TOWN OF SEEKONK

Request for Proposal

For

Architectural & Professional Engineering Design Services
For Planning, Design, Permitting & Contract Documents
For Bidding & Construction for Field Turf and Renovations
at the Seekonk Connolly Field & Mooney Track
Request for Proposal
For
Architectural & Professional Engineering Design Services for Design, Planning, and Permitting & for Construction Documents for Bidding & Construction for Field Turf and Renovations at the Seekonk Connolly Field & Mooney Track
261 Arcade Avenue, Seekonk MA 02771

The Town of Seekonk, Massachusetts invites proposals from Architectural & Professional Engineering Services firms to plan, design, and permit and develop publicly biddable construction documents including all plans, permits and construction specifications for renovations of the athletic complex at the Seekonk Connolly Field & Mooney Track at the Town’s property at 261 Arcade Avenue. 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 Stephen Prew, Chair of Seekonk Connolly Field Turf & Renovation Building Committee no later than August 27, 2020 at 11:00 AM. Responses should be submitted in a sealed envelope. Interested bidders should send their name and contact information to Stephen Prew, Chair of Seekonk Connolly Field Turf & Renovation Building Committee in the event of addendums:

ADDENDUM # 1: Provide Alternate Fee for Architectural & Engineering Services during Construction. Once town has approved construction award. For services during bidding, construction award, construction & to completion of the project.

I. OVERVIEW

The property located at 261 Arcade Avenue currently contains Football & Soccer Athletic Field, Track, Stands (Home & Visitors), Score Board, Field Lights, Press Box & Concession Stand / Coaches Office. The aforementioned areas are within a fenced in area.
Several acres of the parcel are currently undeveloped. The goal of this project is to reorganize the open space within the property lines to better accommodate the recreation needs of our Town.

The Town of Seekonk is seeking to engage a qualified and licensed Playing Field Designer, Architectural Firm, Landscape Architectural Firm and Professional Engineering Firm to provide services to the Seekonk Connolly Field Turf & Renovation Building Committee for planning, design, permitting, development of bid construction documents suitable for public bidding for the renovation of the athletic complex at the Seekonk Connolly Field & Mooney Track 261 Arcade Avenue. The plan shall include four (4) Phases (20%, 60%, 90%, and 100%) in which work of this RFP will be presented to the Seekonk Connolly Field Turf & Renovation Building Committee to review progress of work of this RFP, and shall be accompanied by drawings, cost estimate and summary report. The final design will be used by the Town to seek grant funding for A/E services during Bid & Construction phases and construction of all, or portions of the properties. Design shall include, but not limited to: New Multi-purpose field i.e. football, soccer, lacrosse, field hockey (typically within boundaries of the track), track, Turf type(s) for construction, Home Stands, Press Box & ADA compliance. To review; Score Board, Field Lighting, Visitor stands & Concession Stand / Coaches Office, lighting that is sensitive to neighboring properties and other factors that are identified in attached programming list (Attachment #2) and public input process.

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 an A/E designer firm 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 four (4) Phases (20%, 60%, 90%, and 100%) in which work of this RFP will be presented to the Seekonk Connolly Field Turf & Renovation Building Committee to review progress of work of this RFP, and shall be accompanied by drawings, cost estimate and summary report. Summary Cost estimates must include prevailing wages, Owner Contingency, A/E & OPM services during construction.

Scope of Services: The Scope of Services for the above project includes the preparation and providing the following information to assist the Seekonk Connolly Field Turf & Renovation Building Committee in selecting the final design and construction of this facility.
1. Provide Designer (Architectural, Landscape Architectural, Civil & Electrical Engineering and Surveying) services for the renovation of the existing Seekonk Connolly Field, Track, Stands & Press Box.


