

# REQUEST FOR DESIGNER SERVICES (RFS)

## Town of Westwood, MA Westwood Public Schools

### Paul Hanlon Elementary School July 24, 2019

**Invitation:** The Town of Westwood (“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 Paul Hanlon Elementary School in Westwood, Massachusetts. Selection of a Designer will be made by the Designer Selection Panel of the Massachusetts School Building Authority (“MSBA”) in accordance with the MSBA’s Designer Selection Procedures.

The Owner is seeking design services to conduct a Feasibility Study, which will include the development and evaluation of potential alternative solutions and continue through the Schematic Design Phase of the preferred alternative initially. Subject to the approval of a Project by the MSBA and further subject to adequate funding authorized by the Owner, the contract between the Owner and the Designer may be amended to include continued designer services through design development, construction contract documents, bidding, award of construction contract(s), construction administration, final closeout and warranty period of the potential Project. A potential Project may include a renovation of the existing school, a renovation of and addition to the existing school and/or new construction.

The estimated construction budget for a potential Project may range from \$30 million to \$50 million, depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA’s Board of Directors. The Fee for Basic Services will be negotiated. Pursuant to M.G.L. Chapter 7C, Section 6, the Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO). The amount of participation that shall be reserved for such enterprises shall not be less than seventeen and nine tenths percent (17.9%) of the contract price for combined minority business enterprises (MBE) and women-owned business enterprises (WBE). Applicants must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or do not include a reasonable amount of participation by both MBE and WBE firms to meet the combined goal will not be considered responsive. Applications from MBE and WBE firms as prime designers are encouraged. Where the prime Designer is an SDO certified MBE or WBE, the Designer must bring a reasonable amount of participation by a firm or firms that hold the certification which is not held by the prime Designer on the project.

The minority and women-owned business enterprises must be selected from those categories of work identified in Item F of this RFS or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the application form).

For additional information on Designer qualifications see Sections E. and F. in this RFS.

**A. Background:**

In 2015, the Westwood Public Schools commissioned a Master Plan Capital Needs Study (the “Master Plan”). Due to the advanced age and smaller size of some of the Westwood schools, the focus of this study was to develop strategies for addressing the code and system upgrades required at the elementary and the middle school buildings, as well as to explore consolidation options that would address the educational inefficiencies associated with small schools. Given the high educational and financial cost of maintaining obsolete facilities, a facility assessment and demographic study for of each of the school buildings was completed and included in the Master Plan.

The Paul Hanlon Elementary School is identified in all the alternatives set forth in the Master Plan as the facility that is the most deficient in its building systems and educational delivery. The infrastructure of the current building is beyond its useful life. Built in 1951, many of the major components of the building are original, including electrical switching, piping, HVAC and windows. Several years ago, after completing a roof survey, it was determined that the 29-year-old roof would need to be replaced.

The Master Plan that was completed for the Paul Hanlon Elementary School is included with the Statement of Interest under Attachment A and lays out, in detail, the deficiencies of the current Paul Hanlon Elementary School. In addition, as the Statement of Interest indicates, the Master Plan also identified substantial deficiencies related to two other elementary schools in Westwood: the William E. Sheehan School and the Deerfield School.

The Paul Hanlon Elementary School is 34,280 sf, contains grades K-5, and is located at 790 Gay Street, Westwood, MA 02090. The Paul Hanlon Elementary School site consists of approximately 40 acres of land, 8.59 acres of which houses the Paul Hanlon Elementary School and approximately 30+ acres of which are Town-owned, uncleared, buildable, and located behind the Paul Hanlon Elementary School. The Paul Hanlon Elementary School offers general education classes, special education programs, and an extended day program.

