

# **CITY OF SOMERVILLE**



## **REQUEST FOR QUALIFICATIONS FOR ELEVATOR SUBCONTRACTOR**

**Dr. Albert F. Argenziano School at Lincoln Park**

**City of Somerville**  
Joseph A. Curtatone, Mayor

**Project Manager**  
Gerald R. Boyle  
Director, Capital Projects Management

**Architect**  
Symmes Maini & McKee Associates

**Qualifications due: Thursday, October 20, 2005 by 3:00 pm**



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**Introduction**

Pursuant to Chapter 193 of the Acts of 2004, an Act further regulating public construction in the Commonwealth, the City of Somerville is requesting qualifications from elevator subcontractors for construction of the new Dr. Albert F. Argenziano School at Lincoln Park. This Request for Qualifications (RFQ) will be used to pre-qualify Subcontractors who will be invited to submit a bid pursuant to Section 44E of Chapter 149 as amended by Chapter 193 of the Acts of 2004.

The Owner's Project Manager for this Project is Gerald R. Boyle, Director of the City's Capital Projects Management Department. The Architect for the Project is Symmes Maini & McKee Associates (SMMA).

Respondents are strongly encouraged to attend a briefing session that will be held on Thursday, **October 13, 2005** at 11:00 am. The location will be the Lower Conference in the basement of the Public Works building at One Franey Road in Somerville, Massachusetts. If you plan on attending the briefing session, please contact Lorraine Finnegan, Project Manager, of Symmes Maini McKee & Associates at (617) 547-5400, or via email at [l\\_finnegan@smma.com](mailto:l_finnegan@smma.com).

**I. Project Description**

The Project includes the construction of a new elementary/middle school on the site of the old school, which has been demolished under a separate contract. The new building is approximately 110,000 square feet and has a maximum height of three stories. It will serve Grades K through 8 and 600 students. The building includes a library, cafeteria, gymnasium, auditorium, public and academic spaces, school administration offices and associated parking. The Project also includes significant site work and off-site improvements, such as traffic system improvements.



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The estimated construction cost for the project is \$24,000,000. The following Subcontractor trades, and the estimated construction cost for each trade, are as follows and will be required:

<b>Subcontractor Trade</b>	<b>Estimated Construction Cost</b>
Elevators	75,000

Subcontractors should be aware that Substantial Completion for the school is to be achieved on or before **May 14, 2007**.

**II. Submission Requirements**

Statements of Qualifications in response to this RFQ shall be signed under the pains and penalties of perjury. Qualifications must be received at the following address no later than Thursday, **October 20, 2005** by 3:00 pm. Please submit one (1) Original and seven (7) copies of the information requested below in a sealed package marked "Qualifications for Subcontractor Services – Dr. Albert F. Argenziano School at Lincoln Park." Faxed Transmissions will not be accepted.

Submit to: Gerald R. Boyle, Director  
Capital Projects Management Department  
City of Somerville  
One Franey Road  
Somerville, MA 02145



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In evaluating qualifications, the Prequalification Committee will base its selection solely on information submitted by any Subcontractor seeking prequalification in response to this Request for Qualifications. Each category of information contains a corresponding maximum number of points for the category, including sub-categories, as well as the minimum number of points required for approval.

1. Management Experience *(50 points available; minimum of 25 required for approval)*
  - i. Provide the business owners, name, title, and years with firm of the owner(s) of the business. *(5 points available)*
  - ii. Provide the management personnel, names, title, education and construction experience, years with firm, and list of projects completed by all management personnel. Specifically provide resumes that include above information for your key personnel, such as the Project Executive, Project Manager, Project Superintendent, and Project Engineer(s). All key personnel will be assigned for the entire duration of the Project. *(15 points available)*
  - iii. Identify similar project experience, including project names, description, original trade contract sum, final trade contract sum with explanation and date completed of similar project. *(10 points available)*
  - iv. Provide a list of any projects on which the firm was terminated or failed to complete the work. *(10 points available)*
  - v. Provide a list of all legal or administrative proceedings currently pending against the subcontractor or concluded adversely to the subcontractor within the past 3 years, which relate to the procurement or performance of any public or private construction contract. *(5 points available)*
  - vi. Provide the safety record and past 3-year history of the firm's workers compensation experience modifier. *(5 points available)*
2. References *(30 points available; minimum of 15 required for approval)*
  - i. Provide project references from owners and architects for all projects listed in clause (iii) of paragraph (1), including project names and names of the owners and architects, with address, telephone and fax number, and contact person for each. *(15 points available)*
  - ii. Provide a minimum of 5 credit references, including the telephone and fax number of contact person from key suppliers, vendors and banks. *(5 points available)*



