



The Town of Hubbardston's Board of Library Trustees'

**JONAS G. CLARK LIBRARY BUILDING
HISTORICAL PRESERVATION AND ARCHITECTURAL SERVICES PROJECT**

REQUEST FOR QUALIFICATIONS

A. Project Overview

Purpose: The Town of Hubbardston Board of Library Trustees is seeking historical preservation and architectural services for the Jonas G. Clark Library Building. The Town has designated a group of individuals (hereinafter referred to as "the Committee") who will conduct the designer selection process.

1. Preservation

- a) An existing conditions and preservation survey to evaluate the building including electrical, plumbing and heating systems.
- b) Creation of a prioritized preservation guide – from the immediate to future
- c) Assistance with an application for emergency funding through the Massachusetts Historical Commission and provide information for other sources of funding
- d) Identify recommendations for a roof restoration considering green alternatives

2. Develop a study to evaluate existing space for inclusion of all three levels to determine if the following uses could be implemented.

- a) Elevator access to all building levels
- b) Children's and Youth area
- c) Technology enhancements, computer access, etc.
- d) Asbestos tile flooring replacement options
- e) Community meeting space with serving area (e.g. kitchenette)
- f) Used books sale area
- g) Historical Society museum collection and research area
- h) ADA access to and emergency egress from all levels
- i) Energy efficiency and sustainable design
- j) Budget estimates for the various work categories
- k) Presentation with visualization documents and one colored exterior rendering

3. A proposal must remain valid through the award date of the contract for the services herein sought.
4. The Hubbardston Public Library Board of Trustees may cancel this RFQ, in whole or in part, at any time whenever such an act is deemed in its best interest.
5. The Hubbardston Public Library Board of Trustees will not be responsible for any costs incurred by a proposer preparing and submitting a proposal in response to this RFQ.
6. A mandatory pre-submission conference will be held on Monday July 23, 2010 at 10AM at the Library Building in the Town of Hubbardston. Interested bidders will be taken on a tour of the structure and will be provided with copies of previous feasibility studies, reports, floor plans, and other relevant documents.
7. This project must be completed within 120 days of receipt of the Notice to Proceed. The RFQ can be picked up from the following Town offices: Town Clerk, Town Administrator and Hubbardston Public Library and by request via email to hubselectboard@charterinternet.com

B. Proposal Submission Procedures

1. The submission and review of such proposals must comply with the purposes and intent of the State Designer Selection Board Law, M.G.L., c.7, S. 38A1/2-O, and all other applicable laws and regulations of the Commonwealth. Acceptance of any proposal to provide such services is subject to the continued availability of funds from the Hubbardston Public Library.
2. A sealed envelope should clearly identify the party submitting the proposal and must be marked *Town of Hubbardston Library Preservation and Architectural Services Project*. Original and 10 copies must be contained in the submission. The proposal should be submitted to:

Josephine Amato, Trustee
Board of Library Trustees Grant Committee
Hubbardston Public Library
7 Main Street
Hubbardston, MA 10452

3. Proposals must be received prior to 5 P.M on Monday August 23, 2010. Proposals may be changed or withdrawn prior to, but not subsequent to this date, by submission of such change in writing in a sealed envelope, identifying the submitting party and indicating that it contains a correction of the Proposal for Town of Hubbardston Library Preservation and Architectural Services Project.

Each proposal submitted must contain the following:

- a. Table of Contents
- b. Proposals shall be typewritten on standard 8 ½ x 11” paper. Pages should be numbered and all forms completed.
- c. Each section of this RFQ contains minimum requirements. Failure to meet any one of these requirements may result in the rejection of that proposal.

- d. It is intended that the Town of Hubbardston Library Preservation and Architectural Services Project be provided under a single contract. The Hubbardston Board of Library Trustees reserves the right to accept or reject any or all proposals or options of proposal if it is deemed in the best interest of the Town.
 - e. The selection of a firm or individual to perform the desired services for this proposal will not preclude that firm or individual from bidding on and contracting with the town for subsequent design work resulting from the recommendations of this project. However, the Approving Authority may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's work to insure its reasonableness and its adequacy before allowing the designer to continue on the project, provided the Approving Authority otherwise complies with the statutory requirements for selecting a designer under Chapter 7 of the General Laws, including those set forth in M.G.L. c. 7, S38K(a)(1).
 - f. The fee for professional design services and expenses will be negotiated with the selected firm and is not to exceed \$10,000.
4. All questions regarding this REQUEST FOR QUALIFICATIONS should be directed to Josephine Amato, Library Trustee, at 978-928-4775 or via email to hubselectboard@charterinternet.com.

