

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

Building Assessment and Needs Committee

Wednesday, June 12, 2024 @ 7:00 p.m.

Town Hall Meeting Room (Gymnasium)

Bruce Cullett, Chairman
Jay Jewell, Member
Ruth Calaycay, Member
Doug Haskins, Member

Public Attendees: None

Item 1: Call to order: 7:02 P.M. Bruce Cullett called meeting to order

Item 2: Roll Call: Bruce Cullett present, Doug Haskins present, Ruth Calaycay present, Jay Jewell present, Justin Russell is absent.

Item 3: State Recording status: No one is recording

Item 4: Review and approve meeting minutes from May 22, 2024: Ruth Calaycay makes suggestion for correction to minutes. All in agreement. Bruce Cullett makes a motion to approve minutes pending changes. Jay Jewell seconds motion. Vote is 4-0.

Item 5: Continue discussion of RFP for the Town Hall/Community Center Improvement Feasibility Study including revisions to 2022 RFP:

Chairman Cullett stated that he emailed all members of the Committee a publication from the Massachusetts Office of the Inspector General titled "Designing and Constructing Public Facilities". Cullett indicates that this publication outlines the legal requirements and recommended practices related to public construction projects and their design. Cullett asked Committee members to familiarize themselves with the publication.

A conversation regarding the procurement process for the building assessment/feasibility study ensued. The Committee continued to examine and discuss this process. Committee members reviewed RFP dated July 25, 2022. It was agreed that members should look closely at the scope of work outlined within the 2022 RFP and that it was a good starting point for a revised RFQ/RFP.

Item 6: Public Input: None

Item 7: Adjourn: Chairman Cullett motions to adjourn meeting at 7:43 p.m., Doug Haskins second, 4-0

Articles used:

RFP dated July 25, 2022

Respectfully Submitted,
Bruce Cullett, Chairman

Jay Jewell Jay Jewell

Date Approved: 8/7/24

Doug Haskins _____

Ruth Calaycay Ruth Calaycay

Bruce Cullett Bruce Cullett

Justin Russell _____

Received August 8, 2024
Kim Leach, Town Clerk

***** OPEN TO THE PUBLIC *****
TOWN OF PERU
BUILDING ASSESSMENT AND NEEDS COMMITTEE
TOWN HALL MEETING ROOM (GYMNASIUM)
3 East Main Road, Peru, MA 01235

WEDNESDAY, June 12, 2024 @ 7:00 PM

MEETING AGENDA

1. Call to order
2. Roll Call
3. State recording status
4. Review and approve May 22, 2024 meeting minutes.
5. Continue discussion of RFP for Town Hall/Community Center Improvement Feasibility Study including revisions to 2022 RFP.
6. Public Input
7. Adjourn

The list of matters are those reasonably anticipated by the Committee which may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Official posting location is Town of Peru Website: www.townofperuma.com

Posted June 7, 2024 @ 4:05pm Kim Leach, Town Clerk

Town of Peru

Request for Proposals

**Town Hall/Community Center Improvement
Feasibility Study**

Bid Due Date: July 25, 2022, 12:00 p.m.

TABLE OF CONTENTS

LEGAL NOTICE

- I. BACKGROUND**
- II. INTRODUCTION**
- III. PRE-PROPOSAL CONFERENCE/BRIEFING**
- IV. SUBMISSION DEADLINE AND INSTRUCTIONS**
- V. QUESTIONS OR ADDENDUM**
- VI. MODIFICATIONS TO PROPOSAL**
- VII. OBJECTIVES**
- VIII. SCOPE OF WORK/DELIVERABLES**
- IX. MINIMUM CRITERIA/QUALIFICATIONS**
- X. COMPARATIVE EVALUATION CRITERIA**
- XI. TIMELINE**
- XII. METHOD FOR AWARD**

ATTACHMENTS:

- ATTACHMENT A: Certificate of Non-Collusion
ATTACHMENT B: Statement of Tax Compliance
-

LEGAL NOTICE

REQUEST FOR PROPOSALS ("RFP")

Town of Peru Town Hall/Community Center Improvement Feasibility Plan

The Town of Peru is seeking proposals from qualified Architectural and/or Engineering firms for a Town Hall/Community Center Improvement Feasibility Plan. The selected firm shall have demonstrated previous experience in providing evaluation and design services for space needs associated with the various municipal departments contained with the Town Hall/Community Center facility. A complete RFP may be obtained, without charge, by contacting the Town Administrator's Office at 413-655-8312 extension 100 or email townadmin@townofperuma.com. It is recommended that respondents to this request familiarize themselves with the detailed RFP. The deadline for submitting proposals to the Town Administrators Office is noon July 25, 2022. Proposers must submit five (5) printed copies of their proposal and one digital copy. The Town reserves the right to reject any proposal deemed not to be in its best interest and waive minor technicalities. The maximum budget for this project is \$28,000. Postmarks, faxes, and email proposals will not be considered.

