

## REQUEST FOR DESIGNER SERVICES (RFS)

# Acton-Boxborough Regional School District Acton, MA

## C.T. Douglas Elementary School

**May 30, 2018**

**Invitation:** The Acton-Boxborough Regional School District of Acton, MA (“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 C. T. Douglas Elementary School in Acton, 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 **\$72,000,000 to \$96,000,000** 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 Acton-Boxborough Regional School District (ABRSD) is a comprehensive PreK-12 school system serving the communities of Acton and Boxborough, located about 20 miles northwest of Boston. The Acton-Boxborough mission is to develop engaged, well-balanced learners through collaborative caring relationships. The Acton and Boxborough communities strongly support excellence in public education and are truly dedicated to instilling a passion for learning in our students. The district prioritizes students' social and emotional wellbeing while supporting students to excel academically and through extensive and diverse extra-curricular opportunities. Serving 5,700 students, the district is comprised of nine schools: The Carol Huebner early childhood program, six elementary schools, one junior high school, and one high school. The towns of Acton and Boxborough are deliberate choices for residents and educators seeking the best educational opportunities

As part of the Feasibility Study, the ABRSD would like to examine two potential consolidation scenarios: consolidation of the C.T. Douglas Elementary School with the Paul P. Gates Elementary School and consolidation of the C.T. Douglas Elementary School with the Luther Conant Elementary School. In addition, the District would like this feasibility study to also examine relocation of the District's early childhood program, currently housed in the Blanchard Memorial School and the District's Administration Building, to the C.T. Douglas Elementary School.

As a result of the previous analysis on the base enrollment forecast and the revised analysis of capacity, and for planning and study purposes only, the MSBA recommends study enrollments for the Proposed Project (not including early childhood program students) as follows:

- C.T. Douglas Elementary School (no consolidation): 650 students
- Consolidation of the C.T. Douglas and Paul P. Gates Elementary Schools: 990 students
- Consolidation of the C.T. Douglas and Luther Conant Elementary Schools: 1,015 students

The C.T. Douglas Elementary School is located at 21 Elm Street, Acton, MA and houses 427 K-6 students (as of October 1, 2017) and 94 staff members at peak times. The school site is bounded on the north by Elm Street and residences across the street, to the east by residences, to the south by an extensive wetland system with boardwalk connection to the Paul P. Gates School located just south of the wetlands, and to the west by municipal athletic facilities. The site is made up of the existing main building, parking areas, and associated walkways and play fields. The property slopes steadily southwest to the Fort Pond Brook, with the southwest edge of the site at approximate elevation (El.) 206, the northern part of the main building at approximate El. 218, the southern part of the building at approximate El. 210 and the north edge of the site at Elm Street at approximate El. 218.

The building was designed by the Architects Collaborative in 1965 and constructed in 1966 as an elementary school. The building continues to be an elementary school. The building has remained largely untouched, with the exception of small renovations throughout to accommodate new technology for a growing student body; photovoltaic panels added during a re-roofing project in 2010; a modular building was added in the late 1990s (3 classrooms); another modular building added in the early 2010's (2 classrooms). Overall there is approximately 48,300 sf of space. The school is relatively untouched compared to other facilities of its age.

The school building is a single-story structure consisting of two wings connected by the lobby. There is a walk out lower level under west wing that contains additional classroom spaces. The main level of the west wing also houses classrooms. The west wing contains the cafeteria, playroom, offices and the modular classrooms that were added at a later date. The existing architectural drawings indicate that the structure is supported by conventional spread footings in both wings. The main floor of the west wing is shown to be constructed out of concrete tees. The roof framing in both wings is shown to be constructed out of concrete tees as well.

Starting in 2014 the ABRSD commissioned Dore & Whittier Architects, Inc. and embarked on an Existing Conditions, Capital Study and Visioning & Master Plan Development Study. This comprehensive study has been the basis for the plan the District has used to develop its list of Capital Projects. The ABRSD maintains a comprehensive website that includes all of the study information. The website can be found at <http://www.abschools.org/district/school-capital-and-space-planning>.

