

Town of Weston, Massachusetts
Town Manager
Request for Proposals - Designer Services
Re-use / Renovation of Josiah Smith Tavern and Old Library

The Town of Weston, acting through its Town Manager, is seeking qualified firms to perform full and complete design and construction administration services for the Re-use and renovation of the Josiah Smith Tavern and Old Library. The anticipated total cost for the new facility and associated site work is \$7 million, including all architectural/engineering costs. **Proposals will be received until 2:00 p.m. on Friday, August 15, 2008 at the Office of Town Manager, Town Hall, 11 Town House Road, P.O. Box 378, Weston, MA, 02493. Ten (10) copies of the proposal shall be submitted.**

A briefing session will be held on **Friday, August 8, 2008 at 9:00 a.m.** at the Josiah Smith Tavern at 358 Boston Post Road.

It is anticipated that the design services will be completed within 8 months of award of the project, and that the construction administration services will be completed 15 months after the start of construction.

A feasibility study and a number of other documents regarding this project have been prepared and will be made available for review upon request to the Office of the Town Manager.

Specifications for Designer Services, an Application Form and sample Contract are attached.

The Scope of Services shall include:

- Phase 1: Review of schematic designs already produced, completion of design development, preparation of construction documents, and bidding process administration; and
- Phase 2: Provision of construction administration and inspection services for the Project (subject to appropriation of funds and authorization by the Town Manager).

Designer qualifications are set forth in the Request for Proposals. The designer shall be an architect registered in Massachusetts, and must have experience in design, adaptive re-use and renovation of historic public buildings in Massachusetts.

The designer's fee for these services will be negotiated.

The Town Manager reserves the right to reject any and all proposals and to cancel the procurement at any time if it is in the best interest of the Town.

TOWN OF WESTON
By: Donna S. VanderClock
Town Manager

Specifications for Designer Services

PROJECT DESCRIPTION

The Designer, working with and assisting the Josiah Smith Tavern/Old Library Committee, the Permanent Building Committee, and other Town of Weston Officials will be engaged in the project described below, which involves two historic buildings, both owned by the Town of Weston.

Note: There are quite fully developed architectural design drawings, as well as conceptual landscape design, site engineering analysis, initial traffic study, and restaurant feasibility evaluations completed for this project. Weston Town Meeting has approved funds for development of the project through hiring of project manager, architect, development of construction bidding documents, and generation of a final budget. A request for approval of construction funding is anticipated at the May 2009 town meeting. This project has a large non-construction or programmatic component, which is also described.

THE CONSTRUCTION PROJECT

1) Old Library

- 1900 Dutch Revival; slate and copper roof and brick/granite walls, steel sash, wood porches and trim
- Solidly built, shell in very good basic condition
 - Exterior restoration, particularly of roof and windows, needed
 - Needs all new mechanical and security systems throughout
 - Interior surfaces in poor shape
- Program:
 - Lower Level: History Center (similar program to a library with rare book component)
 - Archival storage of documents and objects
 - Public use: reading/reference room, reference desk with volunteer attendants
 - Staff office facility, break room etc.
 - Public and staff use bathrooms
 - Upper Level: Women's Community League Headquarters
 - Entrance area, closets
 - Function room (100 people, catering)
 - Caterer's kitchen
 - Once-a-week Clothing Exchange area: second-hand consignment shop
 - Office
 - Public and member's use bathrooms

2) Josiah Smith Tavern

- 18th Century wood frame clapboarded tavern building with link (old carriage storage) to a Barn, wood roofs
 - Exterior fully restored in 2006
 - Exterior and some elements on interior under tight historic preservation restrictions held by Historic New England
 - Needs all new mechanical and security systems throughout (except for 3 year old high-efficiency gas-fired boilers feeding temporary radiators)

- Interior surfaces in fair condition
- Program: To become a Tavern/restaurant of about 100-120 seats with function area of about 75 seats. The restaurant operator, once under contract with the Town, will be responsible for the build-out, fixtures and fittings, of the interior and for the build-out and equipping of the kitchen. (Note: the following area designations are still fluid)
 - Develop program requirements for the restaurant operator build-out
 - With respect to the historic features of the building
 - With respect to the “look and feel” of the spaces
 - Barn: function space
 - Link: function space and/or restaurant space, possibly part of tavern area
 - First level main building; dining rooms and tavern
 - Second level; dining rooms
 - One story new addition; to be developed as a “vanilla box” available to a restaurant operator to build out as a restaurant kitchen. Includes shipping entrance/loading dock.
 - Two Story core new addition; for elevator, egress stairs, bathrooms and small office
 - Existing basement and addition basement for storage and material handling
 - Bathrooms

