



**CITY OF NEW BEDFORD
MASSACHUSETTS**

REQUEST FOR SERVICES # 138-9-C04
OWNER'S PROJECT MANAGEMENT SERVICES

FOR, CONSTRUCTION DOCUMENT/
BIDDING AND CONSTRUCTION PHASES
OF THE LINCOLN ELEMENTARY SCHOOL

The City of New Bedford hereby solicits Statements of Qualifications (SOQ) to serve as New Bedford's Project Manager in accordance with Massachusetts General Laws Chapter 149, Section 44A½ for the construction document/bidding and construction phases for the construction of the Lincoln Elementary School.

Interested parties may obtain and/or examine the Request for Services (RFS) during regular business hours on or after **Wednesday, December 10, 2008** at **8:30 A.M.**, and may submit their SOQ by hand delivery or mail until the time of the bid opening at:

City of New Bedford Purchasing Department, 133 William Street, Room 208, New Bedford, MA 02740 (Open Monday thru Friday – 8:30 AM – 4:00 PM)

SUBMISSION DATE: SOQ's must be submitted by **Thursday, January 12, 2009** at **2:00 P.M.** The SOQ's will not be opened publicly.

SUBMISSION GUIDELINES: An original and nine (9) copies of each SOQ, plus two (2) electronic versions in PDF format on CD, must be submitted in accordance with the requirements stated in the RFS. SOQ's must be submitted in an envelope clearly marked **Qualifications for Owner's Project Management Services under RFS # 138-9-C04** with the name, address, and telephone number of the Respondent also clearly marked. All SOQ's received after the submission date and time will be returned unopened to the sender. Facsimile or e-mail submissions are not permitted.

Applications **must** include **ALL DOCUMENTS** required by the RFS and strictly follow its instructions. The Awarding Authority reserves the right to waive any informality, reject any or all SOQ's, or accept other than the highest ranked SOQ, if it deems it to be in the best interest of the City.

The fee for the OPM services for the Project is to be negotiated by the Awarding Authority and the selected project management firm or individual. The estimated total project cost for the construction of the School is \$27 million, including an estimated construction cost of \$21,000,000.

PHASED SERVICES: It is anticipated that the Owner's Project Manager (OPM) selected pursuant to this RFS will serve as the OPM for the remainder of the Project and be required to perform all OPM services on the Project. The successful Respondent for the position will only be contracted for the construction document/bidding and construction phases for the construction of the Lincoln Elementary School. By virtue of the submission of its Statement of Qualifications in response to this RFS, each responding

Respondent acknowledges and agrees that the OPM Services will be contracted on a phased basis, and that the City of New Bedford, as Awarding Authority, is under no obligation to enter into a contract for any phase of the Project, notwithstanding its intent to contract for the construction document/bidding and construction phases.

MINIMUM QUALIFICATIONS:

1. The OPM's Project Director must be a registered architect or professional engineer; and
2. Have at least five (5) years of relevant experience in the construction and supervision of construction and design of public buildings with a particular emphasis on **school buildings**; or
3. If not registered as an architect or professional engineer, the Project Director must be a person who has at least 7 years experience in the construction and supervision of construction and design of public buildings, with a particular emphasis on **school buildings**.
4. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program as administered by the Inspector General of the Commonwealth of Massachusetts.
5. The OPM shall be independent of the designer, general contractor or any subcontractor involved in the building project.

CONSULTANTS: Respondents must list all consultants they intend to use in the performance of the OPM services along with the category of services each consultant will provide.

PROJECT PROGRAM: The City of New Bedford School Building Committee has compiled a program for the Project that will be available at the same time and place as the RFS.

BRIEFING SESSION: A briefing session will be held at New Bedford City Hall, 133 William St, New Bedford, MA Room 314 on Monday, **December 22, 2008 at 1:00 p.m.**

INQUIRIES: Questions regarding this RFS are to be directed to: Debra Travers, Purchasing Agent, 133 William Street, New Bedford, MA 02740 Questions must be submitted in writing, or by fax or e-mail no later than **Monday, January 5, 2009 at 3:00 p.m.** Responses to all questions will be in the form of an addendum to the RFS.

AWARD DATE: Contract will be awarded within 90 days of submission deadline, or later date as determined at the sole discretion of the City.

AWARDING AUTHORITY: City of New Bedford, Massachusetts