

TOWN OF SUDBURY  
REQUEST FOR QUALIFICATIONS  
DESIGNER SERVICES  
DPW GARAGE BAY FLOORING PROJECT

**I. Invitation:**

The Town of Sudbury (“Owner”), by its Town Manager acting through the Combined Facilities Director is seeking proposals from registered architects/firms licensed to do business in Massachusetts and experienced in design of public buildings to perform services in connection with the existing Department of Public Works Garage located at 275 Old Lancaster Road, Sudbury, MA.

Copies of the RFQ will be available beginning Thursday, April 3, 2025 by email request to the Office of the Combined Facilities Director at [facilities@sudbury.ma.us](mailto:facilities@sudbury.ma.us) or in person at the Facilities Office located 275 Old Lancaster Road, Sudbury, MA 01776, Monday through Friday, 8:00am – 3:00pm.

A mandatory site visit will be held at 10:00 AM on Wednesday, April 16, 2025. The site visit will commence at the Department of Public Works Office Building, 275 Old Lancaster Road, Sudbury, MA 01776. All RFQ-related questions are due at the Office of the Combined Facilities Director no later than Wednesday, April 23, 2025 by 12:00 PM.

Proposals addressed to the Town of Sudbury Combined Facilities Director will be received at the Office of the Combined Facilities Director, 275 Old Lancaster Rd., Sudbury, MA 01776, until 12:00 PM, Wednesday, April 30, 2025, addressed to the Combined Facilities Director, DPW Building, 275 Old Lancaster Rd., Sudbury, MA 01776. Proposals received after the deadline will not be accepted. No electronic submissions will be accepted.

Services are solicited for two phases.

Phase I will include, but not be limited to, limited space planning, architectural, civil, geotechnical, structural and plumbing investigation; preparation of schematic design, bid, construction and permit documents; preparation of a construction cost estimates inclusive of required oversight for the repair and/or replacement of the garage bay concrete floor and anything relative to said systems in the garage bay of the DPW Office building located at 275 Old Lancaster Road. Services are to include any required materials testing of existing slab (e.g., concrete cores, hazardous materials investigation, and existing drainage efficacy investigation and recommendations).

Phase II is to be contracted separately contingent upon project funding approval and will consist of bidding and construction administration services during the repair or replacement of the DPW Garage Bay concrete floor.

The Architect's Phase I services, as set forth in the RFQ, are expected to commence-upon signing a contract presented by the Town based upon the qualifications of the proposer and an acceptable fee which is not to exceed \$90,000.

The Town reserves the right to reject any and all proposals, to waive informalities and to award in the best interest of the Town. All questions regarding this RFQ should be directed to the Office of the Combined Facilities Director at [facilities@sudbury.ma.us](mailto:facilities@sudbury.ma.us).

The Town of Sudbury  
Sandra R. Duran, Combined Facility Director