

CITY OF EVERETT
REQUEST FOR SERVICES (RFS)
DESIGN SERVICES
for
EDWARD CONNOLLY CENTER
90 Chelsea Street Everett, MA 02149

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EXHIBIT(S)

Exhibit 1 – Connolly Center Floor Plans 07/1989	
Exhibit 2 – Comprehensive Building Assessment by B2Q Associates dated 01/31/2025	
Exhibit 3 – Feasibility Study & Schematic Design Schedule, dated 04/10/2026	
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Exhibit 5 – Mass CEC EmPower Grant Agreement, dated 10/10/2025	

I. LEGAL NOTICE

CITY OF EVERETT
REQUEST FOR SERVICES (RFS)
DESIGN SERVICES
for
EDWARD CONNOLLY CENTER UPGRADES
90 Chelsea Street Everett, MA 02149

The City of Everett (“Owner”) is seeking design services from a qualified firm (“Designer”) to develop conceptual plans, analyze alternatives, and prepare a schematic design for improvements to the Edward Connolly Center, located at 90 Chelsea Street in Everett. This procurement falls under Designer Procurement M.G.L. C.7C and prepare plans and specifications and monitor construction for the selected improvements to the facility.

The Edward Connolly Center is a valued community facility used for public meetings, Council on Aging, Veterans Affairs, Adult Learning Center, and as a heating and cooling center. The building needs significant upgrades.

The scope of work may include, but is not limited to, an initial assessment of the building and documentation of existing conditions, including all mechanical, electrical, and plumbing systems; a comprehensive building envelope review; and a full code analysis. The Designer will also engage with current user groups, including the Council on Aging, Veterans Affairs, and Adult Learning Center to better understand both current and future needs. This effort will be followed by the preparation of schematic design documents, cost estimates, and a presentation to the City Council to support funding requests for the project.

Implementation of the preferred design is subject to approval by the City of Everett and the availability of authorized funding. The contract between the Owner and the Designer will be amended to include additional services, including design development, preparation of construction documents, bidding and award, construction administration, and project closeout for the selected and funded project.

As a designated Green Community, the City of Everett seeks to evaluate full electrification of the building’s mechanical systems, as well as opportunities for solar energy and battery energy storage systems. Demonstrated expertise in these areas is essential, as the City may pursue funding to support these sustainability initiatives. The project is supported by an EmPower grant to investigate adaptation of the Connolly Center into a clean energy resilience hub.

The RFS will be available on or after **April 22, 2026**, through the Chief Procurement Officer, Kiara Freeman, Kiara.freeman@ci.everett.ma.us, and the Owner’s Project Manager, Eileena Long, Leena.Long@LeftFieldpm.com available at the City of Everett’s website: CityofEverett.com/city-hall/departments/finance-department/purchasing

Questions pertaining to the RFS shall be directed to the Chief Procurement Officer, Kiara Freeman, via email Kiara.freeman@ci.everett.ma.us and the Owner’s Project Manager, Leftfield, LLC, c/o Ms. Leena Long via email Leena.Long@leftfieldpm.com. **Phone calls will not be accepted.**

A briefing session will take place on **April 28, 2026 at 11:00AM at the Edward Connolly Center 90 Chelsea Street, Everett, MA 02149.**

Submission of applications shall be submitted no later than **May 11, 2026, 12:00 PM** to Kiara M. Freeman, Chief Procurement Officer, 484 Broadway, Room 14, Everett, MA 02149. Responses submitted by fax or by electronic mail will not be considered.

The terms “City”, “City of Everett” and “Owner” are used interchangeably in this document and shall be considered the same entity.

II. SCOPE OF SERVICES

The Owner has engaged Leftfield, Inc. (the "Owner's Project Manager" or “OPM”) under a separate agreement to assist the Owner with the Project. The Designer shall fully cooperate with the Project Manager, including, but not limited to, complying with any instructions that the Project Manager may issue on the Owner’s behalf.

INTRODUCTION

The City of Everett (“City”) is seeking proposals from qualified design firms (“Designer”) to provide professional design services for the Edward Connolly Center. The selected Designer shall perform conceptual design development, alternatives analysis, and schematic design for the project. The City’s objective is to complete the schematic design phase and present the proposed project to the City Council in October 2026 to support funding authorization for full project implementation.

