

**LEGAL NOTICE**



**TOWN OF WILMINGTON**

**REQUEST FOR SERVICES**

**OWNER'S PROJECT  
MANAGEMENT SERVICES  
FOR WILDWOOD  
EARLY CHILDHOOD CENTER**

The Town of Wilmington, the "Owner," is seeking the services of a qualified "Owner's Project Manager (OPM) as defined in Massachusetts General Laws Chapter 149, § 44A½(c) and as further defined by provisions stated in the RFS to provide Project Management Services for the design, construction, demolition, addition to and/or renovation of the Wildwood Early Childhood Center (the "Proposed Project"), located at 182 Wildwood Street, Wilmington, MA 01887.

The Town of Wilmington is requesting the services of an Owner's Project Manager (OPM) to represent the Owner during the feasibility study and schematic design phases of the contract, which may be amended to include continued Project Management services through design development, construction documents, bid and award, construction, and final closeout of the Proposed Project. The estimated total project costs (*using the listed, new construction costs on MSBA's website*) of an approved potential Project may range from \$20 million to excess of \$105 million depending upon the solution agreed upon by the Owner and the MSBA and ultimately approved by a vote of the MSBA Board of Directors.

A non-mandatory informational meeting and site inspection will be conducted on October 11, 2022 @ 3:30 pm starting at Wilmington Town Hall 121 Glen Road, Wilmington, MA 01887 in Room 9 followed by a site visit of the Wildwood Early Childhood Center, 182 Wildwood Street, Wilmington, MA 01887.

The complete RFS may be obtained on October 5, 2022, electronically by visiting the Town of Wilmington website <https://www.wilmingtonma.gov/purchasing-department>.

Sealed proposals clearly labeled "**Owner's Project Management Services for Wildwood Early Childhood Center**" will be received in the office of the Town Manager, Jeffrey M. Hull, Town Hall, 121 Glen Road, Wilmington, MA until 3:00 P.M. on October 19, 2022.

Each respondent shall submit ten (10) hard copies of the response to this Request for Services (RFS) and one electronic version in PDF format on CD/zip drive. Each response shall clearly identify the respondent's name and business address. Late responses will not be accepted.

Applicants will be required to complete the MSBA Owner's Project Management Application Form as well as any supplemental requirements stated in the RFS. The fee shall be negotiated with the selected firm. All sub-consultants to be involved in this project shall be identified in the response. This project is funded in part by MSBA and is subject to MSBA rules and regulations.

All questions regarding this RFS should be directed to Susan L. Inman, Assistant Town Manager/Human Resources Director, at [bids@wilmingtonma.gov](mailto:bids@wilmingtonma.gov). Questions will be accepted until October 13, 2022 @ 3:00 P.M. The Town shall not be responsible for responses arriving late due to couriers, deliveries to wrong locations, express mailing services etc. or any reason whatsoever. Postmarks will not be considered.

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

Jeffrey M. Hull  
Town Manager

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10/5/22