

TOWN OF MARBLEHEAD
REQUEST FOR QUALIFICATIONS (RFQ)

Owner Project Manager (OPM) Services
Mary Alley HVAC and Renovations Project

Sealed proposals will be received at the Town Administrator's Office, Abott Hall, 188 Washington Street, Marblehead, MA 01945 until **2:00 PM on Due September 11, 2025**, for the purpose of providing **Owner's Project Management (OPM)** Services for the design phase of the Mary Alley HVAC & Renovations Project, with the potential to continue services through the construction phase. Proposals shall be publicly logged at the above stated date and time. Any proposals received after the specified time will not be accepted.

The Request for Qualification package may be obtained from the Town's Website **www.marbleheadma.gov**. Contact Allison Jenkins, Chief Procurement Officer by email to: **Jenkinsa@marbleheadma.gov**.

Proposals shall be endorsed with the name and business address of the firm and submitted in a sealed envelope which shall be labeled on the outside as: "Owner's Project Management Services for the Mary Alley HVAC & Renovations Project " and must be sent or delivered to:

Town of Marblehead
Abbot Hall
Town Administrators' Office
188 Washington Street
Marblehead, MA 01945

Contract Documents will be available at **www.marbleheadma.gov** after 9:00 am on **August 27, 2025**.

The Town does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents or for modifications to the bidding documents including electronic conversion.

Any contract issued in response to a successful proposal will be substantially in the same form as included in the package and is subject to approval by the Town. The Town reserves the right to reject any or all proposals.