



**LEGAL NOTICE**  
**CITY OF MEDFORD**

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**RFQ 24-0285**

**DESIGNER SERVICES FOR MCGLYNN SCHOOL COMPLEX AND ANDREWS MIDDLE  
SCHOOL HVAC UPGRADE**

The City of Medford, through Planning Development and Sustainability, is seeking proposals from qualified “Designers” as defined in Massachusetts General Laws chapter 7, sections 44-58, and as further defined by the provisions in this RFQ, for Designer Services through design development, preparation of construction bid documents, bid, and award, construction, and final closeout in its final scope.

The project site is the McGlynn School Complex and Andrews Middle School, 3002 and 3000 Mystic Valley Parkway. The project is for an HVAC upgrade.

This project is being Electronically Bid (E-Bid). Electronic proposals shall be submitted online to [www.BidNetDirect.com](http://www.BidNetDirect.com) prior to March 13, 2024, at 1 PM. You can register (for free) to become a proposer online at [www.BidNetDirect.com](http://www.BidNetDirect.com). For assistance, contact BidNetDirect.com at 800-835-4603. An Optional walk-through will be on Monday February 26, 2024, at 3:00 PM & Wednesday February 28, 2024, at 3:00 PM. All Questions must be submitted to BidNet.com by Wednesday March 6, 2024, at 3:00 PM. In addition, five (5) hard copies of the proposals shall be submitted to the Chief Procurement Officer, 85 George P. Hassett Dr., Medford, MA 02155, on or before March 13, 2024, at 1 PM.

Proposal Documents will be available February 21, 2024, online at <https://www.bidnetdirect.com/massachusetts/cityofmedford>. All plan holders must have an active online account on [www.bidnetdirect.com](http://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](http://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. 7C, §44-58. 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