

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR DESIGN SERVICES**

**Of the Finland Building
for
The Boston Public Health Commission**



Boston, Massachusetts

January 02, 2025

Advertising Dates:
January 8, 2025

Pre-Proposal Briefing Wednesday, January 22, 2025 at 2:00 p.m.
774 Albany St, Boston, Massachusetts 02118

Proposal Submission Due Date: Wednesday, February 12, 2025 at 5:00 p.m.

BOSTON HEALTH COMMISSION
REQUEST FOR QUALIFICATIONS

DESIGN SERVICES FOR THE RENOVATION OF THE FINLAND BUILDING

I. Introduction

The Boston Public Health Commission (BPHC) “Owner” invites qualified applicants to submit proposals to provide Design Services for the renovation of the Finland Building located at 774 Albany St, Boston, Massachusetts 02118. Background information concerning the various needs of the Building and its programs can be found within the attachments of this RFQ.

All applicants must submit in conformance with this Request for Qualifications (RFQ) .The document is available at boston.gov/bid-listings and can be accessed by filtering the department by selecting the Boston Public Health Commission in the department field. Bidders may also request a copy of the RFQ by emailing RFR@bphc.org. This RFQ shall be governed by the designer selection law, M.G.L. Chapter 7C, Sections 44 to 58 and M.G.L, Chapter 149, Section 44A ½.

A feasibility study was originally completed in 2024. The intent is to verify the feasibility study recommendations and to design a building renovation floor plan for all levels of the 5 story building.

The project schedule calls for the design to start immediately. It is anticipated that the selected consultant’s assignment will include evaluation of the proposed renovations, and preparation of schematic design, design development, construction documents, and bid documents and coordination. Based on bid results and funding availability BPHC may chose to extend the designer’s contract into Construction Administration and Close-out.

A site visit and briefing session is scheduled for January 22, 2025 at 2:00pm at the 774 Albany St, Boston, Massachusetts 02118. Attendance is strongly advised for this important session. Questions can be submitted to RFR@bphc.org no later than 5:00 PM EST on January 24, 2025. The Commission shall provide answers by February 3, 2025.

Proposals should be submitted to the Commission via email to RFR@bphc.org no later than 5:00 PM EST on February 12, 2025. Applicants should include the following in the subject line of the email: “Request for Qualifications (RFQ), Design Services for BPHC’s Finland Building.” It is anticipated that the proposed services will commence in March 2025 once a final contract is agreed upon and executed.

II. Scope of Services

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC’s mission is to work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities. BPHC encourages small, local, minority, disadvantaged, women-owned,

veteran and/or service-disabled owned business enterprises to participate in all procurement opportunities. Below are the Finland Building design goals:

- Create safe and welcoming spaces for workers and clients to interact.
- Open lobby area for accessibility and ease of client access to services.
- Appropriately sized office spaces with the option to use them as overnight emergency housing if needed.
- Adequate storage including food, biomedical hazardous materials, medical supplies, and other miscellaneous items.
- Better organization of departments, client-side services, and employee spaces.
- A building that is accessible to all and is ADA compliant.
- Assess the flow of pedestrian traffic through the building and create a design path to have less barriers and wider corridors.
- Create a clinic area with the appropriate accommodations.
- Create an open space/staffing area separate from the client spaces with lockers.
- A commercial kitchen is needed for proper food preparation and storage.
- An inhalation space should be considered.
- An observation space/sedation monitoring room that is easy to access.
- Seating that accommodates clients who occupy space for long periods of time.
- Secure bike, personal items, and wheelchair storage.
- Significant Bathrooms size and finish upgrades.
- Janitor's closet
- Design 3-5 private offices for staff
- Installation of a sprinkler system throughout the building

BPHC's Designer will be responsible for, but not limited to, providing the following services:

- A. The firm shall familiarize themselves with the current facility and the programs that occupy the space.
- B. Prepare design documents to include:
 - a. Utilizing approved conceptual building plans, prepare schematic design for the building including all required professional design services: structural design, architectural design, mechanical systems (HVAC and plumbing) design, electrical design, and fire protection design.
 - b. Provide summary of disciplines for which filed sub-bids will be required.
 - c. Drawings shall be prepared in accordance with Massachusetts General Laws (M.G.L.) Chapter 149 and shall include drawings and specifications.
- C. Provide permitting services necessary to obtain project approval.
- D. Assist in the preparation of presentation materials if needed.
- E. Attend weekly meetings with the Owner, Program stakeholders and Owner's Project Manager (OPM).
- F. Provide design development services, construction document services, bidding services (including prequalification if required).
- G. Assist the Owner/OPM with GC procurement and bidder review.