I. Background

The Town of Peru ('Town') has determined that it has a critical need to plan, fund, and implement a Town Hall/Community Center Facility Improvement Feasibility Plan in order to provide a well- designed, modern, energy efficient, and convenient municipal facility that meets current codes and is accessible to and usable by all persons. The plan shall be based on a comprehensive feasibility study and include all relevant costs associated with design, construction, and operations and maintenance costs associated with the facility. The plan shall provide alternatives analysis to determine the most effective program in terms of cost and benefits.

The Town Hall/Community Center Facility Improvement Feasibility Plan would be a guide for making decisions based upon a comprehensive evaluation of Town needs.

The Town has a population of approximately 820 with a land area of approximately 26 square miles. It is governed by a three member Board of Selectmen, a Town Administrator and a Town Meeting form of government. The Town is located in the Central Eastern portion of Berkshire County and is approximately 128 miles west of Boston, Massachusetts and 50 miles

east of Albany, New York. The Town's annual operating budget is approximately \$2.45 million.

II. Introduction

The Town is soliciting Request for Proposals (RFP) from qualified Architectural and/or Engineering firms to provide evaluation and design services for assessing facility condition and code compliance, determining space needs associated with the various municipal departments located within the facility, and recommending cost effective design solutions for achieving desired improvements. The facility is a former elementary school partially converted into municipal office space, meeting space, and also houses the Town's police department. Of particular note, the Town is concerned with the deteriorating condition of the 1960's masonry block two story addition that houses the Community Center, the lack of secure office space, and the facility's inefficient HVAC systems. The results of the study will become the basis for a Town Hall/Community Center Improvement Plan. Qualified vendors are requested to submit their proposals to the Town Administrator's Office at the Peru Town Hall, 3 East Main Road, Suite #100, Peru, MA 01235, in accordance with the instructions contained within this RFP.

Notice of this RFP is published in the Central Register and The Berkshire Eagle (a newspaper of general circulation) and posted on the Town website (www.townofperuma.com) under "Bids and Opportunities".

The Town will accept proposals delivered in person or by mail. All proposals must be received by Noon, July 25, 2022 to be considered. Proposals submitted by fax or by electronic mail will not be considered. All proposals must be submitted to:

Mr. Jim Welch, Town Administrator
Town of Peru
3 East Main Road, Suite #100
Peru, MA 01235

The Town of Peru may cancel this RFP or reject in whole or in part any and all proposals, if we determine that cancellation or rejection serves the best interest of the Town of Peru.

III. Pre-Proposal Conference/Briefing

There will be no pre-proposal submission conference/briefing for this project. Prospective bidders should contact the Town Administrator to schedule a site visit at 413-655-8317 extension #100.

IV. Submission Deadline and Instructions

Qualified persons or firms are requested to submit proposals in a sealed envelope marked "Peru Town Hall/Community Center Improvement Plan" with the applicant's name and address on the front. Applicants shall provide one (1) signed original proposal, four (4) copies and one digital copy. Fax or electronic submissions will not be accepted.

A complete and all-encompassing pricing proposal sheet is to be submitted in a separate sealed envelope marked "Pricing Proposal". The pricing proposal sheet is to list and document any and all proposed charges for the project.

Applicants must also execute and include in the sealed submission the Certificate of Non-Collusion and the Certificate of Tax Compliance. The Town of Peru, through its Board of Selectmen, is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; and to award contracts or to cancel this Invitation for Bids if it is in the Town of Peru's best interest to do so.

Proposals must be signed as follows: a) if the bidder is an individual, by her/him personally; b) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and c) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

All sealed proposals must be received and registered by the Town Administrator's office by July 25, 2022 at Noon. All outer envelopes must be labeled "Peru Town Hall/Community Center Improvement Plan" and mailed or hand delivered to the following address:

Mr. Jim Welch, Town Administrator
Town of Peru
3 East Main Road, Suite #100
Peru, MA 01235

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. If on the date and time of the submittal deadline the Town Hall is closed due to an uncontrolled event such as fire, snow, ice, wind or building evacuation, the submittal deadline will be postponed until 2:00 p.m. on the next normal business day.

All bidders must submit a list of a minimum of three references, with contact information, where they are performing or have, in the last three years, performed similar services.

