
Wilmington High School Project
High School Building Committee Meeting

December 21, 2010

High School Library

7:00 PM

Agenda

1. Introductions
2. Schedule Milestones
3. Options and Ideas that have been previously discussed
4. Evaluation Criteria
5. RFS for the Designer – draft of RFS; appoint three local members for DSP
6. Other Business
7. Schedule Next Meeting – Tuesday, January 18 at 7 PM?

Attachments:

- Preliminary Milestone Schedule
- Suggested Evaluation Criteria
- MSBA Designer Selection Procedures
- Draft RFS for Designer Services

Milestone Schedule for Initial Tasks

- December 21, 2010 HSBC Meeting
- December 28, 2010 Submit Central Register Ad and Local Ad
- January 5, 2011 Issue RFS for Designer Services
- January 18, 2011 HSBC Meeting
- January 21, 2011 Designer Proposals Due
- February 1, 2011 Local Members of DSP Meet to Review Proposals
- February 15, 2011 DSP Meeting to Review Proposals
- February 15, 2011 HSBC Meeting
- March 1, 2011 DSP Meeting to Interview Top 3-4 Design Firms; Select Designer
- March 15, 2011 HSBC Meeting
- April 12, 2011 HSBC Meeting
- May 10, 2011 HSBC Meeting
- June 7, 2011 HSBC Meeting
- June 15, 2011 Submit Recommendation for Preferred Schematic Design to MSBA
- July 27, 2011 MSBA Board Recommendation for Preferred Schematic Design

Wilmington High School

Suggested Evaluation Criteria

General

- **Maintains appropriate public presence on Church Street**
- **Accommodates the design population**
- **Cost-efficient design**
- **Schedule-efficient design**
- **Minimizes transitions, maximizes continuity with phasing/swing spaces**
- **Improves operating and maintenance costs**
- **Maximizes use of existing infrastructure, as appropriate**
- **Shares existing facilities/functions, minimizes new construction**
- **Considers impacts on Roman House (district offices)**

Educational

- **Meets current and anticipated educational goals and requirements**
- **Provides flexibility for future growth and educational innovations**
- **Accommodates large group/team-teaching instruction**
- **Accommodates technology to enhance learning**
- **Provides teacher planning and meeting spaces**

Community

- **Maximizes access to community used spaces**
- **Provides security and separation for community use**
- **Minimizes construction impacts on abutters**

Wilmington High School

Suggested Evaluation Criteria (continued)

Building

- Fosters a sense of school community
- Incorporates optimal space sizes, shapes, ceiling heights, and adjacencies
- Improves indoor air quality, ventilation, and thermal comfort
- Promotes sustainable design (green school) objectives
- Provides for adequate storage space for programming, administration, and back-of-house uses
- Provides for cost effective maintenance with easy access
- Meets life safety requirements
- Meets accessibility requirements

Site

- Maximizes site layout to accommodate building, fields, and parking
- Improves site circulation for drop-off and pick-up
- Meets site accessibility requirements
- Separates bus and car circulation
- Separates vehicular and pedestrian circulation
- Provides sufficient parking for teachers, staff, and visitors
- Provides safe student parking on-site or safe access to student parking
- Provides space and circulation for special events
- Separates public/gathering spaces from building educational spaces

Massachusetts School Building Authority **Designer Selection Procedures**

Section 1: Introduction

- A. The following designer selection process has been adopted by the Massachusetts School Building Authority (MSBA) pursuant to Massachusetts General Laws, Chapter 7, Sections 38A½ through 38O to serve as the basis for the exemption under Section 38C from the jurisdiction of the Commonwealth’s Designer Selection Board for the procurement of designers, programmers and entities providing feasibility studies by cities, towns, regional school districts, and independent agricultural and technical schools seeking funding from the MSBA for public school construction projects where the estimated construction cost is equal to or greater than \$5,000,000.00 (or other such amount as may be determined from time to time by the Executive Director of the MSBA). Designer selection for public school construction projects where the estimated construction cost is less than \$5,000,000.00 (or other such amount as may be determined from time to time by the Executive Director of the MSBA) shall be conducted pursuant to Massachusetts General Laws, Chapter 7, Section 38K, by the respective city, town, regional school district or independent agricultural and technical school and in accordance with the MSBA’s Designer Selection Guidelines.