C. Modifications to Proposals

1. Modifications to proposals may be submitted prior to the date and time specified for receipt of the proposals.
2. Original Proposal and ten (10) copies must be submitted together with a transmittal letter signed by an authorized official of the firm.
3. Modifications must be submitted in sealed envelopes that are clearly marked The Town of Hubbardston **Library Preservation and Architectural Services Project**.
4. Town's response will be communicated to all registered bidders.

D. Submission Requirements

1. Please provide a list of at least five (5) references for similar projects.
2. Provide a list of projects, including a brief description of five (5) similar projects completed within the last ten (10) years. All of the projects must contain historic preservation considerations.
3. Provide the name and title (if any) of all those who will be assigned to this project.
4. If any part of the work scope under the RFQ is to be completed by a subcontractor, the proposer will provide a complete description of the services to be subcontracted along with a complete description of the qualifications and capabilities of the subcontractor. As part of the contract award for services, the Hubbardston Board of Library Trustees' reserves the right to approve or disapprove of any and all such subcontractors and to revoke any approval previously given.

5. The proposer must execute and comply with Non-Discrimination and Affirmative Action Certificate as provided in Attachment C.
6. The proposer must execute and comply with Compliance Certification as provided Attachment D.
7. The proposer must execute and comply with Non-Collusion Statement as provided in Attachment E.
8. Attachment F is the Advertisement: Request for Quotations.
9. The proposer must execute and comply with as provided in Attachment G.
10. Plan of Services. Contents of the plan of services will be considered as part of the proposal evaluation process, and elements of the plan may be negotiated with the proposer. The plan of services should describe how the proposer will satisfy the scope of services

E. Minimum Qualifications/Requirements: The following shall be considered minimum standards necessary to perform the scope of work. Acceptable evidence or certification must be provided to demonstrate the minimum standards are being met.

1. Possession of current Architectural registration for the Commonwealth of Massachusetts and certification as an architect according to the National Council of Architectural Registration Board or Commonwealth of Massachusetts (registration) for at least five years.
2. The firm must have prepared construction documents for at least five (5) historically significant structures and be familiar with the requirements of State historic and preservation guidelines.
3. The firm must provide a certificate of Professional Liability Insurance, including errors and omissions for a minimum of \$1 million coverage. The firm must also add the Town of Hubbardston as an additional insured to this policy to indemnify and hold the Town harmless from any and all claims and damages of whatever nature arising from the services provided.
4. Completion of at least five historic or municipal (5) projects within the past ten (10) years.
5. Staff or subcontractors (engineer, cost estimator) assigned to the projects must have at least five (5) years directly related experience.
6. The principal representative of the firm must be available for meetings with members of “the Committee” during the day or in the evening as required.
7. The RFQ shall include the current “Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction,” which is available for download from the Massachusetts Designer Selection Board website at [Designer Selection Board \(DSB\) Procedure for Municipalities](#) (Attachment G). The application form may be amended to include additional information on a project specific basis.
8. Attendance at the mandatory Friday, July 23, 2010 pre-submission conference at the Hubbardston Jonas G. Clark Library Building.

F. Scope of Services: See Attachment B.

G. Comparative Evaluation Criteria: Each preparer must indicate if and how they meet the following Comparative Evaluation Criteria. Responses to each of these criteria will be judged within four rating categories: **a) Highly Advantageous b) Advantageous c) Not Advantageous d) Unacceptable**

A composite rating for each proposal will be based on the rating of each of the following Comparative Evaluation Criteria. To what extent are each of the following criteria met?

1. Experience of the firm with publicly funded projects:

Highly Advantageous:	Fifteen (15) or more years of experience.
Advantageous:	Greater than or equal to ten (10) but fewer than fifteen (15) years of experience.
Not Advantageous:	Greater than or equal to five (5) years of experience, but fewer than ten (10) years of experience.
Unacceptable:	Less than five (5) years of experience.

2. Experience in architectural rehabilitation/renovation projects:

Highly Advantageous:	Fifteen (15) or more years of experience.
Advantageous:	Greater than or equal to ten (10) but fewer than fifteen (15) years of experience.
Not Advantageous:	Greater than or equal to five (5) years of experience, but fewer than ten (10) years of experience.
Unacceptable:	Less than five (5) years of experience.

