

Date: January 14, 2011

To: All Prospective Proposers

Re: Request for Proposals (DSB-1-J1) for Engineering Services, Structural (On-Call)

Instructions to all firms interested in submitting a proposal for the above referenced services are as follows:

1. Proposals will be received until 10:00 AM, local time on February 16, 2011 at the City of Worcester Purchasing Division, Room 201, City Hall, 455 Main Street, Worcester, MA. Late submissions will not be accepted.
2. All submissions must comply with the requirements set forth by the Commonwealth of Massachusetts Executive Office for Administration and Finance through the Designer Selection Board (see attached application).
3. The fee for services will be negotiated with the City of Worcester.
4. Proposals are to be submitted in twelve (12) copies to the above address.
5. **Questions must be directed in writing to the undersigned by no later than five business days before reply date. E-mail orrellj@worcesterma.gov. Any attempts to seek answers in any other manner may result in proposal rejection.**

By: _____

John C. Orrell, Purchasing Director
Chairman, Designer Selection Board

Scope of Services
Structural Engineering

The City of Worcester is seeking proposals from engineering firms to provide on-call design services to City Departments and Worcester Public Schools. This contract is for a three year period.

The scope of design work generally will involve alteration to existing municipal buildings. Recent work has included façade stabilization, rehabilitation of failing construction, foundation and retaining wall repair, lateral forces stabilization, and structural reinforcement to facilitate rooftop mechanical alterations.

Structural design for new work generally will include foundations, retaining walls, smaller utility structures, and load-bearing framing for interior alterations.

Engineering services may be requested to evaluate existing conditions and make recommendations to develop scope of work for projects that may be designed by others.

Projects are bid under MGL c.149 or c.30 as applicable. Specific projects and scope of work will be set by individual departments throughout the duration of the contract. The ability to manage multiple projects at the same time across various City Departments and the School Department is also a requirement.

Fees for each specific project are negotiated individually with the department the work is being performed for. All fees must be quoted and agreed to as a fixed amount, as required by MGL.

The general scope of services required for this contract includes:

- Assessment of existing conditions and investigation into the nature of the problem. This typically requires meetings with the department personnel and on-site investigation and evaluation.
- Schematic recommendations including various options to address the problem including costs associated with each solution option.
- Development of construction documents suitable and necessary for public bidding in Massachusetts. Submission milestones vary from project to project, but generally include review of CDs at 50% and 95%, with revised cost estimates. Since the scope of work is typically limited, a formal design development submission is usually waived.

- Coordination of the preparation of the bid package. Obtain prevailing wage rates, edit and incorporate the City “front-end” specifications, arrange and coordinate printing and delivery of bidding documents to Purchasing and/or the department in charge of the project. Distribution of the bid documents will be handled by the City. Provide a copy of all bid documents in an electronic format, suitable for posting on the City’s website to allow downloading by bidders.
- Bidding assistance including, attendance at pre-bid meeting, addressing all RFIs and questions from bidders, preparation of any required addenda (to be distributed by the City), attendance at bid opening, and review of low bidder’s qualifications.
- Construction administration services including attendance at pre-construction meetings, weekly project construction meetings and on-site attendance as may be required to resolve field issues and otherwise observe construction to facilitate construction control as may be required by the Building Code. Services include review of all Applications for Payment, processing of all submittals, preparation of any Change Orders, punchlisting and related close-out procedures.

Applicants should possess the following minimum qualifications:

- Have registered structural engineers on staff with active registration in the Commonwealth of Massachusetts.
- Have good working relationships and access to specialty consultants as needed to support the design of projects such as civil engineers, land surveyors and material testing engineers with the ability to readily utilize these as sub-consultants.
- Have experience relevant to the scope of services described herein.
- Have a thorough understanding of the Massachusetts State Building Code 780CMR and other applicable codes and regulations.
- Have experience with the preparation of construction documents for public bid, including the requirements of MGL c.149, MGL c.30 and the Commonwealth’s filed sub-bid procedures.