3) Both Buildings

- Must be handicapped accessible
- On site septic system
- On site parking
 - Developing both the septic system and on site parking require removal of an existing playground facility and constructing a new playground on a lot near by
- Probably new utility entrances
 - Possibly removal of poles and burial of wires at street
- Full reworking and restoration of surrounding historic landscape
- Develop buildings to be as sustainable (“green”) as possible

4) Continue work with the civil engineer, landscape architect, and other consultants already engaged for the project.

DEFINITIONS

Awarding Authority – the Town of Weston acting through its Town Manager, or designee.

Project Manager – Individual appointed to advise and assist the Awarding Authority in the management, coordination and implementation of the Project.

Reference Documents – List of drawings, surveys, reports, proposed schedule and other previously prepared, relevant materials appended hereto as **Attachment 1** that are available for review at the Weston Town Hall offices.

Project Documents – Project Requirements, Project Specification and Scope Document, Project Estimate, Project Schedule, Project Drawings, to include electronic versions.

Project Requirements – A listing, based on information contained in the Reference Documents, of the functional and minimum physical requirements for the Josiah Smith Tavern and Old Library facilities, including office space, seating space, storage space, dining, kitchen, archive and other special facilities, environmental constraints, physical limitations and site conditions, neighborhood concerns, historic preservation concerns and other information necessary to define the basis for design of the facility.

Designers– Project Architects, Engineers and other professional design disciplines selected by the Awarding Authority to prepare the Project Documents based on the Project Requirements.

Consultants – Advisors selected by the Town of Weston associated with work outside the specific scope of The Project, including, but not limited to, consultants experienced in the operation, financing, and design of restaurant facilities.

Operator – Restaurant operator selected by the Town of Weston to design and complete the interior fit-out of the kitchen, dining and related spaces in the JST.

Construction Contractor – General contractor selected by the Awarding Authority to prepare applications for permits and licenses, procure necessary equipment and materials, construct the proposed facility and turn it over to the Awarding Authority.

HNE – Historic New England (formerly the Society for the Preservation of New England Antiquities [SPNEA]), holder and administrator of a preservation deed restriction on the Josiah Smith Tavern.

JST/OL Committee – Josiah Smith Tavern/Old Library Committee for the Town of Weston, the Awarding Authority’s principal designee for the Project working in cooperation with the Permanent Building Committee.

PBC – Permanent Building Committee for the Town of Weston.

CURRENT STATUS

The program of building uses and schematic design has been established for the restoration and re-use of the Josiah Smith Tavern and the Old Library buildings, and for their associated site improvements. The Project Requirements will be modified and refined by the Project Designers during the initial design development phase of work, in accordance with the parameters established in the Reference Documents, and with the concurrence of HNE.

FEE

The fee will be negotiated with the successful applicant.

It is expected that at that time, the fee will be proposed by phase. Fee shall be all-inclusive with expenses for Designer, any supporting staff, and allowances for specialty consultants to be included.

SCOPE OF WORK

The services to be provided by the designer are specified in two phases, the second phase to be undertaken only if authorized by the Town Manager, which authorization shall depend, among other factors, on the determination that sufficient funding is available for the work.

Phase 1a: The designer shall review the schematic designs already produced (estimated at 20-25%) and complete design development plans for the renovation of the Josiah Smith Tavern and Old Library buildings for the purposes described in the program. It will be the responsibility of the designer to adhere to the Massachusetts State Building Code (latest edition) and to comply with all other laws and regulations pertinent to the design of this facility including, but not limited to, Town of Weston zoning and other bylaws and Board of Health and Conservation Commission rules and regulations.