Section 2: Designer Selection Panel

- A. The MSBA Designer Selection Panel (DSP) shall be composed of the following individuals who shall be appointed to the DSP by the MSBA’s Executive Director (“Executive Director”) in accordance with following procedures:
1. The Executive Director, ex officio, or his/her designee;
 2. Three (3) senior MSBA staff members associated with design and/or construction oversight selected by the Executive Director;
 3. One (1) public member selected by the Executive Director;
 4. One (1) member who is a Massachusetts registered architect or architect emeritus as recommended by the Boston Society of Architects;
 5. Two (2) members who are Massachusetts registered architects or architect emeritus selected by the Executive Director;
 6. One (1) member who is a Massachusetts registered engineer as recommended by the American Council of Engineering Companies of Massachusetts;
 7. Two (2) members who are Massachusetts registered professional engineers selected by the Executive Director;
 8. One (1) member who is a representative of the construction industry as recommended by Associated General Contractors of Massachusetts;

9. Three (3) members who are proposed by the respective city, town, regional school district, independent agricultural and technical school or other public agency that is the Eligible Applicant, as defined in M.G.L. Chapter 70B, Section 2 for the specific project under consideration, one (1) of whom shall be designated by the school committee, district school committee, or board of trustees of the Eligible Applicant, as the case may be; one (1) of whom shall be the superintendent of schools of the Eligible Applicant, ex officio, or his/her designee; and one (1) of whom shall be the chief executive officer of the city or town that is the Eligible Applicant, ex officio, or his/her/its designee or, in all other cases, a member of the School Building Committee designated by the School Building Committee. The appointment of members pursuant to this Section 2(A)(9) shall be subject to the execution of certification by each such member that the member has read and understands these procedures and the Designer Selection Guidelines.
- B. Members proposed or recommended by the societies or associations pursuant to subsections 2(A)(4), 2(A)(6), and 2(A)(8) above and the members proposed by the Eligible Applicant pursuant to subsection 2(A)(9) above shall be subject to appointment by the Executive Director who reserves the right, within his/her discretion, not to appoint or to disapprove the appointment of said proposed or recommended members. In considering the appointment of members proposed by the Eligible Applicant pursuant to subsection 2(A)9, the Executive Director may consider, among other things, the extent to which the three (3) proposed members, as a whole, represent the interests of the Eligible Applicant.
- C. The Executive Director shall appoint a chairperson from one of the members appointed to the DSP pursuant to subsections 2(A)(3) through 2(A)(8) above, who is a registered architect, architect emeritus or registered professional engineer and who shall also serve as chairperson of any subcommittee of the DSP.
- D. All meetings of the DSP shall be open to the public unless the DSP votes to go into executive session by a roll call vote and announces the purpose of the executive session and whether the DSP will convene in open session at the conclusion of the executive session. Any action taken by the DSP in executive session shall be by a roll call vote.
- E. The presence of nine (9) members, no less than four (4) of whom shall be registered architects, architects emeritus or registered professional engineers, shall constitute a quorum. The DSP shall not conduct any business without the presence of a quorum. The affirmative vote of a simple majority of the members present and voting shall be necessary and sufficient for any action taken by the DSP. No vacancy in the membership of the DSP shall impair the right of a quorum to exercise all the rights and duties of the DSP. In the absence of a quorum, the Chairperson may recess a meeting to some other time or until a quorum is obtained.
- F. Each appointed member, except the members representing the Eligible Applicant pursuant to subsection 2(A)(9), shall serve for a two-year term and shall continue to serve until a successor is appointed to the DSP by the Executive Director. No DSP member may serve more than two consecutive terms. A former member may be reappointed after a one-year hiatus. Initial appointments shall be made such that terms will be staggered, which terms shall be determined by the Executive Director. Members representing the Eligible Applicant who are appointed pursuant to subsection 2(A)(9) shall serve only while the DSP conducts

business directly related to the selection of a designer for the project being proposed by that particular Eligible Applicant.

