

NOTICE TO APPLICANTS
REQUEST FOR QUALIFICATIONS (RFQ)
Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984

The Hamilton-Wenham Regional School District ("Owner") is seeking the services of a qualified "Designer" within the meaning of M.G.L. Chapter 7C, Section 44 to provide professional design and construction administration services for the Fire Protection System Installation and Fire Alarm System Upgrade ("Project") at the Winthrop Elementary School in Hamilton, Massachusetts.

The Owner is seeking design services including design development, construction contract documents, bidding, award of construction contract(s), construction administration, final closeout and warranty period, and commissioning of the Project.

The Fee for Basic Designer Services will be negotiated but shall not exceed a total cost of One-Hundred Five-Thousand Dollars (\$105,000). The Construction budget is not expected to exceed a total cost of Seven-Hundred Thousand Dollars (\$700,000). The Project must be substantially completed by August 31, 2019.

RFQ packages will be available at the Office of the Assistant Superintendent for Finance and Administration located at 5 School Street, Wenham, MA 01984 or upon request via email to j.carleo@hwschools.net beginning on Friday, September 21, 2018 at 10:00 a.m. Normal office hours are 8:00 a.m. to 4:00 p.m. (legal holidays excluded).

Applicants must meet all requirements as outlined in the RFQ. Applications must be complete and contain all necessary documents as specified in the RFQ. Submittals must be sealed and clearly identified by marking the package or envelope with the following: **Fire Protection System Installation and Fire Alarm System Upgrade**, "Name of Applicant".

Applications must be submitted to the Office of the Assistant Superintendent for Finance and Administration located at 5 School Street, Room 19, Wenham, MA 01984, no later than Friday, October 19, 2018 at 10:00 a.m. Normal office hours are 8:00 a.m. to 4:00 p.m. (legal holidays excluded). LATE PROPOSALS will not be accepted.

The Owner reserves the right to reject any or all bids, wholly or in part, to waive any informalities or defects in any or all bids, and to make awards deemed to be in the best interest of the Hamilton-Wenham Regional School District.

Jeffrey D. Sands
Chief Procurement Officer & MCPPO
Assistant Superintendent for Finance and Administration
Hamilton-Wenham Regional School District

09/21/2018