

**Town of Bolton**  
**Department of Public Works**  
12 Forbush Mill Road  
Bolton, MA 01740  
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Email: [dpw@townofbolton.com](mailto:dpw@townofbolton.com)

**REQUEST FOR PROPOSAL**  
**ARCHITECTURAL AND ENGINEERING PLANS**

The town of Bolton continues to pursue the demolition and construction of the entry way porch of the town hall on 663 Main Street.

At this time we are pleased to announce that the Request for Proposal (RFP) for architecture and engineering services are moving forward in the formal process of project design.

Proposals will be accepted at the Bolton Town Hall - Town Secretary's Office - 663 Main Street , Bolton, MA Monday through Thursday from 9:00 AM to 1:00 OPM. Proposals will be accepted until 1:00 PM on Wednesday, March 29<sup>th</sup> when they will be opened publicly at the Bolton Town Hall. For a copy of the RFP, please contact the DPW at 978 779-6402 or send a request to [dpw@townofbolton.com](mailto:dpw@townofbolton.com).

The Town of Bolton reserves the right to reject any or all proposals, in the best interest of the Town of Bolton.

The town hall is a registered historic building with the Massachusetts Historic Society. The design of the new portico must meet all historical requirements as reflected by Bolton history. The portico, as it now stands, was constructed in 1906.

Representatives from the town will review the proposal and negotiate a contract with the selected design/engineering firm for design development with possibility of continuing services through construction administration phases of the project.

Criteria of the selection will be based on the following:

- Firms experience with renovation of historic buildings
- Experience with publicly funded projects
- Experience with municipal projects
- Experience with permitting under State Department of Public Safety current building codes relating to public buildings and accessibility requirements under section 504 of the Americans with Disabilities Act
- Quality of working drawings and bid documents
- Clarity of specifications
- Experience with construction administration
- Experience working with Massachusetts Historical Society
- Personnel assigned to the project
- Knowledge of building
- Past performance and ability to perform required work
- Costs
- Knowledge of obtaining grant funding is beneficial
- Fee not to exceed \$35,000

Architect shall adhere to all requirements of Massachusetts Historical Commission and Bolton Historical Commission as long as none of these requirements violate the Massachusetts building code.

The architect will be required to meet with the Town Administrator, DPW Director, Selectmen, Bolton Historical Commission and the Massachusetts Historical Commission as necessary.

Below are examples of what is required:

Equal Opportunity – The evaluation of qualifications shall be made without regard to race, color, sex, age, religion, national origin or political affiliation. The Town of Bolton is an Equal Opportunity Employer and encourages proposals from qualified minority and women-owned businesses.

The selected firm will choose one primary contact individual from the design development phase through the completion of construction administration, if the Owner chooses to make this part of the contract. The architect must consult with the Owner's representative (Town Administrator or his designee) in all matters relating to site layout, design, project cost, materials, quality control, change orders and other issues impacting the cost and quality of construction.

Design selection services are being procured under Massachusetts General Law Chapter 7C-44-57.