- G. The MSBA shall give written notice of the names of the appointed members of the DSP to the Commonwealth's Designer Selection Board.
- H. For the purposes of M.G.L. Chapter 268A and subject to the penalties contained therein, no member of the DSP shall participate in the selection of a designer as a finalist for any project if the member or any member of his or her immediate family:
 - 1. Has a direct or indirect financial interest in the award of the design contract to any applicant;
 - 2. Is currently employed by, or is a consultant to or under contract to any applicant;
 - 3. Is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
 - 4. Has ownership interest in, or is an officer or director, of any applicant.
 - 5. Has any conflict or appearance of conflict that would make his or her participation in the selection process unlawful.

Section 3: Public Notice

- A. Each contract for designer services for a project subject to these procedures shall be publicly advertised in a newspaper of general circulation in the area in which the project is located or is to be located and in the Massachusetts Central Register at least two weeks before the deadline for filing applications. The public notice shall contain:
 - 1. A description of the project, including the specific designer services sought, the time period within which the project is to be completed, and, if available, the estimated construction cost;
 - 2. If there is a program for the project, a statement of when and where the program will be available for inspection by applicants, and when and where a briefing session will be held for applicants and if there is not a program for the project, a statement to the effect;
 - 3. The qualifications required of applicants for the projects;
 - 4. The categories of designers' consultants, if any, for which applicants must list the names of consultants which the applicant may choose to use;
 - 5. Whether the fee has been set or will be negotiated, and if the fee has been set, the amount of the fee;
 - 6. The deadline for submission of applications;

7. The person and address from which application forms may be obtained and, when completed, to whom they may be delivered;
8. Any other pertinent information that may be required by law or deemed appropriate by the MSBA.

Section 4: Master File Brochure and Application

- A. Prior to filing an application for any project, designers shall first file a Master File Brochure with the DSP containing the following information:
 1. Certification that the applicant, if applying to perform design services other than preparation of studies, surveys, soil testing, cost estimates or programs, is a designer as defined in M.G.L. Chapter 7, Section 38A½ paragraph (b);
 2. The names and addresses of all partners, if a partnership, of all officers, directors and all persons with an ownership interest of more than five per cent in the applicant if not a partnership;
 3. The registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect or engineer;
 4. A list of all projects for all public agencies within the commonwealth for which the applicant has performed or has entered into a contract to perform design services within the five year period immediately preceding the filing of the information required in this section;
 5. A list of all current projects for which the applicant is performing or is under contract to perform any design services; and
 6. If the applicant is a joint venture, the information required in this section shall be required for each joint venturer, as well as for the joint venture itself.
- B. The DSP shall keep a permanent record of the Master File Brochures. Each designer shall update its Master File Brochure on an annual basis and shall make current the lists of projects required under Section 4(A)(4)-(6) with each application filed.
- C. An applicant to perform design, programming or feasibility study services on a project must file, in addition to the Master File Brochure, a written application prescribed by the DSP relating to the applicant's experience, ability, and qualifications.
- D. Every application or Master File Brochure filed shall be sworn to under penalties of perjury. Any applicant who has been determined by the DSP to have filed materially false information shall be disqualified by the DSP from further consideration for any project for such time as the DSP determines is appropriate.

Section 5: Selection Criteria

A. Minimum qualifications shall include:

1. Must be a qualified Designer within the meaning of M.G.L. Chapter 7, Section 38A½, employing a Massachusetts registered architect or engineer responsible for and being in control of the services to be provided.
2. The Project Architect/Engineer for the Designer must have 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.
3. Pursuant to M.G.L. Chapter 7, Section 40N, the Designer must agree to contract with minority and women-owned businesses as certified by the State Office of Minority and Women Business Assistance (SOMWBA). The amount of participation that shall be reserved for such enterprises shall not be less than eight percent (8%) of the design contract price for minority business enterprises and four percent (4%) of the design contract price for women-owned business enterprises.

B. Other criteria for selection of finalists shall include:

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. Any other criteria that may be required by law or that the DSP considers relevant to the project.