The following is a summary of the anticipated services associated with this project:

- A. The firm shall familiarize itself with the buildings and the proposed program as outlined in the feasibility study by Kang Associates, Inc. and other documents described in Attachment 1.
- B. Meet with the JST/OL Committee (which may include members of the PBC), Project Manager and Town staff to review program requirements. Communicate with HNE as needed.
- C. Provide building and site concept review and input.
- D. Provide subsurface exploratory soil borings on site to confirm subsurface conditions and provide design data for foundations.
- E. Identify and design “green” building and energy/water efficiency components.
- F. Integrate design and proposed utilities with the proposed plan for sewage treatment and disposal performed by existing site engineer/landscape architect.
- G. Develop and continuously update construction cost estimates throughout the design phase. The cost estimates shall include all estimated soft costs associated with a project of this type.
- H. Prepare design documents to include:
 - a. Utilizing approved conceptual site and schematic architectural building drawings, prepare design development documents for the proposed facility, including all required professional design services associated with geotechnical/foundation design, structural design, architectural design, mechanical systems (HVAC and plumbing) design, electrical design, and fire protection design.
 - b. Standardization of systems in Town buildings for future maintenance purposes is desired. Designer shall consult with the Permanent Building Committee with regard to the Town’s desired standards.
 - c. Coordinate with the civil engineer, landscape architect, traffic engineer, restaurant consultants, restaurant operator, and others retained independently by the Town.
 - d. Provide summary of disciplines for which filed sub-bids will be required.
 - e. Prepare a construction phasing plan outlining a sequence of construction at the existing site.
 - f. Drawings shall be prepared in accordance with Massachusetts General Laws (M.G.L.) Chapter 149 and shall include drawings and specifications.
 - g. Drawings shall be provided in Autocad format.

- I. Prepare life-cycle cost estimates as required by Massachusetts General Laws, Chapter 149, Section 44M.
- J. In consultation with the JST/OL Committee, prepare outline specification for future kitchen space to be constructed by restaurant operator, including:
 - a. Wall and floor finishes; and
 - b. Requirements of HNE with regard to preservation of original building fabric.
- K. Coordinate base building systems requirements with the restaurant operator and the Town and incorporate the resultant specifications into the contract documents.
- L. Meet with various town boards and community groups as necessary to obtain project approval.
- M. Meet with the JST/OL Committee on a regular basis to discuss project approach, designs, and costs.
- N. Provide permitting services necessary to obtain project approval.
- O. Assist in the preparation of presentation materials for Town Meetings.

Phase 1b: Upon approval by the JST/OL Committee, which may include input from the PBC, and the authorization of the Town Manager, the designer shall undertake Phase 1b, which includes completion of design development, preparation of construction documents, and bidding phase assistance. Upon notification to proceed, the designer shall:

- A. Prepare detailed working drawings and specifications for the purpose of obtaining bids under the laws of the Commonwealth for execution of the project;
- B. Obtain final estimates of cost by a qualified cost estimator of the work proposed by plans and specifications. The designer shall complete a design program which is consistent with the project budget. In the event the project budget is exceeded, the Architect at his sole expense will prepare and implement design alternatives which can be accomplished with the project budget.
- C. Assist in preparation of bid and contract documents, including;
 - o consultation with Town Counsel as to contractual terms and conditions and obtain approval of the documents as to form before issue;
 - o reproduction of said documents for bidding purposes; and
 - o cooperation with the Town Manager in publication of notices required by law.
- D. Assist the awarding authority in evaluating the general bidders through the pre-qualification procedure;
- E. Attend opening of sub-bids and general bids and prepare lists of bidders. Assist the awarding authority in determining an award of contract.

Phase 2: Working with the PBC, including input from the JST/OL Committee, the designer shall provide construction administration and inspection services as follows:

- A. Provide inspections as often as may be required to monitor the quality of construction and evaluate the work in process once a contract has been awarded;
- B. Review Contractor's shop drawings, product samples and schedules for compliance with the contract documents;
- C. Process and approve or disapprove all requisitions for payments to the Contractor in accordance with the contract documents;
- D. Keep the awarding authority and its consultant informed of the progress of the work by periodic verbal and written reports which will include evaluation of the contractor's work as required above;
- E. Assist in administration of the contract as representative of the Town;

- F. Accept full responsibility for the coordination in the design documents and specifications by such engineering consultants as may be used for all such work including but not limited to heating, ventilating, and air conditioning, electrical, plumbing, parking, sewage disposal system, telephone/data, fire protection, environmental issues, structural, geo-technical and other needed consultants;
- G. Certify completion of construction, perform a punch list inspection and perform final certification of proper punch list completion;
- H. Provide evaluation of general contractor as required by statute and regulations of Division of Capital Planning and Operations of the Commonwealth.

PROJECT SCHEDULE

The project schedule calls for the design to start immediately. It is anticipated that the selected consultant's initial assignment will include the review of concepts and existing schematic design, and design development documents. The work described under Phase 2 will be subject to approval of additional design and construction funds at a subsequent Town Meeting.