H. **Consultants:** In evaluating proposals, the Finland Building Committee will consider the members of the proposed design team. Please include in the proposal the member(s) of the design team who will be responsible for the following categories of work: Firm's name, individual's name, professional registration and/or license number, as applicable, must be listed in the application for each category of work:

1. Architecture
2. Hazardous Materials
3. Structural Engineering
4. Fire Protection Engineering
5. Plumbing Engineering
6. HVAC Engineering
7. Electrical/Lighting
8. Data/Communications
9. Specifications Consultant
10. Sustainable/Green Design/Renewable Energy Consultant
11. Cost Estimating
12. Accessibility Consultant
13. Technology Consultant/Audio Visual Consultant
14. Furniture, Fixtures. and Equipment Consultant
15. Code Consultant
16. Security Consultant
17. Hardware Consultant
18. Building Enclosure Consultant

Any additional consultants needed and not listed here are expected to be Carried by the architect as an additional service. Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).

The members of the team for each of the categories of work listed above must be identified including the firm's name, individual's name, and professional registration or license number.

Failure to address each category may result in the elimination of the applicant from consideration on this project.

Applicants should not list any consultants other than those for the categories of work listed above.

If the owner moves forward with construction the Designer will be available to support Construction Administration Services after bidding as an additional service via a Contract Amendment.

III. Project Schedule

- RFQ Advertising dates and venues:
 - Central Register: January 8, 2025
 - Newspaper January 8, 2025
 - Boston Public Health Commission website
- Pre-proposal Information Briefing:
 - January 22, 2025
- Proposal Submissions Due Date:
 - February 12, 2025 at 5:00 p.m. EST in accordance with the instructions above.

IV. Qualifications of Applicants

Each applicant must possess the following minimum qualifications:

- A. The Firm's Key Personnel should demonstrate experience with similar public works facility projects or municipal building projects which have publicly bid in Massachusetts in accordance with M.G.L. Chapter 149.
- B. Staff experience: Firm must commit an individual project manager with at least ten (10) years of design experience, five (5) of them working on similar design projects comparable in size and complexity which have been publicly bid in Massachusetts.

BPHC's reserves the right to reject any proposal which does not demonstrate compliance with each of the foregoing minimum qualifications.

V. Contents of Qualifications Package

Applicants must also execute, as required by law, and include in the email submission the Certificate of Non-Collusion and the Certificate of Tax Compliance, copies of which are included as exhibits to this RFQ.

Related Experience:

Successful experience in the role of Architect / Designer in the Commonwealth of Massachusetts over the last five (5) years shall be considered responsive.

Experience in completing two (2) but less than three (3) projects in the role of Architect / Designer in the Commonwealth of Massachusetts over the last five (5) years shall be considered advantageous.

Experience in completing three (3) or more projects in the role of Architect / Designer in the Commonwealth of Massachusetts over the last five (5) years shall be considered as highly advantageous.

Extended Experience:

Firms having completed the role of Architect / Designer and having staff assigned to a project the size of the Finland Building in the Commonwealth of Massachusetts during the past three (3) years shall be considered as responsive.

Firms having completed the role of Architect / Designer and having staff assigned to a project in the Commonwealth of Massachusetts for two (2) but less Than three (3) projects the size of the Finland Building over the past three (3) years shall be considered as advantageous.

Firms having completed the role of Architect / Designer and having staff assigned to a project In the Commonwealth of Massachusetts for three or more projects the size of the Finland Building over the past three (3) years shall be considered as highly advantageous.

Team/Key Staff:

Qualifications and involvement of key personnel-including, any sub-Consultants and any outside Engineers proposed to be assigned to the project--and the experience of such Personnel in relation to successfully completing the role of Architect / Designer for a Project similar in size and nature in the Commonwealth of Massachusetts over the last three (3) years will be considered responsive.

Candidates who are registered as an architect or professional engineer and have at least five (5) years of relevant experience in construction and supervision of buildings or an individual within a firm having seven (7) years relevant experience in construction and supervision of construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered advantageous.

Candidates who are registered as an architect or professional engineer and have at least seven (7) years of relevant experience in construction and supervision of buildings or an individual within a firm having nine (9) years relevant experience in construction and supervision of construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered highly advantageous.

Extended Team Experience:

The Proposed Team assigned to BPHC’s Project should have firsthand experience with Building Construction over the last five (5) years. Successful experience in building/site construction as Architect/Designer in the Commonwealth of Massachusetts will be considered responsive.

Experience as the Architect / Designer for building/site construction for two (2) but less than three (3) Building Construction and Site Improvements similar in nature to the Finland Building in the Commonwealth of Massachusetts shall be considered as advantageous.