3. Qualifications of professional staff employed by the firm (respond to those that apply)

a. Architect b. Historic Preservationist c. Cost Estimator

Highly Advantageous:	Fifteen (15) or more years of experience.
Advantageous:	Greater than or equal to ten (10) but fewer than fifteen (15) years experience.
Not Advantageous:	Greater than or equal to five (5) years of experience, but fewer than ten (10) years of experience.
Unacceptable:	Less than five (5) years of experience.

4. Number of similar historic preservation projects completed by the firm within the past five (5) years

Highly Advantageous:	Fifteen (15) or more years of possession of minimum qualifications of Section E1.
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Advantageous:	Greater than or equal to ten (10), but fewer than fifteen (15) years of possession of minimum qualifications of Section E1.
Not Advantageous:	Greater than or equal to five (5) years of experience, but fewer than ten (10) years of possession of minimum qualifications of Section E1.
Unacceptable:	Less than five (5) years of possession of minimum qualifications of Section E1.

H. Rule for Award

The award will be made according to the following guidelines:

1. The proposals will be opened at the time specified in this RFQ in the presence of one or more witnesses. Each proposal will be examined to determine whether it meets all submission and quality requirements specified in this RFQ. Any proposal that fails to comply with these requirements will be considered non-responsive and eliminated from the competition.
2. The remaining proposals will then be evaluated according to the Comparative Evaluation Criteria specified in Section G of this RFQ. Evaluations will be in writing and will indicate the rating given for each criterion, the reasons for the rating, a composite rating of each proposal, and the reasons for the composite rating.
3. After the proposals have been evaluated and ranked, the top three (3) consultants will be selected for interviewing. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so. IF three responses are not received, the Committee shall make a request to the Approving Body for a waiver of the requirement, outlining the circumstances.
4. All applicants will be notified of selection results.

As previously noted, "the Committee" reserves the right to reject any proposal which, in its judgment, fails to meet the requirements of this RFQ or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or in which errors occur; or if it is determined to be in the best interests of the Board of Library Trustees to do so.

The Committee reserves the right to waive minor discrepancies or permit a competing firm to clarify such discrepancies and so conduct discussions with all qualified competing firms in any manner necessary to serve the best interests of the Hubbardston Public Library. The Hubbardston Board of Library Trustees reserves the right to award the contract up to forty-five (45) days after the proposal due date. The fee for services will be negotiated with the selected consultant.

The Town of Hubbardston's Board of Selectmen will be the awarding and contracting authority.

ATTACHMENT A: BACKGROUND INFORMATION

The Town of Hubbardston Board of Library Trustees

JONAS G. CLARK LIBRARY BUILDING PRESERVATION AND ARCHITECTURAL SERVICES PROJECT

Historical Background

The Hubbardston Public Library was built in 1874 by Jonas Gilman Clark, a New York resident who was a Hubbardston Native son. Clark had made his fortune in the 1850s and 60s in hardware, furniture manufacturing, bonds, gold and real estate. His deep belief that educational materials should be available to all had prompted him to donate a number of books to the Hubbardston Library in the early 1870s when the collection was housed in the local Mechanics Hall. IN 1874, Clark bought three adjacent lots on Main Street, had them cleared and then funded the construction of the library building. Elbridge Boyden and Son of Worcester designed the building. The library was built on a grand scale and still is the most significant public structure in Hubbardston. Its Second Empire/Italianate style boasts massive granite detailing, pressed brick walls and a slate-roofed ridge-hipped tower. The front entry to the building is a wide granite stairway with elegantly patterned iron railing leading to a porch supported by slender polished marble columns on decorative granite pedestals. The original polychrome slate roof on the rest of the building was removed in the mid 20th century and replaced with asphalt shingles.

In September of 1875, the Hubbardston Library moved into the new building. Hubbardston had had a library for most of the century, starting with a social subscription library, and donations from various individuals, including Clark, had increased the collection significantly. Clark made the Town a gift of the Library building and lot in 1884.