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- iii. Provide a list of all completed public building construction project or projects as defined in section 44A during the past 3 years with owner's name, address, telephone and fax number and contact person. *(10 points available)*
3. Capacity to Complete Projects *(20 points available; minimum of 10 required for approval)*
  - i. Annual revenue for prior 3 fiscal years, provided that financial information submitted shall remain confidential and shall not be a public record under Massachusetts General Laws section 7 of chapter 4. There shall be no requirement for submission of financial statements. *(8 points available)*
  - ii. Provide evidence of revenue under contract for the next 3 fiscal years. *(12 points available)*
4. Mandatory Requirements, for which no points will be assigned:
  - i. Provide a commitment letter for payment and performance bonds at 100 percent of the estimated contract value from a surety company licensed to do business in the commonwealth and whose name appears on United State Treasury Department Circular 570.
  - ii. The statement of qualifications must be signed under pains and penalties of perjury.

**III. Selection Process**

A Pre-Qualification Committee consisting of the Owner's Project Manager, a representative from Symmes Maini & McKee Associates (the City's Architect), and two representatives from the City will review all submissions and evaluate them based on the Submission Requirements set forth in Section II above. The selection criteria are as follows:

1. Management Experience (50 points; minimum of 25 required for approval)
2. References (30 points; minimum of 15 required for approval)
3. Capacity to Complete Projects (20 points; minimum of 10 required for approval)
4. Mandatory Requirements (no points assigned, failure to provide the following requirements is grounds for rejecting the submission)

The Pre-Qualification Committee will evaluate each qualification submission. Only Subcontractors achieving a minimum score of 70 shall be qualified and invited to submit bids. The minimum points in each category must also be reached in order to pre-qualified. Pursuant to Chapter 193, the decision of the



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Pre-Qualification Committee shall be final and shall not be subject to appeal except on grounds of fraud or collusion.

Qualifications are due by Thursday, **October 20, 2005** by 3:00 pm. The Prequalification Committee shall select a minimum of 3 qualified Subcontractors for each trade to submit bids pursuant to M.G.L. c.149 section 44E. Statements of Qualifications shall not be opened publicly, but shall be opened in the presence of one or more witnesses on **October 20, 2005** at 3:00 pm. It is anticipated that the pre-qualification process will be completed by Wednesday, **October 26, 2005**. It is anticipated that Contract Documents for the Dr. Albert F. Argenziano School at Lincoln Park will be made available to pre-qualified Subcontractors on Thursday, **November 3, 2005**.

**IV. Additional Information**

Respondents are strongly encouraged to attend a briefing session that will be held on Thursday, **October 13, 2005** at 11:00 am. The location will be the Lower Conference in the basement of the Public Works building at One Franey Road in Somerville, Massachusetts. If you plan on attending the briefing session, please contact Lorraine Finnegan, Project Manager, of Symmes Maini McKee & Associates at (617) 547-5400, or via email at [l\\_finnegan@smma.com](mailto:l_finnegan@smma.com).

Questions regarding this Request for Qualifications shall be directed to Lorraine Finnegan, Project Manager, of Symmes Maini McKee & Associates at (617) 547-5400, or via email at [l\\_finnegan@smma.com](mailto:l_finnegan@smma.com). Any questions requiring formal responses regarding the RFQ must be received in writing to Ms. Finnegan via email, facsimile, or US Mail to Symmes Maini & McKee Associates, 1000 Massachusetts Avenue, Cambridge, MA 02138, no later than Friday, **October 14, 2005** at 5:00 pm.

There is a prohibition against any unauthorized communication or contact with the City of Somerville and any members of the Somerville Pre-Qualification Committee outside of official pre-bid meetings.

The City of Somerville reserves the right to cancel the RFQ and to accept or reject any or all submissions and to accept any and all submissions with waiver of any minor deviations, if it is deemed to be in the best interests of the City of Somerville.