Experience as the Architect / Designer for building/site construction for three (3) or more Building Construction and Site Improvements similar in nature to a Finland Building in the Commonwealth of Massachusetts shall be considered as highly advantageous.

References: BPHC will contact selected references for projects that it deems most applicable to this project. BPHC would like references from Clients having direct experiences with Architect / Design Services with the Firm in the Commonwealth of Massachusetts. This may include references on projects of key subs. BPHC reserves the right to select the references at random. Firms receiving stellar ratings will be considered responsive.

Firms having achieved successful Architect / Design experiences from two (2) but less than three (3) references in the Commonwealth of Massachusetts will be assigned an advantageous rating.

Firms having achieved successful Architect / Design experiences from three (3) or more references in the Commonwealth of Massachusetts will be assigned a highly advantageous rating.

Work Plan:

Candidates shall submit a work plan of services to include all Architect / Designer staffing, Staff back-up and the availability of such staff and an approximate start date for BPHC's Project.

A rating of responsive will be given for a clear plan of service and timeline.

Work Plans indicating the Architect / Designer would be available to commence work within four weeks of award notification shall be considered as advantageous.

Work Plans indicating the Architect / Designer would be available to commence work within two weeks of award notification shall be considered as highly advantageous.

It is estimated BPHC would have an agreement in place in early March 2025.

Work Plan / Part 2:

Candidates shall submit a work plan of services to include all Architect / Designer staffing, staff back-up and the availability of such staff and an approximate start date for BPHC's Project.

Candidates having a congested work load and minimal staffing available for back-up and assistance to BPHC's project shall be considered responsive.

Candidates having a non-congested work load and the adequate staffing available for back-up and assistance to BPHC's project shall be considered as advantageous.

Candidates having a non-congested work load and the appropriate staffing available for back-up and assistance to BPHC's project shall be considered as highly advantageous.

Current firm brochures may be submitted with the proposals.

INSURANCE AND IDEMNIFICATION

As a condition of application, each applicant agrees to carry, if selected for this project, professional malpractice or an errors and omissions insurance policy with limits of at least \$1,000,000 per claim and \$3,000,000 aggregate, with a deductible of no more than \$25,000 per claim. Additionally, the selected Designer shall obtain and maintain at its own expense, general liability and motor vehicle liability insurance policies protecting the Boston Public Health Commission in connection with any operations included in the contract and shall have the Boston Public Health Commission listed as additionally insured on the policies. General coverage shall be in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury and property damage liability.

Indemnification: The successful applicant shall agree to indemnify and hold harmless the, the Boston Public Health Commission and its employees and representatives from and against all claims, courses of action, suits, damages and liability of any kind which arise out of the negligence or willful misconduct of the successful applicant or its officers, employees, agents and representatives regarding the project manager services to be performed by the successful applicant regarding the design phase of the BPHC's Finland Building.

Proposals must be signed as follows:

1. If the bidder is an individual, by her/him personally.
2. If the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner.
3. If the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and corporate seal affixed.

ADDENDUMS OR PROPOSAL MODIFICATIONS

If any changes are made to the RFQ, an addendum will be issued. Addenda will be emailed to all applicants on record as having received the RFQ. Acknowledgment of all Addenda is required with submission of the proposals.

All proposals submitted in response to this RFQ shall remain firm for sixty (60) days following the bid opening. The contract will be awarded within thirty (30) days after the bid opening. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between BPHC and the highest ranked responsive and responsible applicant. An applicant may correct, modify, or withdraw a proposal by written notice received by the BPHC's Office prior to the submission due date.

After the submission due date, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of the Boston Public Health Commission or fair competition. Minor informalities may be waived or the applicant may be allowed to correct them.

BPHC has the right to not award a contract and to cancel this RFQ if it is in its best interest.

VI. Review Criteria

BPHC in Conjunction with its OPM will evaluate the proposals and assign the rank of “highly advantageous,” “advantageous,” “less advantageous,” or “does not meet” to the package. In addition to the material submitted within the proposal for all firms deemed to have submitted responsive and responsible proposals, the BPHC will likely contact references and may ask for additional information or a clarification of any responses.

Rank Standard of Review

Highly Advantageous: Respondent excels on the specific criterion Advantageous Respondent meets evaluation standard criterion.

Less Advantageous: Respondent does not fully meet the criterion, or question/issue was not fully addressed.