The Edward Connolly Center is a historically significant and valued municipal facility. Originally constructed as an armory, the building currently serves as a Council on Aging and Veterans facility and is listed on the State Historic Register. The facility is experiencing a range of known deficiencies, including but not limited to roof deterioration, aging and inadequate heating and cooling systems, building envelope concerns, and the need for interior upgrades. The main floor is actively used currently by the Council on Aging and the Veterans Office, while the lower level is unused except for storage, and the second floor has limited use due to its inaccessibility.

The Designer shall evaluate existing conditions, update the facility condition assessment, and develop multiple design alternatives with associated cost estimates to inform City decision-making.

SCOPE OF SERVICES

The scope of services shall include, but not be limited to, the following:

- Comprehensive review and documentation of existing conditions, including all mechanical, electrical, and plumbing (MEP) systems
- Full building envelope assessment
- Comprehensive building code review
- Accessibility evaluation in accordance with applicable regulations

- Stakeholder engagement, including coordination with current user groups such as the Council on Aging, Veterans, and Adult Learning Center Programs, to assess existing operations and identify future needs
 - Development of conceptual design alternatives and associated cost estimates
 - Preparation of schematic design documents
 - Presentation of findings and recommendations to the City Council to support project funding requests
-

SUSTAINABILITY AND ENERGY CONSIDERATIONS

The City of Everett is designated as a Green Community and is committed to advancing sustainability and energy efficiency goals. The Designer shall evaluate and incorporate, as appropriate, the following:

- Full electrification of building systems
- Solar energy generation systems
- Battery energy storage systems
- Electric vehicle charging infrastructure

The Designer shall demonstrate expertise in sustainable design and energy systems and shall support the City in identifying and pursuing applicable grants, rebates, and incentive programs. The Designer's work is intended to support and position the City to secure additional funding for clean energy and resilience initiatives.

GRANT COORDINATION AND COMPLIANCE

The City has received an EmPower grant through the Mass Clean Energy Technology Center (Mass CEC) to support this project. The objective of the grant is to investigate adapting the Connolly Center into a clean energy resilience hub. The Designer shall provide all necessary support to the City and the Owner's Project Manager (OPM) to ensure compliance with grant requirements as detailed in Exhibit 5. This includes, but is not limited to:

- Preparation of required documentation and reports
 - Facilitation and participation in Community-Engaged Design and Technical Development activities, including three Community Meetings
 - Facilitation and participation at Public Planning Sessions
 - Coordination with relevant stakeholders to ensure compliance with all grant conditions
-

The Designer's responsibilities shall include, but not be limited to, the following services:

TASK 1 - PROJECT START-UP / PROJECT ADMINISTRATION

- A. Attend a kick-off meeting with the City officials and the OPM to discuss the goals of the Project and identify a final list of stakeholder groups that need to be engaged to determine potential program options for both subject properties (see Task 2 for a list of user groups).

- B. Review all available existing conditions reports and drawings of the property and attend a walk-through of the Facility with the OPM and designees from the City.
- C. Develop a detailed work plan to perform all tasks associated with this Request for Services, coordinate the work plan with the OPM, and present it to the City.
- D. Schedule, prepare agendas, attend, and provide meeting minutes for regular meetings (every 1-2 weeks) with the OPM and City to discuss the initial Tasks and the results of user group meetings as they occur.

TASK 2 –UPDATED FACILITIES ASSESSMENT AND NEAR-TERM IMPROVEMENTS

- A. Phase 1: Immediate stabilization work: Prepare construction plans and specifications for short-term improvements to stabilize the building and prepare them for future large scale construction efforts. This will include but is not limited to:
 - a. Roof: The existing roof is leaking and in need of immediate repair. Review existing roof conditions and propose immediate repairs or replacements.
 - b. Accessibility and code compliance upgrades, including but not limited to building entrances and vertical circulation (e.g., elevator or lift)
 - c. Heating and cooling system improvements or replacement
 - d. Emergency generator replacement
 - e. Additional stabilization measures as identified during assessment
 - f. Note: These projects may be procured individually on separate timelines at the City’s discretion.
- B. Phase 2: All other upgrades required including but not limited to:
 - a. Programming updates as required to support the Council on Aging, Veterans’ Affairs, and Adult Learning Center
 - b. Investigation into adaption of the Connolly Center into a clean energy resilience hub.
- C. Review existing facilities assessments for the building and update as needed to establish the scope, schedule and cost of potential future renovation needed to make the subject building fully sustainable/ energy efficient and code compliant for its intended use. Include of all applicable trades including but not limited to: hazardous materials abatement, building foundations, structure, building envelope, mechanical/electrical/plumbing/fire protection systems, AV/Data/Low Voltage systems, security, architecture, vertical transport, and upgrades required by all applicable codes.
- D. Review and assess the existing Comprehensive Building Assessment included in Exhibit 2, and incorporate into the updated facilities assessment to include a list of potential sustainability efforts including but not limited to battery energy storage system, solar panels, fully electric mechanical systems, and electrical vehicle charging stations.