V. Questions or Addendum

Questions concerning this RFP must be submitted in writing to: Jim Welch, Town Administrator, Town of Peru, 3 East Main Road Suite #100, Peru, MA 01235 or they may be emailed to Mr. Welch at townadmin@townofperuma.com. Questions/ inquiries must be received by Noon on July 18, 2022 to be considered. Questions/inquiries may be delivered, mailed, emailed or faxed. Written responses will be posted on the Town's website (www.townofperuma.com) in "Bids and Opportunities" by close of business on July 20, 2022.

If any changes are made to this RFP, an addendum will be posted on the Town's website in "Bids and Opportunities". It is the sole responsibility of the bidder to ascertain the existence of any addenda and/or modifications issued by the Town. As this RFP has been published on the Town's website (www.townofperuma.com) all bidders are responsible for checking the website for any addenda and /or modifications that are subsequently made to this RFP.

The Town accepts no liability for and will provide no accommodations to bidders who fail to check for amendments and/or modifications to this RFP and subsequently submit inadequate or incorrect responses. Bidders may not alter (manually or electronically) the RFP language or any RFP component files. Modifications to the body of the RFP, Scope of Work, terms and conditions, or which change the intent of this RFP are prohibited and may disqualify a response.

All proposals submitted in response to this RFP shall remain firm for sixty (60) days following the submittal deadline. It is anticipated that the contract will be awarded within thirty (30) days after the submittal deadline.

Bidders are not to communicate directly with any employee of the Town of Peru, except as specified in this RFP, and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFP.

Bidders may contact the Contact Person for this RFP in the event this RFP is incomplete or the bidder is having trouble obtaining any part of the RFP electronically through the Town website (www.townofperuma.com), including, and without limitation the form and attachments.

Bidder with disabilities or hardships that seek reasonable accommodations, which may include the receipt of RFP information and/or addenda and/or modifications in an alternative format, must communicate such requests in writing to the contact person, and reasonable accommodation will be made by agreement with the contact person on behalf of the Town of Peru.

VI. Modifications to Proposal

A vendor may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. _." Each modification must be numbered in sequence, and must reference the original RFP.

VII. Objectives

The overall objective of the Peru Town Hall/Community Center Improvement Plan is to identify the current conditions of the facility, identify modifications that would be required to achieve code compliance upon initiation of a large scale renovation, and determine the feasibility of renovating the existing facility. The successful bidder will be required to complete the following:

- A. Review prior studies, plans and reports (will be provided to successful vendor)

- B. Develop a needs assessment which would include efficient operations, location and adequate office space. Interview department heads to understand current staffing levels, seasonal staffing needs and projections for any potential staffing changes. Work with department heads to understand any potential facilities / staffing needs related to pending changes in law, policy changes, etc.
- C. Perform a non-destructive structural/architectural analysis of the Town Hall/Community Center to determine condition and opportunity for renovation and use for municipal space, or other purpose. This analysis shall include all components and building systems including but not limited to: electrical, plumbing, HVAC/Mechanical, Communication, Architectural, Structural, ADA Compliance, and Security/Fire Alarm systems.
- D. Present feasible solutions and alternatives with justification, including schematic designs, and cost estimates.

VIII. Scope of Work/Deliverables

A. Needs Assessment

Meet with Town to determine their facilities and space needs to effectively carry out their missions for the time period of the next 10 to 15 years. Components of the need assessment would include, but not limited, to staffing requirements, equipment storage, technology needs, and Americans with Disabilities Act (ADA) compliance.

B. Building Assessment

1. Building

Structural/architectural analysis of the Town Hall/Community Center to determine condition and opportunity for renovation and use for municipal space, or other purpose. This analysis shall include all components and building systems including but not limited to: electrical, plumbing, HVAC/Mechanical, Communication, Architectural, Structural, ADA Compliance, and Security/Fire Alarm systems.

A report of findings with supporting documentation shall be prepared following the Building Assessment. Schematic drawings identifying existing architectural conditions of the building shall be prepared and furnished as part of this report.

