

PROPERTY AND PROPOSED WORK

The Designer will provide the service as outlined in these documents for the property listed below:

1. Lowell Memorial Auditorium, Lowell, MA. The goal for this project is to replace existing boilers along with all associated piping, controls and pumps within the boiler room. The boilers are centrally located in the basement

DESIGNER RESPONSIBILITIES

BASIC SERVICES

- 1) The Designer Basic Services consist of the work outlined in this RFQ and include all necessary sanitary, structural, fire protection, civil, mechanical and electrical engineering; energy evaluations; detailed cost estimates; bidding and administering the Contract Documents for Construction.
- 2) The Designer shall be responsible for the professional and technical accuracy and the coordination of all designs, drawings, specifications, estimates and other work furnished by the Designer and Designer's sub-consultants or subcontractors. Changes, corrections, additions or deletions requested by the City shall be incorporated into the design of the Project unless detailed objections thereto are received from the Designer and subsequently approved by the City of Lowell.
- 3) The Designer shall thoroughly search for and research all and any energy saving assistance programs and/or rebates that may be offered through or by utility companies or similar agencies. The Designer shall assist the City in obtaining all cost saving measures that are most advantageous to and approved by the City.
- 4) The Designer shall complete the services specified in this RFQ and required under the Contract, meeting the schedule and submission dates established in this RFQ or as they may be modified by the written approval from the City.
- 5) The Designer services shall be performed in conformance with applicable Federal, State and Local laws, ordinances and regulations.
- 6) The Designer shall perform all professional and necessary functions related to each construction program including but not limited to, complete architectural design, engineering and construction administration services for the following:
 - A. Program Review and Assessment
 - B. Schematic Design
 - C. Design Development
 - D. Construction Documents and Specifications
 - E. Final Cost Estimate (prior to bidding)
 - F. Bidding
 - G. Construction Monitoring (weekly)
 - H. Reviewing, Approving and Processing Monthly Payment Requisition sent of the City.
 - I. Post Construction Review
 - J. Project Closing
 - K. Warranty

SCHEDULE

The selected architectural firm must provide this project with immediate attention and staffing. The completion date is to be determined.

SCHEMATIC/PRELIMINARY DESIGN

After receipt of Notice to Proceed from the City of Lowell, the selected Designer shall:

- A. Meet with the City of Lowell staff to review project concept, goals and time schedules.
- B. Review any applicable plans made available by the City of Lowell, gather all information necessary for a full understanding of the existing site and buildings and verify all information, including measured drawings, existing conditions, building systems, etc.
- C. Prepare a schematic design concept that shall include all major elements of the outlined work. These documents shall also include preliminary cost estimates, outline of specifications, and ordinances and regulations. These concept plans shall be presented to the City of Lowell for discussion and approval.

DEVELOPMENT DESIGN

Upon review and approval of the schematic/preliminary designs, the Designer shall proceed to prepare and deliver design plans and specifications. The plans and specifications shall include but not be limited to all major elements of the design, including all engineering elevations, grades, dimensions, measured locations, specifications for all sections, and a cost estimate. The City shall have a minimum of two weeks to review and comment on development design documents.

CONSTRUCTION DOCUMENTS

After receipt of written approval of development design, the Designer shall prepare and submit to the City the following for review and approval:

Prepare final plans and specifications;

Final Cost Estimate;

Provide the City with 25 (Twenty five) sets of plans and specifications, the cost of which shall be included in the design fee. The project must be consistent with State, Federal & Local codes.

Should bids exceed budget, the project shall be redesigned at once at no cost to the City of Lowell.

BIDDING AND AWARD PHASE

The Designer shall,

- A. Conduct a pre-bid walk-thru and respond to questions.
- B. Issue any addenda as needed to potential bidders.
- C. Attend and conduct bid opening, review bids and make recommendation for contract award.
- D. Conduct a pre-construction conference with successful contractor and issue minutes.

CONSTRUCTION PHASE

The Designer shall,

- A. Review shop drawings and submittals for code and contract document compliance;
- B. Conduct weekly reviews of the work in progress to determine that the work is proceeding in accordance with the contract documents and in conformity with the intent of the design concept. Submit written minutes;
- C. Resolve problems and issues that arise during construction.
- D. Review and prepare change orders.
- E. Review and approve work and certify payments to contractors.
- F. Prepare punch list.
- G. Perform final equipment inspection and tests for contract compliance.
- H. Assist the City of Lowell with project close-out.
- I. Perform nine-month warranty inspection.

The City of Lowell reserves the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the City of Lowell to be in its best interests.

The City of Lowell reserves the right not to award a contract pursuant to this RFQ.

The City of Lowell reserves the right to terminate a contract awarded pursuant to this RFQ at any time for its convenience upon 10 days written notice to the successful bidder(s).

The City of Lowell reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposal and/or proposals offering alternate or non-requested services.

The City of Lowell shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.

PROPOSAL SUBMISSION

SUBMISSION

Interested firms are expected to carefully examine all RFQ document and submit their proposals with statements of qualifications detailing the Firm's qualifications, technical expertise, management and staffing capabilities, references, and related prior experience for the work listed herein. Failure to do so will be at the proposer's risk.

Proposals that fail to provide the requested information and referenced qualifications may be deemed by the City to be unqualified and non-responsible which may result in disqualification and will be rejected.

These documents must be completed and signed by the person submitting the proposal or by the person/persons who are officially authorized to do so.

Interested firms are required to submit one (1) original and three (3) copies of their proposal which includes the following information:

- A. Resumes of design professionals who will be involved in the project. Please include Licenses and registrations.
- B. List of all services offered by the firm.
- C. List of completed and on-going projects of a similar nature and size. Please include Construction costs.
- D. Corporate vote, where applicable, authorizing proposal submission.
- E. List of professional references.
- F. Insurance limits.