TASK 3 – SPACE-NEEDS STUDY AND PROGRAMMING

- A. Prepare space needs survey for all listed programs and groups below. Schedule meetings with all the user groups below to visit their existing spaces and document their space and programmatic need. This list is a draft and shall be finalized in Task 1A above. It is possible that the final list of

administrative offices may vary from this draft and/or that more than one meeting with some groups is required:

- a. Council on Aging;
 - b. Veterans Program
 - c. Adult Learning Center
- B. Meet with City Staff and other stakeholders to define the preliminary needs of a clean energy resilience hub as detailed in Exhibit 5. Facilitate community sessions during Schematic Design (SD), Design Development (DD) and Construction Documents (CD) phase.

Task 4: CONCEPT PLANNING, AND COST ESTIMATING

- A. Develop the CAD/BIM model of subject property to be used for updated layouts.
- B. Support the City in their efforts to secure all potential rebates and grants, including those available through the Mass SAVE New Construction or Major Renovation Programs as applicable. Provide all energy savings calculations, estimated costs, and schedules required for each rebate or grant application.
- C. Prepare preliminary concepts for how the subject building can be used to accommodate the identified user groups. Meet with OPM and the City to discuss merits of each of the concepts. Include preliminary cost estimates for each concept. Work with OPM and the City to narrow concepts to a preferred option with preliminary cost estimates. Cost estimates must include rebates identified through partnership with Mass SAVE as described in Task 4B.
- D. Work with the OPM and the City to develop schedules from Design Development, Construction Documents, Bidding, Construction and Closeout.
- E. Once the City has selected a preferred alternative, prepare and submit options to the City, including floor plans, elevations, and basic design concepts (renderings if possible) and “base building” modifications to accommodate building and accessibility code requirements (e.g., stairwells, elevators, lobbies, bathrooms, mechanical space, etc.).
- F. Establish final plans for the preferred alternative, including the user groups included in that alternative. All required code upgrades to building infrastructure, including egress components, bathrooms, stairwells, and elevators, should be shown.
- G. Provide updated cost estimate for the preferred alternative based on the updated building facilities assessments/recommendations/narratives. Cost estimate must include rebates identified through partnership with Mass SAVE as described in Task 4B.
- H. Summarize all programmatic user group findings, updated facilities assessments, and conceptual cost estimate in a final report; present the report to the City.

III. MINIMUM QUALIFICATIONS AND EVALUATION

Minimum Qualifications

In order to be eligible for selection, each Respondent must certify in its cover letter that it meets the minimum requirements detailed below. Any response that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration.

1. Each response shall be accompanied by a completed Standard Designer Board Application Form.
2. Responses shall be signed as follows: (1) if the respondent is an individual, by her/him personally; (2) if the respondent is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the respondent is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
3. Each Respondent must designate an individual who will serve as the Project Director and Project Manager.
4. The Project Manager shall be a registered architect or professional engineer with at least 10 years' experience in the design and construction of municipal facilities.
5. A thorough knowledge of the Massachusetts State Building Code, Stretch Code, the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities.
6. A thorough knowledge of all public bid laws, including, without limitation, M.G.L. Chapter 149, Section 44A-M.
7. Similar work experience (renovations of historic buildings and interior fit-out projects with diverse user groups) is highly preferred.
8. Financial and operational ability to perform services on the project within established budget limits and time schedules.
9. Not be debarred under M.G.L. c.149, §44C or disqualified under M.G.L. c.7C, §47.

Evaluation

Responses that meet the minimum criteria above must demonstrate how they will meet the following criteria:

1. Compliance with the minimum qualifications.
2. Proposed approach to this project which will minimize costs while assuring high quality standards of performance in meeting the City goals and objectives for completion of a well-designed building within budget and schedule and giving maximum value for money.
3. Prior Similar Experience
 - a. Documented experience by the firm and key personnel on similar type and size projects in the last five (5) years.

