

REQUEST FOR DESIGNER SERVICES (RFS)

Town of Leicester, MA Leicester Public Schools

Leicester Middle School

September 5, 2018

Invitation: The Town of Leicester (“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 Leicester Middle School in Leicester, Massachusetts. Selection of a Designer will be made by the Designer Selection Panel of the Massachusetts School Building Authority (the “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. 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 **\$44 Million to \$72 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:

The Town of Leicester is located just west of the City of Worcester, and is a rural community of 11,000 residents. Town Government is New England Town Meeting style, further managed by a Town Administrator and overseen by a 5-member Select Board.

The Town of Leicester has four (4) public schools:

- Leicester Primary School: Pre-K through Gr 2 Enrollment: 364 students
- Leicester Memorial School: Gr 3 through Gr 5 Enrollment: 333 students
- Leicester Middle School**: Gr 6 through Gr 8 Enrollment: 412 students
- Leicester High School: Gr 9 through Gr 12 Enrollment: 483 students

(**) Leicester Middle School is the subject of this RFS.

Leicester Middle School is located at 70 Winslow Avenue, Leicester, MA. Originally constructed in 1961 as the Leicester High School, the building is a single-story structure of approximately 75,000 sf. The location of the building is advantageous, in that the building is part of the 23-26 acre campus that is shared with the Leicester Primary School and the Leicester High School. The building was converted to the Leicester Middle School in 1994, upon the opening of the new Leicester High School. Please see Attachment A, the Statement of Interest (SOI) for additional information on the existing school.

The Town of Leicester seeks not only to address the limitations and deficits of the Leicester Middle School, but also to evaluate the project in the context of the overall School District needs and vision. To that end, the Town of Leicester, through its collaboration with the MSBA, has been authorized by the MSBA to conduct a Feasibility Study to explore a potential District grade reconfiguration, which is intended to assist the Town of Leicester in evaluating the most economical and educationally appropriate solution for 21st century learning. Therefore, the following MSBA approved enrollment options for the Leicester Middle School are to be studied:

- Gr 6 through Gr 8 Enrollment: 330 students
- Gr 5 through Gr 8 Enrollment: 440 students
- Gr K through Gr 8 Enrollment: 930 students (plus pre-K students)

Although it is anticipated that the new school building will be located on the existing middle school site, , additional possible sites in Town will also be evaluated as part of the MSBA Feasibility Study process to determine their viability.

B. Project Goals and General Scope:

On or about March 22, 2016, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for Leicester Middle 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 December 13, 2017 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 issues identified in the Statement of Interest at the Leicester Middle 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. Whereas this project has the potential to encompass a District wide grade reconfiguration, the Designer shall familiarize themselves with the current programs and building limitations of both the Leicester Primary School and the Leicester Memorial School, in order to guide the District in evaluating the most appropriate educational solution.

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
- Environmental impact of the project
- Limitations on possible expanding of existing footprint
- Options to reconfigure outdoor athletic spaces
- Options to reconfigure grade levels served by the building
- Options of phased construction with swing space/ occupied educational space during construction
- Experience with community outreach and support of Public School Districts in gaining successful Town Meeting approval of projects, including identification of specific schedule milestones to achieve that goal
- Qualifications and past performance of educational programming consultant (in-house staff or sub-consultant), with particular consideration given to experience with elementary school and middle school education.
- Review of the Leicester Public School policies, the District Improvement Plan and the Leicester Middle School Improvement Plan
- Experience with the study of multiple enrollment options and grade configurations as part of the Feasibility Study phase of the design
- Experience with the design of elementary and middle schools
- Experience with early construction packages and with phased construction

- Experience with the CM-at-Risk project delivery method on publically-funded projects in Massachusetts (MGL Chapter 149A).
- Experience with the design of school or shared spaces that are also appropriate for non-school and community events.
- Experience with projects similar to the Leicester Middle School.
- Experience in providing Life cycle cost analyses and designing LEED-S/NE-CHPS sustainable schools.
- Demonstrated success with programming and advancing the owners' interests in a manner that places particular emphasis on the school districts' educational program and related interests expressed by the Districts' Superintendent of Schools, principals, department-heads, and key stakeholders.

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.

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	12/05/2018
MSBA Board of Directors Meeting – Preferred Schematic Report Approval	08/28/2019
MSBA Board of Directors Meeting - Project Scope and Budget Approval	04/08/2020
Local Project Funding Authorization.....	05/15/2020
Feasibility Study Agreement expiration	06/13/2020
Construction Start	07/19/2021
Substantial Completion of Construction.....	07/01/2023
Move-In.....	08/04/2023

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. *Laboratory Consultant*
18. *Acoustical Consultant*
19. *Specifications Consultant*
20. *Library/ Media*
21. *Technology Consultant/Audio Visual Consultant*
22. *Theatrical Consultant*
23. *Sustainable/Green Design/Renewable Energy Consultant*
24. *Code Consultant*
25. *Accessibility Consultant*
26. *Traffic Consultant*
27. *Furniture, Fixtures and Equipment Consultant*
28. *Site Surveying*
29. *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 MBE/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 2:00 PM, Wednesday, October 3, 2018.**

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:

*Melissa Gagnon, Project Manager
NV5 Inc.
70 Fargo Street, Suite 800
Boston, MA 02210
Tel: 617-744-3110
Fax: 617-924-3800*

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

Leicester Middle School
"Name of Applicant"

7. All questions regarding this RFS should be addressed exclusively in writing, by email, to:

Melissa.Gagnon@NV5.com AND William.Cunniff@NV5.com

H. Pre-Proposal Meeting

All interested parties should attend a briefing session at Leicester Middle School, scheduled for **Wednesday, September 12, 2018 @ 3:00 PM.**

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

Questions must be submitted by email only. The deadline for receipt of questions is **2:00PM on Tuesday, September 18, 2018**. Responses to questions will be posted by **2:00PM on Friday, September 21, 2018**. Any additional addenda will be posted www.leicesterbuildingproject.org. It is the responsibility of the Applicant to check the website for any additional information or addenda.

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)

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)

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)

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

(<http://www.mass.gov/anf/docs/dsb/forms/citiestownsapplication2014.doc>)

Attachment D: Certifications

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

End of Request for Designer Services