ATTACHMENT B: SCOPE OF SERVICES

The Town of Hubbardston Board of Library Trustees

JONAS G. CLARK LIBRARY BUILDING PRESERVATION AND ARCHITECTURAL SERVICES PROJECT

The consultant will be required to assess all architectural barriers in relation to the Town of Hubbardston and provide detailed cost estimates for modifications using existing information as needed and/or wherever feasible. All modifications will take into account the historic significance of the building as well as any required/mandated building and/or fire code requirements. The detailed Scope of Services is as follows:

1. **Start-Up:** Meet with the Board of Library Trustees or their designees to discuss the general scope of the project and to tour the building. Review earlier studies of the library building provided by Town staff, including floor plans, elevations, and recommendations for renovation, preservation and repair. Take digital photographs of significant elements in poor condition to help document the needed work with a special focus on ADA requirements within 30 days.
2. **Needs Analysis:** Prepare a preliminary report documenting existing conditions and identifying required work and cost estimates to answer the following types of questions:
 - a. Is the “rubble foundation” of the building structurally sound? Assuming that an ADA compliant elevator will be built on its own foundation adjacent to the library building, will the library building foundation be adversely affected?
 - b. What actions are needed to address deterioration in the exterior brickwork, windows, doors, drainage, and other elements of the exterior of the Jonas G. Clark Library building?
 - c. What are the options and costs for an elevator and/or lifts necessary to make each level of this historic building ADA accessible? In identifying options, where necessary, recommend arguments and supporting data to buttress a proposal to the Massachusetts Architectural Board and the Massachusetts Historical Commission for a variance to implement the option.
 - d. What is needed to renovate or repair the basic operating systems and surrounding service areas of the building (heating and cooling, wiring, plumbing, sewer, roof drainage, security, and fire suppression, etc.)?
 - e. What would be the estimated cost to renovate the basement and each floor of this historic library building for appropriate uses of that floor (separate estimates for each level of the building)?

Note: As part of the “Needs Analysis, the consultant must also consider the feasibility and cost implications utilizing alternative heating/cooling system and green construction technology and products. In addition, the consultant must consider the feasibility and cost implications for multiple users of the library building including, but not limited to: senior center, children’s room, and public meeting space with kitchenette.

Meet with the Hubbardston Library Trustees' Grant Committee to review the options presented in the report and work with the committee to choose from among the available options to determine how much of the building to make publicly accessible.

3. Based on the options chosen by the Library Trustees' Grant Committee, revise cost estimates for required work and put the recommended actions in priority order within 60 days.
4. Assist the Committee in making a presentation to the Hubbardston Board of Library Trustees outlining recommendations for the use of the library building.

Note: A minimum of six (6) meetings is expected.

Deliverables for Phase I: Ten copies of the following shall be submitted within 120 days of notice to proceed.

1. Preliminary report on existing conditions report of the building.
2. Preliminary actions documenting the work to be performed on each level of the Library Building. This should include a description of work and an itemization of major components of the project.
3. Concept plans and cost estimates for alternate solutions of achieving desired goals should be provided. Each should also itemize any required waivers or variances required (i.e. MAAB, MHC, MA DEP, local Fire Chief, etc.).
4. Final report incorporating #1-3 above with final revisions, recommendations and an action plan for implementation. The final report must also be provided in an acceptable and usable electronic format to the Town of Hubbardston's Board of Library Trustees.

**ATTACHMENT C: NON-DISCRIMINATION AND
AFFIRMATIVE ACTION CERTIFICATION**

**JONAS G. CLARK LIBRARY BUILDING
PRESERVATION AND ARCHITECTURAL SERVICES PROJECT**

Non-Discrimination and Affirmative Action Certification

The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including, but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S. 791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et. seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The Hubbardston Public Library Trustees shall not be liable for any costs associated with the Contractor's defense of claims of discrimination.

(Signature)

(Name of Person Signing Proposal)

(Name of Business)

(Date)

ATTACHMENT D: COMPLIANCE CERTIFICATION

**JONAS G. CLARK LIBRARY BUILDING
PRESERVATION AND ARCHITECTURAL SERVICES PROJECT**

Qualifications and Taxes: The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits. Pursuant to MGL C.62C. S. 49A, the Contractor has complied with all laws of the Commonwealth pertaining to taxes.

Employment Security Contributions and Compulsory Workers' Compensation Insurance: Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies compliance with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required workers' compensation insurance policies.

Additional Income Disclosure: The contractor certifies that the following amounts (attach list if applicable) represent all income due, or to become due, to the Contractor, for services rendered to the Commonwealth, any political subdivision or public authority, during the period of this contract.

(Signature)

(Name of Person Signing Proposal)

(Name of Business)

(Date)

ATTACHMENT E:

**JONAS G. CLARK LIBRARY BUILDING
PRESERVATION AND ARCHITECTURAL SERVICES PROJECT**

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 work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature)

(Name of Person Signing Proposal)

(Name of Business)

(Date)

ATTACHMENT F:
ADVERTISEMENT: REQUEST FOR QUOTATIONS
JONAS G. CLARK LIBRARY BUILDING
PRESERVATION AND ARCHITECTURAL SERVICES PROJECT

Town of Hubbardston is seeking a preservation survey to evaluate existing electrical, plumbing and heating systems and future use of the Jonas G. Clark Library building. The fee for professional design services and expenses will be negotiated with the selected firm; however, is not to exceed \$10,000.

