

# **Request for Qualifications/Proposals Architectural Design Services Town of Hopkinton, Rhode Island**

## **Introduction:**

The Town of Hopkinton (“Town”) is issuing this request for qualifications/proposals from qualified architectural firms (“Consultants”) for design services for the expansion and renovation of the Hopkinton Town Hall to consolidate town services. The design services sought include a space needs analysis, site design, design development, schematic and final design, preparation of construction documents, construction estimates, permitting assistance, public presentation and project team coordination. Upon completion of a qualification-based selection process, the Town intends to award a single consulting contract for the required services to begin the design phase of the project.

## **Project Background:**

The original Town Hall was built in 1861, in a style that was prevalent at the time and can be seen in many public buildings in the Washington County area. The construction methods used on these buildings were based on the availability of local materials available in the immediate vicinity. The foundation was built of rubble stone walls, the floor framing system from local timbers, with frame walls and raftered roof structures.

An addition was added to the original structure in the 1950’s on the south side of the Town Hall. This addition was designed to contain a newer larger vault and Town Clerk’s Office. At the same time, structural and interior modifications to the existing building were also undertaken. The interior modifications in the 1950’s added a platform to the east end of the meeting room and other offices. A third addition was built in the 1970’s to house the new vault. Recent improvements included the complete renovation of the Town Council Chambers.

This expansion and renovation project would provide additional office space in Town Hall for employees and allow for the redesign of existing office space to create a more effective and efficient working environment for employees.

The Town of Hopkinton is a municipal government entity, with taxing authority. It is governed by an elected Town Council, which has appointed a Town Hall Building Expansion and Renovation Committee to provide the necessary oversight and coordination of a Consultant for the space needs analysis, conceptual design, permitting,

final design, and construction estimates for the proposed expansion and renovation of Town Hall.

### **Project Concept:**

The Town envisions expanding and renovating Town Hall to allow for the relocation of the Town Manager's Office, Finance Office, Building/Zoning Office, Planning Office, and possibly other offices into Town Hall. They are currently housed in other Town buildings, at this time.

Expansion and renovation work should, to the greatest extent practicable and economically feasible, be an environmentally responsible asset of the Town. As part of the design development, the Consultant will be required to explore and present alternatives that address environmentally responsible building elements, and include alternatives to traditional building construction that meet this goal. Although the Town does not envision pursuing LEED certification, LEED criteria and green building initiatives are to be considered during design development.

Building configurations that economize space, are highly efficient and make best use of the project site shall be examined during the conceptual design phase of the project.

### **Scope of Work:**

The scope of work shall consist of the design phase of the project for the renovation and expansion of the Town Hall to accommodate present and future needs of employees and the community.

### **Scope of Architectural Services:**

The Town is seeking the services of an individual or firm with experience working with small to medium-sized municipalities. Architectural services shall include the necessary analysis, evaluation and options for the Town Hall project. Work shall be documented in the form of written reports, presentations and recommendations to Town Staff and Town Council, and include architectural sketches to support such written documentation.

The following is a list of services requested as part of the Consultants proposed services. Additional services that the Consultant believes are necessary or prudent should be included in the proposal. This list is not meant to be inclusive, and the Town may, at its discretion, assign other duties and responsibilities from time to time as needs and conditions change.

- Meet with Town officials to determine future space requirements,

and review municipal documents to analyze past, present and future growth, and a minimum of two (2) meetings with the Town Hall Building Expansion and Renovation Committee (“Committee”);

- Conduct data gathering, criteria development, and a minimum of two (2) meetings with the Committee;
- Conceptual Design Development, with alternatives, and a minimum of two (2) meetings with the Committee;
- Schematic Building and Site Designs, including a presentation to the Committee;
- Preparation and formal presentation of materials to the Town Council;
- Preparation of and submission of materials for Planning approval of the project, including attendance at required Planning Board meetings;
- Preparation of and submission of materials for Zoning approval, if necessary, including attendance at required Zoning Board meetings;
- Preparation and submission of a cost estimate for the expansion and renovation work.

### **A Qualifications Statement shall include:**

- **Company Profile** – provide a cover letter of introduction, regarding the general description of the company and the services they provide, office locations, and the number and type of personnel who will be involved in the services provided.
- **Organizational Support and Key Personnel** – provide the names of a project manager or lead design professional (may or may not be the same person), and the identification of the contact person for the proposal. Provide resumes for all personnel, as well as for any subcontractors, if utilized.
- **Relevant Experience** – provide examples of recent relevant experience for the services proposed. Similar information shall be provided for subcontractors, if utilized.
- **References** – provide a minimum of three (3) municipal references with recently verified telephone numbers and addresses. Similar information shall be provided for subcontractors, if utilized.

- **Cost Estimate** – provide a cost estimate with the submitted materials. This cost estimate shall include a listing of the scope of the services and detail any services or costs that are not included, but which the Consultant believes is necessary for completion of the project. The cost estimate shall reflect completion to 100% design, including preparation of the design specifications and plans.
- **Project Management** – provide a summary description of how services will be delivered to the Town. Fully describe interaction with Town personnel, professionals, etc., and how the firm would organize itself to complete the assigned project.
- **Professional/General Liability Insurance** – provide a listing of the types and monetary level of insurance carried by the firm.
- **Design Approach** – provide a description of the Design Approach and demonstration of project understanding, including an approach to control costs.
- **Conflicts of Interest** – provide a written statement regarding your policy and practices addressing potential conflicts of interest. Reference or cite any specific laws and/or Ethics Commission rulings, etc. to support your position. Identify companies and individuals that you currently do or prospectively might, represent which would preclude your company from performing services that may be contracted by the Town resulting from conflicts of interest. During the term of any contract with the Town, the Consultant shall notify the Town of any potential conflicts that may arise. If conflicts of interest create circumstances where the Town is not receiving the service anticipated, the Town Council may elect to terminate the contract of the Consultant, at any time.

### **Town Selection Criteria:**

The following criteria shall be used by the Town Hall Building Expansion and Renovation Committee to recommend to the Town Council the selection of a Consultant for professional architectural design services:

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| • Technical Experience/Understanding of Scope of Services | 15% |
| • Experience and Qualifications of Proposed Personnel     | 15% |
| • References and Past Work Performance                    | 20% |
| • Project Management                                      | 10% |
| • Demonstrated Ability to Meet Deadlines                  | 10% |
| • Price Schedule/Price Proposals                          | 15% |

- Local/Regional Office to Ensure Timely Responses 5%
- Knowledge of the Town 10%

The Town strongly encourages respondents to ensure that the RFQ submission materials are clear, succinct and well-organized.

**Submission Requirements:**

Sealed proposals, plainly marked “Architectural Design Services” must be received in the Town Clerk’s Office on or before Tuesday, September 7<sup>th</sup>, 2010, at 3:00 p.m. Proposals will be opened publicly at 3:15 p.m. in the Town Council Chambers. Please provide three (3) copies of your submission. The Town reserves the right to reject any or all bids, waive any informalities in the bidding process or accept the bid it deems, in its sole judgment, to be in the best interest of the Town.

**The envelope should be addressed as follows:**

Architectural Design Services  
Town Clerk’s Office  
One Town House Road  
Hopkinton, Rhode Island 02833

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