3. Provide review of Owner Program and advise. Refer to Attachment #2

4. Provide review of site & existing conditions and review of existing documents provided by the town.

5. Provide Preparation of a Concept Design Master Plan of the site.


7. Provide Estimated Construction Schedule.

8. Provide Estimated Costs of Maintenance after Construction.

9. Attend & document regular meetings with representatives of the Seekonk Connolly Field Turf & Renovation Building Committee, and representatives from the Public as needed.

10. Provide Preparation and Presentation of the final design phase to the Seekonk Connolly Field Turf & Renovation Building Committee and at Town Meeting.

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III. GENERAL REQUIREMENTS

A. Schedule

The contract resulting from this Request for Proposal shall commence, once a contract is awarded for work of this RFP and proceed on a timetable established between the Committee and the Consultant. At a minimum, the committee will require the following milestones:

1. Execute contract and commence work of this RFP.

2. Kick-off meeting with Seekonk Connolly Field Turf & Renovation Committee Building Committee.

3. Meetings to review progress of work of this RFP, to update and discuss status of progress. Minimum of Four (4) Phases (20%, 60%, 90%, 100%).

4. Completion and Final Presentation of work of this RFP to the Seekonk Connolly Field Turf & Renovation Building Committee and at Town Meeting.

5. Construction Bid & Award

6. Start of Construction

7. Completion of Construction (Upon receipt of Certificate of Occupancy and Final Acceptance of the Project by the Seekonk Connolly Field Turf & Renovation Building Committee
B. **Consultants**

At a minimum, the Consultant shall seek expertise, either in-house or by hiring sub-consultants, from the following: an architect, civil engineer, electrical engineer, geotechnical engineer, land use planner, landscape architect, surveyor 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 consider the fee. 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 high school 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

Six (6) hard copies and USB or CD with a PDF of the proposal should be turned in to:

Stephen Prew, Chair of Seekonk Connolly Field Turf & Renovation Committee, 25 Water Lane, Seekonk, MA 02771

Proposals should be in a sealed envelope and marked RFP. The proposed fee should be in a separate sealed envelope marked Price Proposal. Proposals must be received at the above address no later than August 27, 2020 at 11:00 AM.

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:

1. Experience with high school athletic fields and facilities
2. Experience both dealing with challenging site constraints, drainage, including floodplains, and constructing synthetic turf fields in floodplains
3. Experience with land use planning and landscape design related to open space activation, including parks for both active and passive recreation.
4. 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
5. Quality and experience of the firm’s team
6. Design excellence in built projects in regard to aesthetic quality, appropriateness of scale and harmony with surroundings
7. Experience with public sector projects in Massachusetts
8. History of completing projects within budget
9. Fee for designing services
C. Selection Process

1. The last day to ask questions about the RFP is August 20, 2020
2. The last day for addendums to the Town of Seekonk’s RFP is August 21, 2020.
3. The Seekonk Connolly Field Turf & Renovation Committee will evaluate bids. Their recommendation will be presented to the Board of Selectmen. If the Board of Selectmen agree with the recommendation, they will award the contract at that time for work of this RFP.
4. The approval for proceeding with Bid & Award for Construction is subject to fund allocation which may take place at the October 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 Stephen Prew, Chair of Seekonk Connolly Field Turf & Renovation Committee, via phone, 401-439-5980 or e-mail stephenprew@comcast.net
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.
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.

PLEASE PRINT OR TYPE

AUTHORIZED AGENT: ________________________________

TITLE: ________________________________

SIGNATURE: ________________________________

DATE: ________________________________

COMPANY: ________________________________

ADDRESS: ________________________________

SSN/FIN: ________________________________
STATE TAX CERTIFICATION FORM

All providers of goods and services to any agency of the Commonwealth of Massachusetts or of any subdivision shall be required to attest that he/she is in compliance with all the laws of the Commonwealth of Massachusetts. The form of attestation shall also provide space for the provider to furnish his/her Social Security Number or Federal Identification Number. It should be noted that submission of a Social Security Number or a Federal Identification Number is purely voluntary.

