

TOWN OF OTIS  
LEGAL NOTICE

**REQUEST FOR QUALIFICATIONS for  
OWNER'S PROJECT MANAGER SERVICES for a  
NEW TOWN LIBRARY BUILDING**

Issue Date: January 15, 2025

Submission Deadline: Thursday February 06, 2025 at 1:00 p.m.

The Town of Otis, through the office of the Town Administrator, is requesting qualifications proposals from qualified professional consulting firms to provide Owner's Project Manager Services for a new Library Building. The Town has a budget of \$100,000 for the effort identified in the RFQ. Total project cost estimate is 9.6 M. Interested parties can acquire the RFQ packet by emailing [townadmin@townofotisma.com](mailto:townadmin@townofotisma.com). Proposals must be submitted in a sealed envelope and must be labeled on the outside as: "Proposal for Owner's Project Manager – Otis Library", and delivered to: Town Administrator's Office, Town Hall, 1 North Main Rd., P.O. Box 237, Otis, MA 01253. Complete proposal packages must be received at the above address by February 6, 2025 by 1:00 PM. Late submissions will not be accepted. Responses submitted by facsimile or other electronic means will not be accepted.