

Northern Berkshire Community Coalition

Request for Proposals (RFP)

Architectural & Engineering Services

The Northern Berkshire Community Coalition [nbCC] is issuing a Request for Proposals [RFP] from qualified Architectural & Engineering professionals to provide interior & exterior design related to the redevelopment of a 18,000 square foot building & 0.5 acres of exterior space that nbCC owns. This project, the nbCC Community Center Project [#1986] is located at 192 State Street, North Adams, MA.

Scope

Scope of work shall consist of the redevelopment and renovation of the existing structure and outdoor space at 192 State Street, North Adams into a safe, healthy, accessible, and comfortable community center, convening space, and working environment for nbCC staff to serve the 38,000+ residents and community members of northern Berkshire County.

Within the scope of work, nbCC expects to receive drawings [concept, bidding, and construction], development of specifications, oversight, site visits, assistance in tendering and bid review, evaluation of materials proposed as alternatives to specifications, and any special testing [i.e. soil, asbestos, air quality, HVAC performance].

Instructions

Proposals will be received until 6:00pm on May 31, 2024 via email to Amber Besaw, Executive Director, Northern Berkshire Community Coalition, at ABesaw@nbccoalition.org. All submitted materials should be in pdf format.

General Proposal Requirements

The specifications outlined in this RFP will be made a part of any agreement entered into between nbCC and the selected individual or firm. All proposals should follow the format specified below. Applicants should base their submittals on the details of this RFP, especially the "Scope" and "Services Requested", along with any information provided in any addenda that may be issued.

1. **Cover Page:** The proposal shall include the RFP Title, date of submission, company name, address, email, and telephone numbers. This page should also include the main point of contact name.
2. **Resume(s), Qualifications, and Experience:** This section contains an overview of the submitter's education background, training, and experience in architectural design and engineering. A list of all Consultant's staff who will be participating in the project should be provided. This should include a description of their responsibilities, qualifications and experience history. Specifically, detail your experience with federal and state funded public projects, community center design, ADA accessibility infrastructure, and historic

building renovation projects. List up to five (5) like projects which you designed and worked with an independent project manager to complete.

3. **Consultant's References:** Provide at least three, but not more than five, entities that you have provided architectural and engineering services for in the last five years. Please include the following information: Name of entity, type of entity (i.e. government, non-profit, etc.), current contact information, description of service provided for each entity, and length of service that was provided or will be provided (for current contracts) to each stated entity.
4. **Pricing:** The proposal shall include a complete scope of services and all associated costs and an explanation of how fees are calculated. Describe in detail the fee structure you propose for providing architectural and engineering services: hourly, by position, per element, etc. The Consultant should submit a per hour fee for additional services. Any additional fees performed by authorized subcontractors shall be detailed. Project expenses such as legal fees, engineering fees, market studies, photographs, surveys, etc. to be performed by authorized subcontractors shall be detailed.
5. **Certification:** The submitter will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge. Please include a response to one or more of the following: The vendor has no exceptions to nbCC's scope of work; The vendor has proposed modifications to nbCC's scope of work; The vendor has exceptions to nbCC's scope of work.
6. **Additional Attachments:** All other attachments, i.e. required forms, company information, etc. or any additional information to be included with the proposal. Provide any additional information you would like nbCC to consider and any value-added goods or services nbCC might be interested in.

This Request for Proposal is not an offer of a contract. Receipt of a proposal neither commits nbCC to award a contract to any party, even if all requirements stated in this proposal are met, nor limits nbCC's right to negotiate in its best interest. nbCC reserves the right to contract with a submitter whose proposal is determined to be in the best interest of our organization. nbCC reserves the right to reject any and all offers received.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the submitter's responsibility.

All proposals are subject to review by administrative staff, building committee, board of directors and associated agency partners of nbCC and information herein should not be considered confidential in nature. Submitters are responsible for providing 10 hard copies of the RFP packet and additional materials to nbCC, for review by the Building Committee and Executive Director.

Subcontracts

Any subcontracted services proposed by the submitter shall be described and information provided as to the nature of the services the subcontractor provides as it relates to this proposal. The submitter shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualifications of said entities, and describe methods the consultant will employ to manage the subcontractor. The financial and legal relationship between the submitter and the subcontractor must be described in the proposal and approved by nbCC prior to initiation of the contract. Submitters and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

Consultant Status

The Consultant agrees that its relationship to nbCC, or any of its departments or staff, is that of an independent contractor. The consultant agrees that it will conduct itself in a manner consistent with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of nbCC by reason hereof, and that it will not make any claim, demand or application to, or for, any right or privilege applicable to an officer or employee of nbCC, including but not limited to, workers compensation coverage, disability, unemployment insurance benefits, social security coverage, or retirement membership or credit.

Questions

Any interested party may submit in writing via email to abesaw@nbccoalition.org questions regarding this RFP and proposed services not later than 5:00 pm on May 15, 2024. All questions will be answered in writing, via email response, to the sender.