As a result of a collaborative analysis with the Massachusetts School Building Authority (the “MSBA”) of enrollment projections and space capacity needs for the Paul Hanlon Elementary School (the “Proposed Project”), the Town of Westwood and Westwood Public Schools hereby acknowledges and agrees that the design of alternatives, which may be evaluated as part of the feasibility study for the Paul Hanlon School, which may be evaluated as a part of the feasibility study for the Paul Hanlon School, shall be based in accordance with the following:

<b>Enrollment for Grades K-5, in Paul Hanlon Elementary School Facility</b>	<b>Enrollment for Grades K-5, in Hanlon and Deerfield Elementary School Facilities</b>	<b>Enrollment for Grades K-5, in Hanlon and Sheehan Elementary School Facilities</b>
<b>315 students</b>	<b>560 students</b>	<b>685 students</b>

## **B. Project Goals and General Scope:**

On or about March 21, 2017, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for the Paul Hanlon Elementary School. The MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA's grant program is discretionary, and no city, town, or regional school district has any entitlement to any funds from the MSBA. At the February 13, 2019 Board of Directors meeting, the MSBA Board voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest to identify and study possible solutions and, through a collaborative process with the MSBA, reach a mutually-agreed upon solution. The MSBA has not approved a Project and the results of this feasibility study may or may not result in a Project approved by the MSBA.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the Paul Hanlon Elementary School.

The Feasibility Study shall include a study of all alternatives and contain all information required by 963 CMR 2.10(8) and any other applicable rules, regulations, policies, guidelines and directives of the Authority, including, but not limited to, a final design program, space summary, budget statement for educational objectives, and a proposed total project budget. The Schematic Design shall include, but not be limited to, the information required by the Authority's Feasibility Study Guidelines, including, but not limited to, a site development plan, environmental assessment, geotechnical assessment, geotechnical analysis, code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, NE-CHPS or LEED-S scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

Project Objectives under consideration by the Owner include:

- Identification of community concerns that may impact study options;
- Identification of specific milestone requirements and/or constraints of the District – e.g. Town votes, swing space, occupancy issues;
- Identification of alternative sites;
- Life cycle costs of operating the School as it relates to future operational budgets;
- The Northeast Collaborative for High Performance Schools (NE-CHPS) criteria, or the US Green Building Council's LEED for Schools Rating System; and,
- CM-at-Risk Delivery Method.

## **C. Scope of Services:**

The required scope of services is set forth in the MSBA's standard Contract for Designer Services (Contract), a copy of which is attached hereto and incorporated herein by reference. If the Owner decides to proceed with the Project beyond the Schematic Design Phase and when the project delivery method is decided (Design/Bid/Build or Construction Manager at Risk), the Contract will be amended accordingly. Copies of Designer Services Contract Amendments for Design/Bid/Build and Construction Manager at Risk are also attached hereto and incorporated herein by reference. Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services as amended and this RFS including all investigative work (to the extent provided for in the Contract), feasibility study, schematic design, and, at the Owner's option, design work, preparation of construction documents, bidding period administration, construction administration, and other related work reasonably inferred in the opinion of the Owner and the Authority as being necessary to meet the project's stated scope and goals.

This RFS will be appended to and become part of the Contract for Designer Services. Any Designer selected as a result of this RFS will be required to execute the Contract for Designer Services and applicable amendment that are attached hereto.

Basic Services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, architecture, civil, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning and landscape architecture, basic environmental permitting, graphics, lighting design, acoustics, data and communication, educational consultants, any specialty consultants for sustainable design (LEED-S/NE-CHPS), laboratory, library/media center and kitchen space, code consultants, accessibility, energy evaluations, detailed cost estimates; preparation of construction documents; bidding and administering the Construction Contract Documents and other design and consulting services incidental and required to fulfill the project goals. Please refer to the Contract and amendments for a complete summary of Basic Services.

Extra and reimbursable expenses are defined in Articles 8 and 9 of the Contract in Attachment B.

The Westwood Public Schools Capital Needs Masterplan can be found at:

[http://www.westwood.k12.ma.us/userfiles/files/form-and-documents/district/Superintendent/Building%20Project/Westwood Public Schools Phase V Master Plan Capital Needs Study June2015.pdf](http://www.westwood.k12.ma.us/userfiles/files/form-and-documents/district/Superintendent/Building%20Project/Westwood%20Public%20Schools%20Phase%20V%20Master%20Plan%20Capital%20Needs%20Study%20June2015.pdf)

#### **D. Project Schedule:**

Work under this RFS is divided into the Project Phases as listed in Article 7 of the Contract as amended and as may be augmented in this RFS. Each Project Phase will consist of one or more required submissions, and may include site visits, meetings with the Owner, Owner’s Project Manager, the Authority and others, and other tasks as described.

