



LEGAL NOTICE
CITY OF MEDFORD

REQUEST FOR QUALIFICATIONS (RFQ)
RFQ 24-0295

**OWNER'S PROJECT MANAGER SERVICES FOR MCGLYNN SCHOOL COMPLEX AND
ANDREWS MIDDLE SCHOOL HVAC UPGRADE**

The City of Medford, through Planning Development and Sustainability, is seeking proposals from professional architects or engineers for Owner's Project Manager Services for the McGlynn School complex and Andrews Middle School building.

This project is being Electronically Bid (E-Bid). Electronic proposals shall be submitted online to www.BidNetDirect.com prior to February 29, 2024, at 1 PM. A mandatory pre-proposal information briefing and walk-through of the McGlynn School complex and Andrews Middle School building will be held on February 14 and February 15, 2024, at 3:00 PM. Potential bidders must attend one of two walk through meetings.

You can register (for free) to become a proposer online at www.BidNetDirect.com. For assistance, contact BidNetDirect.com at 800-835-4603. In addition, six (6) hard copies of the proposals shall be submitted to the Chief Procurement Officer, 85 George P. Hassett Dr., Medford, MA 02155 prior to February 29, 2024, at 1 PM. All questions will be due February 22, 2024, by 1:00 PM.

Proposal Documents will be available January 31, 2024, online at <https://www.bidnetdirect.com/massachusetts/cityofmedford>. All plan holders must have an active online account on www.bidnetdirect.com to acquire documents, receive project notifications, and to submit your proposals electronically.

Each proposal shall be submitted in accordance with the Submission Deadline and Instructions contained in the RFQ. It is the responsibility of prospective proposers to check www.bidnetdirect.com for new information via any addenda or modifications to this solicitation. Addenda will be emailed to all plan holders registered with BidNetDirect.

Proposals and Award of this Contract will be in accordance with M.G.L. c. 149, §44A ½. The City of Medford reserves the right to accept any proposal, in whole or in part, to reject and/or all proposals and to waive minor irregularities and/or informalities as it deems to be in the best interest of the City. The City is an Equal Opportunity Employer and encourages MBE/WBE/DBE participation in response to this RFQ process.

Fiona Maxwell, Chief Procurement Officer