

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR HEALTH AND HUMAN SERVICES



167 Lyman Street
Westborough, Massachusetts 01581

**REQUEST FOR RESPONSE (RFR) FOR
HADLEY BUILDING OFFICE RENOVATIONS
HADLEY BUILDING
167 LYMAN STREET
WESTBOROUGH, MA 01581**

**Document Number: 2020-053
RFR Issue Date: January 15, 2020**

UNSPC Commodity Code for this RFR: TRD-01 General Contracting (72-11-11)

This is a single document associated with a complete RFR (also referred to as Solicitation) that can be found on [COMMBUYS](http://www.COMMBUYS.com) (www.COMMBUYS.com). All Contractors are responsible for reviewing and adhering to all information, forms and requirements for the entire RFR, which are all incorporated into the RFR. Responses received after the deadline shall be disqualified. All Contractors should plan advance lead time for uploading proposals in a timely manner prior to the deadline. All Questions and Answers and Bid Responses must be submitted electronically through COMMBUYS. Contractors must be registered in COMMBUYS to bid on this Solicitation. Contractors requiring assistance in the registration and use of COMMBUYS should contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888-MA-STATE or 617-720-3197. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk county holidays. Additionally, the Contractor support link is located at: <https://www.mass.gov/service-details/job-aids-for-vendors-using-commbuys>

1.0 EXECUTIVE SUMMARY

The Statement of Work (SOW) is issued to pre-qualified GENERAL CONTRACTORS under TRD01 *Tradesperson Installation, Repair, and Maintenance Services*. All requirements and conditions of the Statewide Contract are applicable. In addition, all on-site CONTRACTOR staff must have OSHA 10-hour safety training.

The Massachusetts Department of Mental Health (DMH) is requesting proposals from CONTRACTORS to provide all labor, materials, tools, equipment, permits and supervision necessary to subdivide two offices, 154 & 157, in the Hadley Building, located at 167 Lyman Street, Westborough, MA 01581 (the SITE).

2.0 MASSACHUSETTS DEPARTMENT OF MENTAL HEALTH CONTACT:

Mariana O'Brien—Project Engineer
Department of Mental Health
Office of Engineering and Facilities Management
167 Lyman St.
Westborough, MA 01581
508-616-2106

3.0 PROCUREMENT SCHEDULE

Scope of Services posted on COMMBUYS:	Wednesday January 15, 2020
Mandatory Walk-Thru	Wednesday January 22, 2020 @ 10:00AM
Bidder Questions Due:	Thursday January 23, 2020 @ 2:00 PM
Answer to Bidder Questions:	Monday January 27, 2020 @ 2:00PM
Bids due:	Wednesday January 29, 2020 @ 2:00PM
Award Date:	Wednesday February 12, 2020

4.0 SCOPE OF WORK DESCRIPTION

- A. Deviations from this Specification must be approved in writing by DMH's Project Engineer prior to the Contractor beginning work.
- B. The construction shall be conducted in accordance with applicable regulations and these Specifications. A general description of the work to be performed shall include but not be limited to:
 - 1. Install steel stud gypsum board walls with 4" commercial grade vinyl wall base, paint new walls and ceilings.
 - 2. Install (4) 1 ¾' solid core, 20 minute fire rated, red oak pre-finished clear with a 6"x27" safe wire glazing. Commercial Grade 1 Mortise Keyed Entry Classroom Door 07 Lever Set, A Rosette; Ball Bearing hinges, Smoke/sound seal, and Wall stop. Hollow Metal (KD) pre-primed frames.
 - 3. Install and (re)wire new offices' switches and light fixtures for independent lighting.

Relocate J-boxes as per drawings.

4. Modify three (3) metal windows to receive A/C window units (A/C units not included).
- C. Pre-bid inspection to be held at the date and time specified above. It is mandatory that the potential Bidders visit the site prior to bidding in order to determine the actual field conditions including access, evaluation of the work areas; and protection requirements.
- D. Contractor shall submit copies of all applicable Safety Data Sheets (SDS) for materials bought to the SITE shall be reviewed and approved in advance by the DMH Project Engineer.
- E. Contractor shall be responsible of:
1. Coordination with DMH Project Engineer for the protection of existing utilities including, but not limited to gas, water, sanitary, and electric within the Limits of Work.
 2. Mobilization to the SITE.
 3. Installation and maintenance of all protective measures for the duration of the Work to isolate the work area. Protective measures shall include, but not be limited to barriers, signage, and caution tape, as required by the DMH Project Engineer.
- D. It is the Contractor's responsibility to determine the most efficient method to legally perform this Work. Unless expressly noted, this Specification does not dictate specific methods to be implemented in the performance of the Work.

4.0 SITE CONDITIONS

The Hadley Building was constructed in 1947 and is a four-story concrete structure with a basement. The Building was originally built for in-patient services. Now it hosts several Commonwealth of Massachusetts agencies at the former Westborough State Hospital. The Building is now heated with gas boilers located in a room adjacent to the former Equipment Room.

The Contractor must take into consideration that the offices are heated by a floor heating system when installing the new partitions.

5.0 COST

The work is to be performed on a lump sum basis. Please note that the Commonwealth is tax-exempt and that the applicable information will be provided upon award.

6.0 FORMS TO OBTAIN A VENDOR CODE

If your firm has performed work for the Commonwealth in the past, please provide your Vendor Code to the DMH Project Engineer. If not, please complete the attached forms listed below and submit to the DMH Project Engineer at the time of your bid.

- 1) Authorized Signatory Listing Form
- 2) Commonwealth Terms and Conditions Form
- 3) Electronic Funds Transfer Form (ETF form)
- 4) Prompt Pay Discount Form
- 5) Standard Contract Form
- 6) W-9 Request for Taxpayer Identification Number & Certification

All bidders are to use the attached bid form for submitting their bid on COMMBUYS.

8.0 SCHEDULE

Following the written authorization from DMH to proceed, the Contractor will commence work. All work shall be completed within three weeks of Contract Signing.

9.0 EVALUATION CRITERIA

DMH will select the lowest responsive and responsible written response. The Department reserves the right to waive any informality in or reject any or all Bids if it is in the public interest to do so.

10.0 ATTACHMENTS

- A. Form of General Bid
- B. Drawings: A.1, A.2, and A.3
- C. Prevailing Wage Rates
- D. Notice to Contractors
- E. Mandatory Walk-thru Notice