The milestone dates listed below are estimates only. Actual dates may vary depending upon the agreed upon solution, the extent of required document revisions, the time required for regulatory approvals, and the construction contractor’s performance. Such variances will not, in and of themselves, constitute a justification for an increased Fee for Basic Services.

<u>Milestone</u>	<u>Projected Date</u>
Designer Contract Executed .....	October 2019
MSBA Board of Directors Meeting – Preferred Schematic Report Approval .....	May 2020
MSBA Board of Directors Meeting – Project Scope and Budget Approval .....	Fall 2020
Feasibility Study Agreement expiration .....	08/14/2021
Local Project Funding Authorization.....	Winter 2020
Construction Start .....	Fall 2021
Substantial Completion of Construction .....	Summer 2023

**E. Minimum qualifications:**

Selection will be made by the MSBA Designer Selection Panel in accordance with the Authority’s Designer Selection Procedures, attached hereto as Attachment E. The Respondent must certify in its cover letter that it meets the following minimum requirements. Any Respondent that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration. To be eligible for selection, the Designer must meet all of the following qualifications.

1. Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered architect responsible for and being in control of the services to be provided pursuant to the Contract.
2. The Massachusetts registered architect responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program seminar “Certification for School Project Designers and Owner’s Project Managers” as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and must maintain certification by completing the “Recertification for School Project Designers and Owner’s Project Managers” seminar every three years thereafter. Proof of recertification or registration in the next recertification seminar for which space is available must be provided.
3. Pursuant to M.G.L. Chapter 7C, Section 6, the Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO). The amount of participation that shall be reserved for such enterprises shall not be less than seventeen and nine tenths percent (17.9%) of the design contract price for combined minority business enterprises and women-owned business enterprises. Applicants must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal.

**F. Selection Criteria:**

In evaluating proposals, the Owner and Designer Selection Panel will consider the members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work: (Firm’s name, individual’s name and professional registration or license number, as applicable, must be listed in the application for each category of work, as well as whether the firm is SDO certified as an MBE and/or WBE).

1. Architecture
2. Educational Programming
3. Civil Engineering
4. Landscape Architecture
5. Structural Engineering
6. Fire Protection Engineering
7. Plumbing Engineering
8. HVAC Engineering
9. Electrical/Lighting
10. Data/Communications
11. Environmental Permitting
12. Geotechnical Engineering
13. Geoenvironmental Engineering
14. Hazardous Materials
15. Cost Estimating
16. Kitchen/Food Service Consultant
17. Acoustical Consultant

18. Specifications Consultant
19. Library/Media
20. Technology Consultant/Audio Visual Consultant
21. Sustainable/Green Design/Renewable Energy Consultant
22. Code Consultant
23. Accessibility Consultant
24. Traffic Consultant
25. Furniture, Fixtures and Equipment Consultant
26. Site Surveying
27. Security Consultant

**\*\* N.B. –**

**Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).**

**The members of the team for each of the categories of work listed above must be identified including the firm's name, individual's name and professional registration or license number, as applicable, as well as whether the firm is SDO certified as an MBE and/or WBE.**

**Failure to address each category may result in the elimination of the applicant from consideration on this project.**

**Applicants should not list any consultants other than those for the categories of work listed above.**

**The minority and women-owned business enterprises must be selected to perform services addressing the categories of work listed above or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Consultants other than those proposed for the categories of work listed above or required to perform Basic Services may not be used for purposes of meeting M/WBE requirements. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the application form).**

The Owner and Designer Selection Panel will consider the following additional criteria in evaluating proposals:

1. Prior similar experience best illustrating current qualifications for the specific project.
2. Past performance of the firm, if any with regard to public, private, DOE-funded, and MSBA funded projects across the Commonwealth, with respect to:
  - a. Quality of project design.
  - b. Quality, clarity, completeness and accuracy of plans and contract documents.
  - c. Ability to meet established program requirements within allotted budget.
  - d. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
  - e. Coordination and management of consultants.
  - f. Working relationship with contractors, subcontractors, local awarding authority and MSBA staff and local officials.
3. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
4. The identity and qualifications of the consultants who will work on the project.
5. The financial stability of the firm.
6. The qualifications of the personnel to be assigned to the project.

7. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
8. Additional criteria that the MSBA Designer Selection Panel considers relevant to the project.

## G. Proposal requirements

Persons or firms interested in applying must meet the following requirements:

1. **Applicants must have an up-to-date Master File Brochure on file at the Massachusetts School Building Authority.**
2. Applications shall be on “[Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction \(Updated July 2016\)](#)” as developed by the Designer Selection Board of the Commonwealth of Massachusetts. **Applications (one original, twenty (20) hard copies, and two (2) digital copies in PDF format on separate compact disks or flash drives) must be received on or before 11:00 AM, September 4, 2019.** Applications should be printed double-sided and bound on the long edge, landscape orientation, in order that the pages lie and remain flat when opened. It is recommended that the proposal be laid out in such a manner that the reader doesn't need to be constantly rotating the proposal. Applications should not be provided with acetate covers.
3. Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application. The cover letter must include the certifications as noted in Section E of this RFS. (A copy of the MCPPO certification should be attached to the cover letter as well as any SDO letters.)
4. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project subject to the page limitations as set forth in the Standard Designer Application Form.
5. Proposals shall be addressed to:

Michelle C. Miller, Procurement Manager  
Town of Westwood  
580 High Street  
Westwood, MA 02090  
Telephone: 781-320-1073  
Email address: [procurement@townhall.westwood.ma.us](mailto:procurement@townhall.westwood.ma.us)  
Facsimile: 781-329-8030

6. Proposals must be clearly identified by marking the package or envelope with the following:

**Paul Hanlon Elementary School**  
“Name of Applicant”

7. All questions regarding this RFS must be received prior to August 29, 2019 and should be emailed to:

Michelle C. Miller, Procurement Manager  
Town of Westwood  
580 High Street  
Westwood, MA 02090  
Telephone: 781-320-1073

Email address: [procurement@townhall.westwood.ma.us](mailto:procurement@townhall.westwood.ma.us)  
Facsimile: 781-329-8030

## **H. Pre-Proposal Meeting**

All interested parties should attend a briefing session at the Paul Hanlon Elementary School scheduled for August 14, 2019 at 10:00 AM.

## **I. Withdrawal**

Applicants may withdraw an application as long as the written request to withdraw is received by the Owner prior to the time and date of the proposal opening.

## **J. Public Record**

All responses and information submitted in response to this RFS are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

## **K. Waiver/Cure of Minor Informalities, Errors and Omissions**

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFS in any manner necessary to serve the best interest of the Owner and its beneficiaries.

## **L. Rejection of Responses, Modification of RFS**

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

## **M. Additional Information**

### **ATTACHMENTS:**

Attachment A: Statement of Interest

Attachment B: Contract for Designer Services - Base Contract for Design Bid Build or CM-at-Risk Project  
([http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines\\_Forms/Contracts\\_Forms/Base%20Contract%20v\\_02\\_25.pdf](http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/Base%20Contract%20v_02_25.pdf) )

Designer Services Contract Amendment for Design/Bid/Build  
([http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines\\_Forms/Contracts\\_Forms/DBB%20v\\_02\\_25.pdf](http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/DBB%20v_02_25.pdf))



Designer Services Contract Amendment for CM-at-Risk

[http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines\\_Forms/Contracts\\_Forms/CM-R%20v\\_02\\_25.pdf](http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/CM-R%20v_02_25.pdf)

Attachment C: Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)

[https://www.mass.gov/files/citiestownsapplication2016\\_1.doc](https://www.mass.gov/files/citiestownsapplication2016_1.doc)

Attachment D: Certifications

- Certification of Authorization
- Certification of Non-Collusion
- Certification of Tax compliance

Attachment E: [MSBA's Designer Selection Panel's Procedures](#)

**End of Request for Designer Services**