

NOTICE TO APPLICANTS  
REQUEST FOR QUALIFICATIONS (RFQ)  
Hamilton-Wenham Regional School District  
5 School Street  
Wenham, MA 01984

The Hamilton-Wenham Regional School District ("Owner") is seeking the services of a qualified "Designer" within the meaning of M.G.L. Chapter 7C, Section 44 to provide professional design and construction administration services for the Building Automation System Upgrade at the Hamilton-Wenham Regional High School and Miles River Middle School Complex in Hamilton, MA.

The Owner is seeking design services including design development, construction contract documents, bidding, construction administration, final closeout and warranty period of the Project.

The Fee for Basic Designer Services will be negotiated but shall not exceed a total cost of Eighty Thousand Dollars (\$80,000). The Construction budget is not expected to exceed a total cost of Five Hundred Thirty-One Thousand Dollars (\$531,000).

RFQ packages will be available at the Office of the Assistant Superintendent for Finance and Administration located at 5 School Street, Wenham, MA 01984 or upon request via email to [j.carleo@hwschools.net](mailto:j.carleo@hwschools.net) beginning on Thursday, August 10, 2017 at 8:00 a.m. Normal office hours are 8:00 a.m. to 4:00 p.m. (legal holidays excluded).

Applicants must meet all requirements as outlined in the RFQ. Applications must be complete and contain all necessary documents as specified in the RFQ. Submittals must be sealed and clearly identified by marking the package or envelope with the following: **Building Automation System Upgrade, "Name of Applicant"**.

Applications must be submitted to the Office of the Assistant Superintendent for Finance and Administration located at 5 School Street, Room 19, Wenham, MA 01984, no later than Friday, September 15, 2017 at 10:00 a.m. Normal office hours are 8:00 a.m. to 4:00 p.m. (legal holidays excluded). LATE PROPOSALS will not be accepted.

The Owner reserves the right to reject any or all bids, wholly or in part, to waive any informalities or defects in any or all bids, and to make awards deemed to be in the best interest of the Hamilton-Wenham Regional School District.

Jeffrey D. Sands  
Chief Procurement Officer & MCPPO  
Assistant Superintendent for Finance and Administration  
Hamilton-Wenham Regional School District

08/08/2017