- b. Documented experiences by the firm and key personnel on public facility projects and construction projects in Massachusetts.
 - c. Provide contact information including current email addresses for these projects as possible references.
4. Past Performance on Public Projects
 - a. Documented successful performance on previous projects of similar cost, size, and trades.
 - b. Documented and demonstrated knowledge of the MA State Building Code and all pertinent codes and regulation related to successful and timely completion of the projects.
 - c. Demonstrated knowledge of MA Procurement and Public Construction laws
 - d. Demonstrated knowledge of partnership with National Grid and Mass SAVE vendors throughout all phases of project development.
 5. Financial Stability
 - a. Documentation that the firm has the financial resources and stability to undertake a project of this scope and size in conjunction with any other current projects.
 6. Demonstrated Capacity and Resources to Undertake a Project of this Magnitude
 - a. Documentation that the firm has sufficient staff and capacity to undertake this project on the identified schedule in conjunction with any other current projects on which they are working.
 - b. Identify current workload of staff assigned to the project.
 - c. Documented and verifiable evidence of meeting timelines for public facility construction projects.
 7. Identity and Qualifications of Consultants Who Will Work with the Applicant on the Project
 - a. Documentation that any/all consultants have the required registrations and licenses.
 - b. Documentation of experience by any/all consultants on projects of a similar size and cost.

Comparative Criteria

The following ratings will be used to measure the relative merits of each submission which has met the Minimum and Evaluation Criteria described above. Those submissions which do not meet the criteria will be deemed unacceptable and will not be considered for this project. These rankings will be applied to each of the Evaluation section for the purpose of scoring the value of each submission.

Definition of the rankings is as follows:

1. **Highly Advantageous:** That submission which demonstrably meets or exceeds all requirements of the RFS criteria.

2. **Advantageous:** That submission which meets or exceeds a majority of the requirements of the RFS. Vagueness or lack of information may not allow full understanding of the Submitter's description of services, staff qualifications, etc.
3. **Not Advantageous:** That submission which clearly does not meet a majority of the requirements of the RFS criteria.

The City of Everett reserves the right to reject any proposal. The City reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The City may or may not, within its sole discretion, seek additional information from Respondents. This RFS, any addenda issued, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the Sub-Consultants identified in the response shall take place without the prior written approval of the City.

IV. FEE

The approach is to complete Schematic Design before October 1, 2027 and go for City Council Approval in October 2027 as shown in the detailed project schedule in Exhibit 3. The designer's fee should not exceed **\$250,000** and will be negotiated. After the project is approved by the City, the Designer's contract may be amended to include design services through construction contract documents, bidding, construction administration during the construction period, and project closeout for Phase 2

If a contract cannot be successfully negotiated with the first-ranked firm, the City will commence negotiations with the second-ranked firm, and so on, until a contract is finalized and approved. The City reserves the right to re-advertise if a fee and/or final scope of work cannot be agreed upon with one of the top three ranked firms. The negotiated fee will include all direct and indirect expenses related to this project, including all subconsultant's fees.

V. SUBMISSION DEADLINE AND INSTRUCTIONS

Sealed submissions shall include five (5) signed originals, and one (1) submission on a flash drive must be received no later than **May 11, 2026, 2026, 12:00 PM** to Kiara M. Freeman, Chief Procurement Officer, 484 Broadway, Room 14, Everett, MA 02149. Responses submitted by fax or by electronic mail will not be considered. Responses will only be accepted if sent by certified mail (return receipt requested), Federal Express, or similar, or delivered by hand between the hours of 9:00 am and 3:00 pm, Monday through Thursday, and in either case must be sealed and marked:

City of Everett RFS – Design Services – Edward Connolly Center Schematic Design

Applicants must also execute and include in the sealed submission the City of Everett Certificate of Corporate Authority, Certificate of Non-Collusion, Conflict of Interest Statement, Certificate of Tax Compliance, and a DSB Application Form (copies of which are attached) and acknowledgement of any addenda, if applicable.

VI. QUESTIONS, ADDENDUM, OR MODIFICATION

Questions concerning this RFS must be submitted in writing to:

City of Everett Chief Procurement Officer, Kiara Freeman via email Kiara.freeman@ci.everett.ma.us and the Owner's Project Manager, Leftfield, LLC, c/o Ms. Leena Long via email Leena.Long@leftfieldpm.com . Written responses will be emailed to all applicants on record as having received the RFS.

