subsequent solicitations for this project, but will be required to meet the same standards as other applicants, and may be subject to an independent review if the City of Fitchburg so chooses.

The successful firm will demonstrate extensive experience in the conduct of similar studies of public buildings, in particular, city or town hall buildings. Related experience and professional registrations on the proposed project team will be carefully considered. As this project is time-sensitive, the ability of the prospective firm to commence work upon award of contract and proceed diligently and quickly with the study will also be considered.

Review will include, but is not limited to the following:

- Qualifications of the proposed project team;
- Technical ability to analyze the site, provide accurate cost estimates, update space needs assessment and develop alternative models;
- Prior study and development experience on municipal buildings, specifically city and town hall buildings;
- Previous experience in leading a public participatory process

**Briefing and Site Visit**

A pre-response meeting will be held December 9, 2016 at 10:00 am, beginning with a tour of the closed City Hall building at 718 Main Street. Plan accordingly, as the elevator is not commissioned for use and the tour will include several sets of stairs to access all floors in two connected buildings. There is also limited electricity and no heat. Following the tour, all interested parties may proceed to the current location of City offices at 166 Boulder Drive, which is a short walk from 718 Main Street.



**Associated Information**

All records, data file, computer records, work sheets, deliverable products complete and incomplete, and all other types of information prepared or acquired by the proposer for delivery to the City of Fitchburg shall be and will remain the property of the City of Fitchburg. Proposer agrees to use this information only as required in the performance of this Agreement and will not, before or after the completion of this agreement, otherwise use said information, or copy, nor reproduce the same in any form except pursuant to the sole written instructions of the City of Fitchburg.

## **Minimum Criteria**

- Minimum of five (5) years' experience in design/construction/rehabilitation of public and historic buildings. Experience with design, construction, rehabilitation of city or town hall buildings will be beneficial in the selection of the proposer and should be identified and explained in the proposal.
- Demonstrated knowledge and experience with public construction laws and procedures.
- Demonstrated evidence of what the firm offers for this particular project that is unique from other firms in this field. Provide examples.

## **Comparative Evaluation Criteria**

NOTE: Proposers are to respond to the following criteria in a clearly labeled section of their submittal.

The following metrics will be used in the evaluation of the proposal firm to be selected:

1. Recent experience in with projects of a comparable size, scope and complexity.
2. Prior study and development experience with space planning.
3. Technical ability to provide accurate cost estimates and develop and recommend alternative models.
4. Reputation for personal and professional integrity and competence.
5. Key personnel's professional qualifications, background, caliber and availability for project.
6. Current and anticipated workload; and demonstrated ability to meet schedules or deadlines.
7. Familiarity with, and proximity to, the geographic location of this project.
8. Knowledge of Massachusetts procurement laws, regulations, policies, and procedures, particularly as they pertain to municipal building projects.
9. Demonstrated understanding of the project's potential challenges, including any recommended actions believed to be necessary or appropriate to the successful completion of the project.
10. Degree of interest shown in undertaking the project.
11. References. The City retains the right to solicit additional references from outside sources.