

CITY OF PEABODY
REQUEST FOR SERVICES

The City of Peabody, for the Higgins Middle School Building Committee, is issuing a Request for Services for:

**OWNER'S PROJECT MANAGEMENT SERVICES FOR RENOVATIONS
TO THE HIGGINS MIDDLE SCHOOL, PEABODY MA**

The City of Peabody, Massachusetts is seeking the services of a qualified "Owner's Project Manager" as defined in Massachusetts General Laws Chapter 149, Section 44A½, Regulations and procedures adopted by the Massachusetts School Building Authority ("the MSBA") and as further defined by the provisions in the RFS, pertaining to services to support planning, design and construction of renovations to the J. Henry Higgins Middle School in Peabody.

Owner's Project Manager shall represent the City during the feasibility study and schematic design phases of the Higgins Middle School project initially. Subject to the approval of the Project by the MSBA, and further subject to appropriation by the City, and upon evidence of satisfactory contract performance, the contract between the City and the OPM may later be amended to include Owner's Project Management services through design development, preparation of construction bid documents, bid and award, construction and final closeout of the Project in its final scope.

The RFS materials may be obtained from the Office of the Purchasing Agent, City Hall, 24 Lowell Street, Peabody MA 01960 during regular business hours on or after April 23, 2009. Those wishing expedited delivery of RFS materials by any third-party service who bills shipping costs directly to the recipient, shall provide billing and delivery information to the Purchasing Department.

A non-mandatory informational meeting and site visit will be held at the School at 3:00 PM, Tuesday, May 5, 2009.

Completed RFS responses will be due **Thursday, May 21, 2009 at 2:00 PM** prevailing local time, at the Office of the Purchasing Agent, at the above address.

The City of Peabody reserves the right to reject any and all RFS's and to waive any informalities in the RFS process if it is the best interest of the City to do so, in the manner set forth in the RFS solicitation.

Daniel B. Doucette, Purchasing Agent
for the Higgins Middle School Building Committee