QUALIFICATIONS OF DESIGNER

The designer shall meet the following minimum qualifications:

1. The firm's key personnel shall demonstrate a minimum of five years experience in the design and renovation of public buildings which have been publicly bid in Massachusetts in accordance with M.G.L. Chapter 149. In addition, a minimum of 5 years' experience with the restoration and adaptive re-use of historically significant buildings is required.
2. Demonstrate the ability to design for optimal relationship between construction cost and that of long term maintenance of the building.
3. Demonstrate ability to coordinate through plans, specifications, and supervision, the work of several trades, taking full and final responsibility for the work designed;
4. Demonstrate ability to conduct inspection of work in progress on comparable projects;
5. Demonstrate ability to commence and perform required work promptly upon award of contract;
6. Demonstrate a record of recent reasonably accurate cost projections;
7. Possess all necessary current licenses and registrations to qualify under Massachusetts law to perform the services required and be capable of meeting all statutory standards;
8. Demonstrate ability to provide professional liability insurance in the amount and in compliance with the requirements of Massachusetts laws and regulations for such a project.
9. Demonstrate the financial stability of the firm.

Additional desirable qualifications for the designer:

1. Knowledge of and experience with the design of restaurant facilities.

2. Knowledge of and experience with the construction of facilities designed to manage and store archival materials.
3. Creative ability; ingenuity in solving problems;
4. Rapport; willingness to listen to and work with the ideas of the Permanent Building Committee and JST/OL Committee, and/or its representatives, and make recommended changes/alterations;
5. Understanding of the desired aesthetic goal for the building;
6. Fiscal reality; business sense;
7. Integrity and good judgment;
8. Willingness to spend time at the site during critical times in the building process.

Criteria for Selection:

The selection of a Designer for this project will be based on the following factors:

1. Nature and extent of experience on like or similar projects as demonstrated by a list of projects commenced or completed during the previous 5 years.
2. Past performance and track record on public projects as demonstrated by satisfaction of owner.
3. Familiarity with Sustainable Design practices and design. LEEDTM accredited professionals in architecture and some engineering disciplines are encouraged.
4. Depth and breadth of the experience and qualifications of specific personnel to be assigned to this project, as it relates to this style and type of building.
5. Identity and qualifications of any consultants and/or engineers whom the applicant proposes to employ to assist in this project, as well as their experience with the style and type of buildings to be constructed.
6. Demonstrate inspection process and how this process creates accountability for the project in progress.
7. Demonstrate that current workload will not cause delays to the proposed schedule to bring the design to completion.
8. Basis and amount of fee for services to be rendered.
9. Capacity to meet goals of the Affirmative Action Marketing Program as mandated for municipal, state-assisted building projects under the Construction Reform Law, Chapter 193 of the Acts of 2004. The current goals for design contracts are 8% MBE and 4% WBE.

FEE

The fee is to be negotiated with the selected Designer for Phase 1. The fee for Phase 2 will be negotiated upon authorization of additional funds for the project.

It is expected that the fee will be proposed by phase. Fee shall be all inclusive with expenses for designer, any support staff and allowances for specialty consultants to assist in resolving design or implementation issues.

APPLICATION

Interested designers shall furnish the information required on the Application Form provided with this notice. Provision of a statement of scope and type of services proposed is desirable. All proposals are to be received at the Town Manager Office, 11 Town House Road, Weston, MA 02493 **no later than Friday, August 15, 2008 at 2:00 p.m.** Applicants shall provide ten (10) copies of the Application form and any attachments.

SELECTION PROCEDURE

Based on information provided by applicants and subject to information obtained by the joint committee of Permanent Building Committee and the JST/OL Committee in verbal or written statements by references required to be provided by the applicant and by other sources of which the PBC and JST/OL Committee may choose to inquire, three finalists will be selected for interviews which will be conducted in an open public meeting. Proposals will be ranked in accordance with the criteria for selection contained in this RFP. The Town will proceed to negotiate a fee and contract terms with the top-ranked proposer. In the event that an agreement cannot be reached, the Town will then proceed to negotiate with the next ranked proposer. This process will be continued until the Town has reached an agreement with a designer deemed to be in the best interest of the Town.

Final selection of a Designer shall be made by the Town Manager, considering the recommendations of the PBC and JST/OL Committee, after such interviews are completed.

The Designer selected will execute a contract with the Town of Weston in accordance with appropriate statutory requirements of the Commonwealth. A sample of the Contract is attached for the information of the Applicants.