CITY OF NEW BEDFORD  
Department of Facilities and Fleet Management  
Design Services for the Zeiterion Theater  

ADDENDUM #1  
The City of New Bedford issues the following Addendum # 1 for  
Design Services Zeiterion Theater Phase 1  

To: All Bidders of Record  

This addendum is issued to advise Bidders of the following:  

The Due Date for this RFS has been extended to Thursday, September 12, 2019 at 11:00 am. Responses are due to Susan Bruce, Director of Purchasing, City of New Bedford, 133 William Street, Room 208, New Bedford, MA 02740.  

This Design Services Request for Qualifications is being Bid under M.G.L. Ch. 7C, Sections 44 through 58, Designer Selection Law.  

In section Scope of Services, other services after Final Design Services are dependent on funding.  

In section Qualifications, # 6, “strong preference to a firm that has worked on the Zeiterion Theater in the past 5 years” is to be removed.  

The EVALUATION and SELECTION CRITERIA section shall now read:  

In evaluating proposals, the Owner and the Zeiterion Theater will consider members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work: (Firm’s name, individual’s name and professional registration or license number, as applicable, must be listed in the application for each category of work).  

a. Structural Engineering  
b. Theater Design  
c. Plumbing, Fire Protection and HVAC Engineering  
d. Civil Engineering  
e. Cost Estimating  
f. Hazardous Waste Abatement Engineering
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).

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

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

The Owner and the Zeiterion Theater will consider the following additional criteria in evaluating proposals:

a. Prior Theater Renovation or closely related experience best illustrating current qualifications for the project. Firms/Teams demonstrating significant experience with Facilities Programming for these particular project types are deemed to be highly desirable.

b. Past performance of the firm, if any with regard to public or private projects across the Commonwealth, with respect to:
   1. Quality of project design.
   2. Quality, clarity, completeness and accuracy of plans and contract documents.
   3. Ability to meet established program requirements within allocated budget and to design to budget.
   4. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
   5. Coordination and management of consultants.
   6. Working relationship with contractors, subcontractors, awarding authority, staff and local officials.

c. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.

d. The identity and qualifications of the consultants who will work on the project.

e. Demonstrated ability to lead a collaborative team approach on the project.

f. The financial stability of the firm.

g. The qualifications of the personnel to be assigned to the project.

h. Additional criteria that the Owner and Zeiterion Theater considers relevant to the project.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:
1) Past performance of the Respondent, if any, with regard to public, private, funded projects across the Commonwealth, as evidenced by: (25 points)
   a) Documented performance on previous projects as set forth in Attachment C, 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, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions;
   b) Satisfactory working relationship with designers, contractors, Owner, and local officials.

2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project. (5 points)

3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws. (5 points)

4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project for new construction: proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost. (5 points)

5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered. (5 points)

6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering,
constructability review, quality control and safety). Identify any services to be provided by Sub consultants. (10 points)

7) Identify the Respondent’s current and projected workload for projects estimated to cost in excess of $1.5 million. (15 points)

8) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners. (5 points)

9) Knowledge of the purpose and practices of the services of Building Commissioning Consultants.(5 points)

10) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent’s financial stability and capacity to support the proposed contract. (10 points)

Section “AWARD” shall be removed from the RFS and replaced with the following:

Selection Process & Selection Schedule

The Owner and the Zeiterion Theater will perform a review of all responses to determine if they have met the minimum criteria established in the RFQ. Respondents who do not meet the minimum criteria will not be further considered.

The Owner and the Zeiterion Theater will score each proposal that has met the minimum criteria based on the weighted evaluation criteria listed above.

Based on the initial scores the Owner and the Zeiterion Theater will rank Respondents and short-list a minimum of three Respondents.

The Owner and the Zeiterion Theater will schedule interviews with the short-listed Respondents. Each short-listed Respondent will be given an opportunity to make a brief presentation on the experience and capabilities to successfully provide the required Designer Services. The Owner and the Zeiterion Theater will have an opportunity to discuss the responses and ask questions.

Following the interviews, the Owner and the Zeiterion Theater will develop final rankings based, in part on, the weighted evaluation criteria in this Addendum and on additional information obtained during the interviews.
The Owner and the Zeiterion Theater, through the Owner’s Project Manager, will commence fee negotiations with the first ranked Respondent.

If the Owner and the Zeiterion Theater are unable to negotiate a contract with the first-ranked selection. The Owner and the Zeiterion Theater will then commence negotiations with the second ranked selection and so on, until a contract is successfully negotiated and approved by the Owner and the Zeiterion Theater.

**Payment Schedule & Fee Explanation**

The Owner and the Zeiterion Theater, in conjunction with the OPM will negotiate the fee for services dependent upon evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increase in fee.

In section Related Experience, Public Sector Knowledge, the language “and in particular municipal and/or public school building roof replacement projects” is to be removed.

End of Addendum

By: Susan Bruce  
Director of Purchasing  
City of New Bedford  

August 26, 2019