

**Littleton Electric Light and Water Department (LELWD)  
Architectural/Engineering Design Services to  
Renovate Exterior of Warehouse at 97 Mill Rd., Littleton  
Attachment A, Section II of Contract**

## 1.1 REQUESTS FOR QUALIFICATIONS

LELWD is requesting qualified architectural/engineering firms (“Designers”) to submit applications stating their qualifications to provide designer services in connection with the renovation of the exterior of a building (the “Project”) located at 97 Mill Road in Littleton. It is anticipated that the Design Services will be awarded in 2024 and that the entire Project will be completed by September of 2025.

Submittals will be accepted until **2:00 PM EST on Thursday, November 14, 2024**, at the offices of LELWD, 39 Ayer Road, Littleton, MA. Two (2) copies of the application must be submitted in a sealed envelope marked “Application for Design Services for the LELWD Building Renovation Project”. All written valid applications will be evaluated, and a short list of finalists will be developed. The finalists will be interviewed, and a final selection made after the completion of the interview process.

The successful Designer (“Designer”) hired pursuant to this RFQ will be required to furnish the necessary personnel, materials, services, equipment, facilities (except as otherwise specified herein) to perform evaluations and additional efforts as specified in the detailed Scope of Services issued hereunder as Attachment A of the contract entitled “Agreement Between the Littleton Electric Light and Water Department and \_\_\_\_\_ for Design Services” for design and engineering services for LELWD.

Questions concerning this RFQ must be submitted in writing to Glenn Trueira @ [gtrueira@gmlusc.org](mailto:gtrueira@gmlusc.org) with an email entitled “LELWD RFQ Questions” before **5:00 PM, on Thursday, October 31, 2024**. Written responses will be mailed or emailed to designers on record who have requested the RFQ. The selection process is governed by M.G.L. c. 7C, § 44, *et seq.*

The minimum qualifications and comparative evaluation criteria are set forth below. Each applicant must be an architect registered in Massachusetts and must have experience in the design of public buildings in Massachusetts.

LELWD will evaluate all applications submitted, eliminate any applications that do not meet the minimum criteria, develop a ‘short list’ of approximately three applicants, and schedule interviews with those applicants. The design services contract will be awarded in accordance with the Designer Selection Statute. The Designer’s fee will be negotiated, subject to the requirements of M.G.L. c. 7C, § 50. The successful Designer will be required to execute a Certificate of Non-Collusion, Certificate of Tax Compliance, and all other certificates as required by law. In addition, the successful Designer will be required to execute a contract for services substantially in the form of the document included and entitled “Agreement Between the Littleton Electric Light and Water Department and \_\_\_\_\_ for Design Services”. LELWD reserves the right to reject any and all submissions, to waive informalities and minor irregularities in submissions received, if it is deemed to be in the best interest of the LELWD to do so.