Does Not Meet: Respondent does not address the criterion

1. Past performance: Past successful performance, providing similar services on public funded projects across the Commonwealth, as evidenced by:
 - a. Documented performance on previous projects as set forth in Attachments A and E, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, and number and outcome of any legal actions;
 - b. Satisfactory working relationship with Designers, Contractors, Owners, Committees, and local officials.
2. Relevant Municipal Experience: Experience and past successful performance in municipal building projects.
3. Public Sector Experience: Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, pursuant to the 2004 Construction Reform laws, as amended.
4. Management approach: Respondent's approach to providing the level and nature of services required. Approach will be evaluated based on Respondent's proposed project staffing; project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost. Describe the Respondent's approach to assisting in feasibility studies for projects of similar type.
5. Key personnel: Experience and roles of key personnel to be provided by the Respondent including Project Manager, Project Representative and any other key roles identified by the Respondent, including roles in design review, estimating, cost and schedule control. Respondents will be evaluated based on time commitment, experience and references for these key personnel.

6. Capacity and skills: Experience of existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety).
7. Current and Projected Workload: Respondent's current and projected workload and any supporting subconsultants.
8. Cost Analysis and Estimating: Thorough knowledge and demonstrated experience with life cycle cost analysis; cost estimating and value engineering based on actual examples of recommendations and associated benefits to Owners.
9. Commissioning: Knowledge of the purpose and practices of the services of Building Commissioning Consultants.
10. Quality of Response: The response is an example of the Respondent's work. Responses will be evaluated for conciseness, clarity and relevance of included materials.

In order to establish a short list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. At the Owner's option, short-listed Respondents will be further evaluated based on financial stability. These Respondents may be asked to provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract and provide evidence of sufficient office support. The Owner will establish its final ranking of the short-listed Respondents based on all information provided after conducting optional interviews and reference checks.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This Request for Qualifications, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the Sub consultants identified in the response shall take place without the prior written approval of the Owner.

The selected Respondent(s) will be required to provide Design Services for the Owner. Prior to execution of the Contract for Design Services, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract.

Prior to execution of the Contract for Design Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The selected Respondent will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

SELECTION CRITERIA

1. Compliance with the minimum qualifications.
 - a. Advantageous: Meets the minimum qualifications outlined in the RFQ.
 - b. Unacceptable: Does not meet the minimum qualifications outlined in the RFQ.
2. Compliance with the submission requirements.
 - a. Advantageous: Has all documents required for submission as outlined in the RFQ.
 - b. Unacceptable: Does not have all documents required for submission as outlined in the RFQ and such requirements are not minor informalities.
3. Prior successful experience within the public sector, especially in municipal building design and construction. Demonstrated ability to work with municipal building committees.
 - a. Highly Advantageous: Proposer has direct experience working with the public sector, including for municipal design services and construction projects of similar scope and size and has done so within the last three years.
 - b. Advantageous: Proposer has direct experience working with the public sector on project of similar scope and size but it has not been within the last three years.
 - c. Not Advantageous: Proposer has no experience working with a municipal entity or has experience working with a municipality but it has not been within the last five years.
4. Evaluation of references for similar projects.
 - a. Highly Advantageous: References for similar projects were all positive demonstrating ability to perform work to high degree and excellent caliber.
 - b. Advantageous: References for similar projects provided with mostly positive results demonstrating ability to perform the work to a high degree and excellent caliber.
 - c. Not Advantageous: Proposer did not provide references for similar projects; Proposer was unable to demonstrate via references the ability to perform the work to high degree and excellent caliber.
5. Proposed approach to this project will minimize project management costs while assuring high quality standards of performance in meeting the BPHC's goals and objectives for completion of two well-constructed buildings within budget and on time and giving maximum value for money.
 - a. Advantageous: Proposed approach set forth by proposer is well thought out, organized, and efficient, and maximizes value for the project and includes frequent bench marks for reporting to Capital Building Committee and/or Board of Selectmen.
 - b. Not Advantageous: Proposed approach is confusing or lacks clarity and does not provide for an efficient process for overseeing the project.
6. Depth and breadth of experience and qualifications of the personnel and consultants to be assigned to this project.
 - a. Highly Advantageous: Proposer supplied no less than 5 similar projects to demonstrate appropriate depth and breadth of experience and qualifications.
 - b. Advantageous: Proposed supplied no less than 3 but not more than 5 similar projects to demonstrate appropriate depth and breadth of experience and qualifications.

- c. Not Advantageous: Proposed supplied less than 3 similar projects and failed to demonstrate appropriate depth and breadth of experience and qualification for the project.

The BPHC may request that one or more applicants provide additional information during the process.

VII. Fee

The fee for this project is to be negotiated upon selection. Price or the fee is not a consideration under this proposal. The fee however will include all expenses, direct and indirect, for this project. Design services resulting from this RFQ are subject to available funds. All proposals shall belong to the Boston Public Health Commission. The Designer agrees to comply with all the federal, state and local laws in its performance of its contract with the Boston Public Health Commission.