If any changes are made to this RFS, an addendum will be issued. Addenda will be emailed to all applicants on record as having received the RFS.

An applicant may correct, modify, or withdraw a response by written notice received by the City prior to the time of opening. Modifications must be submitted in a sealed envelope clearly labeled “**Modification No. ____**”. Each modification must be numbered in sequence and must reference the RFS.

After the opening, an applicant may not change any provision of their response in a manner prejudicial to the interests of the City or fair competition. Minor informalities may be waived by the City.

VII. ADDITIONAL INFORMATION

1. The City reserves the right to reject any response which, in its judgment, fails to meet the requirements of the RFS; or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or in which errors occur; or if determined to be in the best interest of the City to do so.
2. The City may cancel this RFS, in whole or in part, at any time whenever such act is deemed in the best interest of the City.
3. The City reserves the right to waive minor discrepancies.
4. No inquiries about this RFS will be entertained after 12:00 PM, April 29, 2026 at 12pm.
5. All responses and information submitted in response to this RFS are subject to the Massachusetts Public Records Law, M.G.L. c.66, sec 10 and c. 4, section 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.
6. A Respondent may withdraw or modify their proposal prior to the deadline. All proposals submitted must remain valid for 90 days following RFS deadline.
7. The City is not responsible for, and will not pay for, any costs incurred in preparing a Response to the RFS, interviewing for the project, negotiating a contract for the project, or any other costs incurred prior to entering a contract with the Designer.

VIII. AWARD

This is not a price competition, but rather the Owner's decision will be based upon qualifications and experience with similar projects. The Owner *may* schedule interviews with three, or more, highest scoring firms or individuals. If the Owners determines to not conduct interviews, the Owner will rank the finalists

based on consideration of the submission requirements, the comparative evaluation criteria, and the interview (if applicable).

All proposals submitted in response to this RFS shall remain for ninety (90) days following the bid opening. The contract will be awarded within (90) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement.

The Owner will evaluate RFSs and enter negotiations with the highest scoring proposer. If unsuccessful, the City may attempt to negotiate with the second-highest-scoring proposer (and repeat that process) until successful. Upon a successful negotiation, the City will incorporate into its Standard Contract appropriate specifics for this project and submit the contract to the successful respondent for execution. In the event that the selected respondent fails, neglects or refuses to execute the contract within a specified number of days after receiving the Contract from the City, the City may at its option terminate and cancel its action in awarding the contract and the contract shall become null and void and of no effect. If negotiations with one or more of the finalists prove unsuccessful, the City may reject all responses and may choose to re-advertise if deemed in the best interest to do so.

The Owner reserves the right to engage the awarded Design Team for future additional services related to Design Development, Construction Documents, Permitting, Bidding, Construction Administration and Closeout via a future fee negotiation and contract amendment.

ATTACHMENT 1
Required Certifications

**CERTIFICATIONS REQUIRED BY LAW
FOR PUBLIC CONSTRUCTION CONTRACTS**

You must **COMPLETE** and **SIGN** the following certifications. You must also **print**, at the bottom of this page, the name of the contractor for whom these certifications are submitted.

TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

PUBLIC CONTRACTOR DEBARMENT

The undersigned certifies under penalty of perjury that the below named contractor is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

COMPLETE AND SIGN BELOW:

Authorized Person's Signature _____

Date _____

Print Name & Title of Signatory _____

Name of Contractor _____

CERTIFICATE OF CORPORATE AUTHORITY (if applicable):

I, _____ certify that I am the _____ of the
corporation named as Bidder in the Bid included herein, that _____, who
signed said Bid
on behalf of the Bidder was then _____ of said corporation, that I know
his
signature, that his signature thereon is genuine and that said Bid was duly signed, sealed and
executed for
and in behalf of said corporation by authority of its governing body.

(Corporate Seal)

(Secretary-Clerk)

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Date)

ATTACHMENT 2

**CITY OF EVERETT
DESIGN SERVICES**

**CONTACT FORM
CITY OF EVERETT PROJECT # PLD-
26-86B**

Please attach one copy of this form to the front of your submission package. This form should be prominently displayed, clearly identifying the individual who will serve as the contact for all communications with the City of Everett with respect to this Request for Qualifications during the evaluation process.

FIRM NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

TITLE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____