C. Alternatives, Scenarios, and Facilities Improvement Plan Development

With the needs established and the existing conditions of the facility identified, the consultant shall prepare a range of alternatives for the Town to consider. Each alternative should include:

- Pros and cons;
- Schematic building design concepts; ○ Projected design, development, and construction costs; ○ Projected capital cost and operating cost; ○ Impact on Town/department operations;
- Consideration of health, safety, or legal requirements; ○ Timelines for projects, both individually and collectively; and ○ Accessibility
- Comparisons to other municipalities with similar use facilities

IX. Minimum Criteria/Qualifications

Each applicant must demonstrate that it meets the following minimum qualifications:

- A. Vendor shall have a minimum of three (3) years of experience in performing the work described in this RFP.
- B. Vendor shall submit a complete list of all contracts performed in the past five (5) years that are similar in scope to this project with contact names and telephone numbers.
- C. Vendor shall submit a minimum of three (3) references of contracts performed that are similar in scope to this project with contact names and telephone numbers.
- D. Vendor shall include a project manager who has a minimum of five (5) years of experience in performing the work described in this RFP and is a registered professional architect or engineer. Include resume for the Project Manager and all key personnel who will be assigned to work on the project.
- E. Submission of separate and sealed proposal and pricing sheet. F. Submission of required statements and forms.

X. Comparative Evaluation Criteria

All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:

Highly advantageous	5 points	Response excels on the specific criterion
Advantageous	3 points	Response meets evaluation standard for the criterion
Least Advantageous	1 point	Response does not fully meet the criterion or leaves a question or issue not fully addressed
Does Not Meet	0 points *	Does not address the criterion

* Proposal is automatically eliminated from further consideration if "0 points" is received in any category.

A. Vendor's experience working on similar projects

- Vendor having experience working on five (5) or more projects similar to the work described in this RFP will be considered Highly Advantageous (5 points)
- Vendor having experience working on three (3) or more but less than five (5) projects similar to the work described in this RFP will be considered Advantageous (3 points)
- Vendor having experience working on one (1) or more but less than three (3) projects similar to the work described in this RFP will be considered Least Advantageous (1 point)
- Vendor having no experience working on projects similar to the work described in this RFP will be considered as Does Not Meet minimum requirements (0 points and elimination from further consideration)

B. Vendor's understanding of the State Building Code

- Vendor has managed the design and/or construction of ten (10) or more municipal buildings in Massachusetts will be considered Highly Advantageous (5 points)
- Vendor has managed the design and/or construction of less than ten (10) but more than five (5) municipal building in Massachusetts will be considered Advantageous (3 points)
- Vendor has managed the design and/or construction of less than six (6) but more than one (1) municipal building in Massachusetts will be considered Least Advantageous (1 point)
- Vendor has managed the design and/or construction of less than two (2) will be considered as Does Not Meet minimum requirements (0 points and elimination from further consideration)

C. Assigned Project Manager's years of experience

- Assigned Project Manager having a minimum of five (5) years of experience in performing the work described in this RFP and is a registered professional architect or engineer will be considered Highly Advantageous (5 points)
- Assigned Project Manager having less than five (5) years but more than three (3) years of experience in performing the work described in this RFP and is a registered professional architect or engineer will be considered Advantageous (3 points)
- Assigned Project Manager having less than three (3) years but more than one (1) years of experience in performing the work described in this RFP and is a registered professional architect or engineer will be considered Least Advantageous (1 point)
- Assigned Project Manager has less than one year experience in performing the work described in this RFP will be considered as Does Not Meet minimum requirements (0 points and elimination from further consideration)

D. Assigned Staff

- Number of staff assigned to this project from engineering and/or architectural disciplines totals four (4) or more will be considered Highly Advantageous (5 points)
- Number of staff assigned to this project from engineering and/or architectural disciplines totals three (3) will be considered Advantageous (3 points)
- Number of staff assigned to this project from engineering and/or architectural disciplines totals two (2) will be considered Least Advantageous (1 point)
- Number of staff assigned to this project from engineering and/or architectural disciplines totals one (1) will be considered as Does Not Meet minimum requirements (0 points and elimination from further consideration)

XI. Timeline

The consultant will be expected to commence activities immediately upon award of the contract, which is anticipated to be by the end of August 2022, and to have available a preliminary report for review by the end of December 2022. The consultant is expected to meet with the Town Administrator and/or Selectboard to discuss findings and options on a regular basis. Upon awarding of the contract, the consultant and the Town Administrator will develop and agree to a scheduled plan that includes milestones and dates for completing reports, presentations, and other related activities.

XII. Method for Award

The contract will be awarded to the responsible and responsive vendor submitting the most advantageous proposal taking into consideration all evaluation criteria as well as price. The fee for the work will be negotiated with the highest ranked firm, however not to exceed \$28,000.

ATTACHMENT A

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person submitting contract/bid

Date

Name of Business

ATTACHMENT B

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

*Social Security Number or Federal
Identification Number*

*Signature of Individual or
Corporate Name*

*Corporate Officer
(if applicable)*