Your Social Security Number or your Federal Identification 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 their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L. c. 62C S.. 49A.

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

I certify 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.

SIGNATURE: ____________________________________________

NAME: ________________________________________________

TITLE: ______________________________________ DATE: ____________

COMPANY: ____________________________________________

ADDRESS: ____________________________________________

CITY/STATE: ____________________________________________

SSN or FIN: ______________________ PHONE: ____________
STATEMENT OF ELIGIBILITY

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) _________________

E-mail ________________________________

__________________________________________
Signature Date

__________________________________________
Print/Type Name Print/Type Title
SEEKONK CONNOLLY FIELD TURF & RENOVATION BUILDING COMMITTEE
Attachment #2
Programming List

1. NEW ATHLETIC FIELD;
   A. ALL PER NFHS & MIAA REGULATIONS
   B. FOOTBALL
   C. BOYS & GIRLS SOCCER
   D. BOYS AND GIRLS LACROSSE
   E. FIELD HOCKEY
   F. BOYS & GIRLS TRACK
   G. BOYS & GIRLS FIELD EVENTS AT D ZONE OF ATHLETIC FIELD
   H. ADDITION OF 2 RUNWAYS FOR LONG AND TRIPLE JUMP IN THE D ZONE
   I. DRAINAGE
   J. SIZE FOR SAFETY
   K. TURF TYPE(S) FOR CONSTRUCTION, TO REVIEW
   L. USED BY SEEKONK HS, SCHOOLS, COMMUNITY

2. NEW TRACK;
   A. ALL PER NFHS & MIAA REGULATIONS
   B. BOYS & GIRLS TRACK AROUND ATHLETIC FIELD
   C. TRACK, 6 LANES MIN. PER NFHS & MIAA REGULATIONS
   D. SOME BOYS & GIRLS FIELD EVENTS AT D ZONE OF ATHLETIC FIELD
   E. USE EXISTING LOCATIONS FOR BOYS & GIRLS FIELD EVENTS, TBD
   F. IS LOCATION OF NEW TRACK AN ISSUE, TO REVIEW
   G. TYPE OF MATERIAL(S) FOR CONSTRUCTION
   H. USED BY SEEKONK HS, SCHOOLS, COMMUNITY
   I. INCREASE STRAIGHT AWAY TO 8 LANES

3. STANDS;
   A. REVIEW RELOCATING STANDS, BASED ON SITE OR REUSE
   B. NEW IF RELOCATION IS NOT AN ISSUE
   C. NEW HOME STANDS
   D. VISITORS, REVIEW
   E. TYPE OF MATERIAL(S) FOR CONSTRUCTION

4. NEW PRESS BOX;
   A. NEW REGARDLESS IF STANDS RELOCATED OR NOT
   B. NEW IF RELOCATING STANDS IS NOT AN ISSUE
   C. SIZE OF NEW PRESS BOX WILL BE APPROXIMATELY THE SAME SIZE AS EXISTING
   D. ROOF USE FOR OBSERVATION, TBD
   E. TYPE OF MATERIAL(S) FOR CONSTRUCTION
   F. AUDIO TO BE UPGRADED AS NEEDED
5. OTHER ITEMS;
   A. FIELD LIGHTING REVIEW
   B. SCORE BOARD REVIEW
   C. NEW FENCING AROUND ATHLETIC FIELD, LOCATE FOR SAFETY
   D. FENCE AROUND COMPLEX TO REMAIN AND UPGRADE AS REQUIRED
   E. CONCESSION STAND TO REMAIN AS IS, REVIEW AGAINST NEW TRACK LOCATION
   F. TICKET BOOTH TO REMAIN AS IS
   G. REQUIRED/NEEDED EQUIPMENT TO MAINTAIN FIELD
   H. INVESTIGATE THE POSSIBILITY OF ALL WORK DONE IN STAGES
Focus Area