



LEGAL NOTICE
CITY OF MEDFORD

REQUEST FOR SERVICES (RFS)
RFS 25-0262
OWNER'S PROJECT MANAGER SERVICES

The City of Medford, is seeking the services of a qualified "Owner's Project Manager" as defined in Massachusetts General By Laws Chapter 149, §§ 44A1/2 and as further defined by provisions stated in the RFS to provide Project Management Services for the design, construction, addition to and/or renovation of the Medford Comprehensive High School (The proposed project), located at 489 Winthrop Street, Medford, Ma 02155.

The RFS may be obtained from: Fiona Maxwell Chief Procurement Officer, Medford City Hall, 85 George P. Hassett Drive, Medford, MA 02155, fmaxwell@medford-ma.gov (781) 393 2465

On or after (**19th, March, 2025**).

Any questions concerning RFS must be submitted in writing to: Fiona Maxwell Chief Procurement Officer, Medford City Hall, 85 George P. Hassett Drive, Medford, MA 02155, fmaxwell@medford-ma.gov (781) 393 2465.

On or before (**28th, March 2025 by 12:00 PM**).

Sealed Responses to the RFS for OPM services must be clearly labeled "Owner's Project Management Services" for Medford High School and delivered to: : Fiona Maxwell Chief Procurement Officer, Medford City Hall, 85 George P. Hassett Drive, Medford, MA 02155, fmaxwell@medford-ma.gov (781) 393 2465

On or before (**4th of April 2025 by 12:00 PM**).

An optional information briefing and walk-through of the Comprehensive High School is scheduled for **March 26, 2025, at 3:00 PM**, 489 Winthrop Street, Medford, MA 02155.

In addition, nine (9) hard copies of the response and one (1) electronic version in PDF format on CD shall be submitted to the Chief Procurement Officer, 85 George P. Hassett Dr., Medford, MA 02155 prior to **April 4, 2025, at 12:00 PM**.

Each proposal shall be submitted in accordance with the Submission Deadline and Instructions contained in the RFS.

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.

The following is a tentative schedule of the selection process, subject to change at the City's and MSBA's discretion:

Release date:	March 19, 2025, 10:00 AM
Optional information briefing session and walk through	March 26, 2025, 3:00 PM
Question deadline:	March 28, 2025, 12:00 PM
Due Date:	April 4, 2025, 12:00 PM
Short List Respondents:	April 11, 2025
Interview Respondents:	April 30, 2025, May 1, and 2, 2025
Negotiate with selected respondent:	May 5, 2025
Final selection submitted to MSBA for review and approval:	May 7, 2025
Anticipated MSBA OPM review panel meeting:	June 2, 2025
Anticipated execution of contract:	June 6, 2025

Fiona Maxwell, Chief Procurement Officer
Revised March 19, 2025