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

On or about April 2017, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for the C.T. Douglas 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 14, 2018 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 C.T. Douglas 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:

- Update survey and existing condition information of the buildings at the (3) school sites including any hazardous materials.
- Identification of community concerns that may impact study options;
- Identification of specific milestone requirements and/or constraints of the District – e.g. Town votes, etc.
- Identification of potential alternative sites;
- Life cycle costs of operating the School as it relates to future operational budgets;
- Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System
- Experience with the design and construction of zero net energy, zero net waste, and zero net water school buildings.
- Experience with designing a facility to meet an ultra-low EUI
- Provide design alternatives for renovation, addition/renovation and new construction options for the elementary schools to meet educational specifications of the School Department and the MSBA.

- Provide schedule, construction cost estimate, operating cost estimate and life cycle/sustainability analysis for each option.
- Constraints of the District –assumed that school will be in session on site for duration of project so phased occupied construction and possible use of swing space will be required. Purchase or leasing of offsite land/buildings and/or modular buildings may also be considered.
- Providing and maintaining a secure and positive educational environment during construction.
- Innovative Educational Planning
- Identification of construction alternatives including but not limited to the CM-at-Risk Delivery Method.
- Experience with constrained and/or occupied building sites
- Experience with phased occupied construction projects.

### **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.

Starting in 2014 the ABRSD embarked on an Existing Conditions, Capital Study and Visioning & Master Plan Development Study. This comprehensive study has been the basis for the plan the District has used to develop its list of Capital Projects. The ABRSD maintains a comprehensive website that includes all of the study information. The website can be found at <http://www.abschools.org/district/school-capital-and-space-planning>.

**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 . . . . .	<b>08/15/2018</b>
MSBA Board of Directors Meeting – Preferred Schematic Report Approval . . . . .	<b>01/30/2019</b>
MSBA Board of Directors Meeting - Project Scope and Budget Approval . . . . .	<b>10/10/2019</b>
Feasibility Study Agreement expiration . . . . .	<b>02/15/2020</b>
Local Project Funding Authorization . . . . .	<b>02/20/2020</b>
Construction Start . . . . .	<b>10/1/2020</b>
Substantial Completion of Construction . . . . .	<b>07/01/2022</b>
Move-In . . . . .	<b>08/15/2022</b>

**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 including Zero Net Energy Building (ZNEB) Design*
22. *Code Consultant*
23. *Accessibility Consultant*
24. *Traffic Consultant*
25. *Furniture, Fixtures and Equipment Consultant*
26. *Site Surveying*
27. *Security Consultant*
28. *Licensed Site Professionals (LSP)*

***Failure of an Applicant to list a team member may result in elimination of the Applicant for consideration by the DSP – even if that Applicant appears otherwise qualified.***

**\*\* 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-eight (28) hard copies, and two (2) digital copies in PDF format on separate compact disks or flash drives) must be received on or before 1:00 PM, June 27, 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:

*JD Head, Director of School Operations  
c/o Acton-Boxborough Regional School District  
16 Charter Road, Acton, MA 01720  
Phone Number: 978-264-5327  
jdhead@abschools.org*

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

*C.T. Douglas Elementary School Project*  
"Name of Applicant"

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

*JD Head, Director of School Operations  
c/o Acton-Boxborough Regional School District  
16 Charter Road, Acton, MA 01720  
Phone Number: 978-264-5327  
jdhead@abschools.org*

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

All interested parties should attend a briefing session at the C. T. Douglas Elementary School, 21 Elm Street, Acton MA scheduled for **June 13, 2018 at 2:00 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.

### **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)  
(<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**

This document was developed by JD Head, Director of School Operations, for Acton-Boxborough Regional School District. Contact JD Head via email ([jdhead@abschools.org](mailto:jdhead@abschools.org)) with any questions about this document.