

LEGAL NOTICE



TOWN OF WILMINGTON,
MASSACHUSETTS

**REQUEST FOR
QUALIFICATIONS**

**OWNER'S PROJECT
MANAGEMENT SERVICES
FOR A NEW TOWN HALL/
SCHOOL ADMINISTRATION
BUILDING**

Qualified project management firms are advised that the Town of Wilmington, the "Owner," is seeking statements of qualifications to serve as the Owner's Project Manager (OPM) during the feasibility study and schematic design phase of this project initially. The feasibility study will work with the Owner and a designer to establish a location for a new Town Hall/School Administration Building and once the location is identified facilitate the completion of schematic design for the building.

Subject to the authorization of the Town Manager and further subject to continued funding authorized by the Town of Wilmington, the contract between the Owner and the OPM may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project. Consultants shall not include a fee for service in the proposal. Following review of proposals a lump fee will be negotiated with the highest ranked consultant.

Sealed responses, clearly labeled **"Proposal for Owner's Project Manager – Wilmington Town Hall/School Administration Building"** will be received in the office of the Town Manager, Jeffrey M. Hull, Town Hall, 121 Glen Road, MA until 2:00 P.M. on November 19, 2020.

Each proponent shall submit eleven (11) hard copies of the response to this Request for Qualifications (RFQ). Each response shall clearly identify the proponent's name and business address. This RFQ may be obtained electronically by visiting the Town of Wilmington website <http://www.wilmingtonma.gov/purchasing-department> until the scheduled submission date. Late responses will not be accepted.

The Town shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing services etc. or any reason whatsoever. Postmarks will not be considered. Proposals submitted via email or fax will not be considered.

The Town of Wilmington does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment for the provision of services. The Town reserves the right to reject any responses or any part thereof in response to this RFQ or take any other action as the Town may deem to be in its best interest.

Jeffrey M. Hull,
Town Manager