

Town of Dudley

Request for Proposals

Landscape Architecture, Pearle L Crawford Memorial Library, Dudley, MA

1. INVITATION FOR PROPOSALS

Summary

The Board of Trustees of the Pearle L. Crawford Memorial Library is seeking proposals for landscape architecture for development of a vacant lot adjacent to the Library, located at 40 Schofield Ave in Dudley. The development is intended to create a multi-use outdoor space for the patrons and programs of the Library. The project includes evaluation and preparation of design alternatives; selection of a preferred alternative; preparation of a preliminary construction cost estimate; preparation of final design, plans, specifications, and cost estimates; bidding services as needed; construction inspections; and related services.

Proposal Deadline: Interested organizations must submit seven (7) copies of proposals on or before March 20, 2020 at which time all proposals received will be opened and recorded in public. No faxed or electronic submissions will be accepted. If the Town Hall is closed at the time of the delivery deadline due to uncontrolled events such as fire, snow, or building evacuation, the proposal opening will be postponed until 12:00pm on the next business day. Proposals must be submitted in a sealed envelope and addressed to the Chief Procurement Officer, Jonathan Ruda:

Jonathan Ruda
Town Administrator/ Chief Procurement Officer
Dudley Municipal Complex
71 West Main Street
Dudley, MA 01571

Late proposals will be rejected and returned, unopened, to the sender. Proposals should be marked "Pearle L Crawford Library Landscape Architecture". Responses to this RFP must include all required documents, complete and signed per the instructions together with any attached forms included in this bid package.

All communications regarding this RFP must be made in writing to Jonathan Ruda, Town Administrator, 71 West Main Street, Dudley, MA 01571. Emailed questions may be addressed to administrator@dudleyma.gov and copied to selectmen@dudleyma.gov. Answers to relevant questions will be posted on the Town's website no later than March 13, 2020. Only questions received by 3:30pm on February 28, 2020 will be considered. Phone calls will not be accepted.

Pre-Submission Meeting: There will be a pre-submission briefing on February 21, 2020 at the Pearle L Crawford Memorial Library, 40 Schofield Ave, Dudley, MA 01571. If the town Hall is closed at the time of the pre-submission briefing due to uncontrolled events such as fire, snow or building evacuation, the briefing will be postponed until 10:00am on the next

business day. **The pre-submission meeting is recommended, but no required.**

Access to Documents. Proposers seeking a copy of the Dudley Zoning Bylaw may obtain them at the Building Department during regular business hours or on the Town 's website at www.dudleyma.gov. Requests for specific information concerning the subject property should be directed in writing to Mr. Ruda, not to town departments. Upon request and by prior appointment with Mr. Ruda, proposers may inspect records and property data in the town's possession. The Town of Dudley does not attest or certify to the accuracy of available data.

General Conditions. The Town Administrator reserves the right to reject any proposal that fails to meet the requirements of this RFP or which is incomplete, conditional or obscure, or which contains additions or irregularities, or in which errors occur. The Town Administrator reserves the right to waive minor discrepancies, to permit a Proposer to clarify such discrepancies, and to conduct discussion with all qualified Proposers in any manner necessary to serve the best interest of the Town. The Town Administrator also reserves the right to designate a consultant based on written proposals received, without prior discussions, and to reject any and all proposals if deemed in the public interest to do so. Any fees or other expenses associated with the RFP process are the sole responsibility of the Proposers.

2. DESCRIPTION OF PROJECT

The project will oversee the design and development of the vacant lot located immediately adjacent to the Pearle L. Crawford Memorial Library at 40 Schofield Ave in Dudley. The intended project will result in a multi-use outdoor space available for Library programs and events, with a particular focus on children, and will incorporate garden features including plantings attractive to beneficials such as bees and butterflies where applicable.

Due to the location of the lot, the project must incorporate certain security features including some means of separating children from the adjacent parking lot.

As the Library is a LEED certified building, preference will be given to project elements incorporating environmental friendliness and energy efficiency.

Upon selection, the successful landscape architect will work closely with the Library Director, Staff, and Board of Trustees to develop a detailed scope of work for design and construction elements and negotiate a mutually acceptable fee and project schedule. The landscape architect will prepare concept level drawings for review by the Board of Trustees and to allow for selection of the desired alternative. Based on the selected design, the landscape architect will provide all necessary plan documents for construction of the approved design, will assist with the bidding process for the landscape construction, and will oversee construction management and inspection.

3. PROPOSAL SUBMISSION

Instructions for Submitting Proposals

Seven (7) copies of the proposal, plus one unbound copy suitable for reproduction, must be received not later than 3:30 PM., EST, March 20, 2020 at the Office of the Town Administrator, 71 West Main Street, Dudley, MA 01571. The proposals must be submitted in a sealed package or envelope. The exterior package containing the copies of the proposals must be labeled: Pearle L Crawford Library Landscape Architecture. Proposals will be publicly opened at that time,

with the name of each proposer and the purchase price recorded. Proposals become public information when they are opened.

The Town Administrator reserves the right to accept or reject any and all proposals, whichever is deemed to be in the best interest of the Town of Dudley. A proposer may correct, modify or withdraw a proposal by written notice received in the Office of the Town Administrator prior to the time and date set as the deadline for submission of proposals. No proposal received after the time set as the deadline for submission of proposals shall be considered and will be returned unopened to the sender.

Proposal Submission Requirements

The Proposal must include the following information and attachments, clearly identified and indexed. Proposers are advised to describe how each submission addresses the Minimum Evaluation Criteria.

- (a) *A Statement of Qualifications applicable to this project including the names, qualifications, and proposed duties of any staff to be assigned to this project.*
- (b) *Brief description of experience with similar projects, include references for three (3) current or recent projects (within the last four years) of similar scope and content.*
- (c) *A description of the architect's or firm's approach to the work and an estimation and analysis of staff hours for each individual assigned to the project.*
- (d) *A proposed schedule of work.*
- (e) *A written cost estimate*

4. PROPOSAL EVALUATION PROCEDURE

Proposal Selection

Proposals will be reviewed by the Library Director and the Library Board of Trustees, who shall recommend the most advantageous proposal to the Town Administrator, Chief Procurement Officer. The Town Administrator, Chief Procurement Officer reserves the right to accept or reject any and all proposals, whichever it deemed to be in the best interest of the Town of Dudley.

Minimum Evaluation Criteria

The Minimum Evaluation Criteria are as follows:

- (a) Inclusion of all Proposal Submission Requirements as listed above.
- (b) Proposal is for the project as described above.
- (c) Responsible bid price.
- (d) Proposer has clearly demonstrated financial resources to complete the transaction in a timely manner.

Comparative Evaluation Criteria

All proposals meeting the Minimum Evaluation Criteria will be further reviewed in accordance with the following Comparative Evaluation Criteria:

Previous Projects: preference will be given to the proposal which, in the judgement of the Board and the Library Director, indicates previous projects comparable to this project.

Price: preference will be given to the proposal which combines the above criteria with the lowest overall price.

ATTACHMENTS

- A. Bid Form
- B. Certification of Tax Compliance (Form)
- C. Statement of Non-Collusion
- D. Disclosure of Beneficial Interests

Total Bid: \$ _____

Bid Dollar Amount in Writing: _____

SIGNATURE OF BIDDER: _____

NAME OF BIDDER: _____

DATE: _____