Current State or National certification, completion of at least five similar projects, as well as professional liability insurance with a minimum of \$1 million is required. Staff or sub-contractors must have at least five (5) years directly related experience.

A mandatory pre-submission conference will be held on Friday, July 23, 2010 at 10AM at the Hubbardston Library. Interested bidders will be taken on a tour of the structure and copies of previous studies and other relevant documents will be available for review. Project completion within 120 days of award.

The RFQ is available by email request to hubselectboard@charterinternet.com, at the office of the Town Clerk, Town Administrator and Library located at 7 Main Street, Hubbardston MA.

ATTACHMENT G: Standard Designer Application For Municipalities

<p>Commonwealth of Massachusetts</p> <p>Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction</p> <p>2005</p>	<p>1. Project Name/Location For Which Firm Is Filing:</p>	<p>2. Project #</p> <p style="text-align: center;">This space for use by Awarding Authority only.</p>																																
<p>3a. Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:</p>	<p>3e. Name Of Proposed Project Manager:</p> <p>For _____ (if applicable) Study:</p> <p>For _____ (if applicable) Design:</p>																																	
<p>3b. Date Present And Predecessor Firms Were Established:</p>	<p>3f. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:</p>																																	
<p>3c. Federal ID #:</p>	<p>3g. Name And Address Of Parent Company, If Any:</p>																																	
<p>3d. Name And Title Of Principal-In-Charge Of The Project (MA Registration Required):</p> <p> Email _____ Address: _____ Telephone _____ No: _____ Fax No.: _____</p>	<p>3h. Check Below If Your Firm Is Either:</p> <p>(1) SOMWBA Certified Minority Business Enterprise (MBE) <input type="checkbox"/></p> <p>(2) SOMWBA Certified Woman Business Enterprise (WBE) <input type="checkbox"/></p> <p>(3) SOMWBA Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/></p>																																	
<p>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):</p> <table style="width:100%; border: none;"> <tr> <td>Admin. _____ (____)</td> <td>Ecologists _____ (____)</td> <td>Licensed Site _____ (____)</td> <td>_____ (____)</td> </tr> <tr> <td>Architects _____ (____)</td> <td>Electrical Engrs. _____ (____)</td> <td>Mechanical _____ (____)</td> <td>_____ (____)</td> </tr> <tr> <td>Acoustical _____ (____)</td> <td>Environmental _____ (____)</td> <td>Planners: _____ (____)</td> <td>_____ (____)</td> </tr> <tr> <td>Civil Engrs. _____ (____)</td> <td>Fire Protection _____ (____)</td> <td>Specification _____ (____)</td> <td>_____ (____)</td> </tr> <tr> <td>_____ (____)</td> <td>Geotech. Engrs. _____ (____)</td> <td>Structural Engrs. _____ (____)</td> <td>_____ (____)</td> </tr> <tr> <td>Construction _____ (____)</td> <td>Industrial _____ (____)</td> <td>Surveyors _____ (____)</td> <td>_____ (____)</td> </tr> <tr> <td>Cost Estimators _____ (____)</td> <td>Interior _____ (____)</td> <td>_____ (____)</td> <td>_____ (____)</td> </tr> <tr> <td>Drafters _____ (____)</td> <td>Landscape _____ (____)</td> <td>_____ (____)</td> <td>Total _____ (____)</td> </tr> </table>			Admin. _____ (____)	Ecologists _____ (____)	Licensed Site _____ (____)	_____ (____)	Architects _____ (____)	Electrical Engrs. _____ (____)	Mechanical _____ (____)	_____ (____)	Acoustical _____ (____)	Environmental _____ (____)	Planners: _____ (____)	_____ (____)	Civil Engrs. _____ (____)	Fire Protection _____ (____)	Specification _____ (____)	_____ (____)	_____ (____)	Geotech. Engrs. _____ (____)	Structural Engrs. _____ (____)	_____ (____)	Construction _____ (____)	Industrial _____ (____)	Surveyors _____ (____)	_____ (____)	Cost Estimators _____ (____)	Interior _____ (____)	_____ (____)	_____ (____)	Drafters _____ (____)	Landscape _____ (____)	_____ (____)	Total _____ (____)
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5. Has this Joint-Venture previously worked together? Yes No