Section 6: Selection Process

- A. Cities, towns, regional school districts, and independent agricultural and technical schools subject to these procedures shall not rank or pre-rank applicants. Rankings shall occur only by vote of the DSP in accordance with these procedures and shall occur only after interviews, if requested, have been concluded by the DSP.
- B. The DSP shall select not more than three (3) finalists from among all the applicants for a particular project and, in doing so, may require any number of applicants to:
 1. Appear for an interview before the DSP;
 2. Present a written proposal to the DSP through the Eligible Applicant; or
 3. Participate in a design competition held by the DSP through the Eligible Applicant.
- C. The DSP shall use the following procedures to rank three (3) finalists in order of qualifications from among the applicants for a particular project:
 1. Prior to a DSP meeting at which the selection of finalists will be made or discussed, each member of the DSP shall be given a copy of each designer's application for his or her review.
 2. At the DSP meeting, the DSP shall consider each application alphabetically or by some other method that may be determined by the chairperson from time to time.
 3. When recognized by the chairperson, members of the DSP may comment or ask questions related to the selection process or the applications before the DSP.
 4. Any potentially disqualifying deficiencies in an application should be noted in the record of the meeting. No person or firm debarred pursuant to M.G.L. Chapter 149, Section 44C or disqualified pursuant to Section 38D shall be included as a finalist.
 5. After each member of the DSP has been given an opportunity to comment or ask questions, at the direction of the chairperson, each member of the DSP who is present shall utilize a ballot form provided by the MSBA to assign points to his or her top three (3) choices in order of qualifications so that each number one choice shall receive three (3) points, each number two choice shall receive two (2) points, and each number three choice shall receive one (1) point. The completed ballot forms shall be signed by each member and submitted to the DSP Administrator who shall tally the total points awarded to each applicant. The chairperson shall then read aloud the total points awarded to each of the applicants.
 6. Once the point totals have been read aloud by the chairperson, the DSP may request interviews of the applicants with the highest point totals by the following procedure: Upon

motion of one of the members appointed pursuant to subsection 2(A)(9), duly seconded by one of the other members appointed pursuant to subsection 2(A)(9), the DSP may vote to interview the applicants with the highest point totals.

7. If the DSP does not vote to conduct interviews, the DSP shall then vote to rank three (3) finalists in order of qualifications. If the DSP votes to conduct interviews, the DSP shall defer the ranking of the three (3) finalists until after the interviews have been concluded.
8. If the DSP votes to conduct interviews, the chairperson shall schedule the time and place of the interviews and written notice shall be given to the firms to be interviewed. Interviews shall be conducted in open session except that the chairperson may order competing firms, their agents and employees, to leave the meeting room during the interviews of their competitors. The MSBA may, within its discretion, develop standard questions to be answered or topics to be discussed by the applicants in the interview. Once the interviews have been concluded, at the direction of the chairperson, the DSP shall award points to the each of the firms in accordance with the procedures set forth in subsection 6(C)(5). Once the point totals have been read aloud by the chairperson, the DSP shall then vote to rank three (3) finalists in order of qualifications
9. Ties shall be broken in accordance with the following procedure: In the event of a tie for the first, second or third highest point totals awarded to applicants by the DSP under Section 6(C)(5) or 6(C)(8), and the DSP votes to conduct interviews, the DSP may request interviews of the three (3) or more applicants with the highest point totals. If the DSP does not vote to conduct interviews, the DSP shall then repeat the vote limiting the choices to those applicants that received the first, second and third highest point totals from the initial vote. Using a ballot form provided by the MSBA, each member of the DSP shall assign points to his or her top three (3) choices in order of qualifications so that each number one choice shall receive three (3) points, each number two choice shall receive two (2) points, and each number three choice shall receive one (1) point. The completed ballot forms shall be signed by each member and submitted to the DSP Administrator who shall tally the total points awarded to each applicant. The chairperson shall then read aloud the total points awarded to each of the applicants. Once the point totals have been read aloud by the chairperson, the DSP shall then vote to rank three (3) finalists in order of qualifications.
10. Once the DSP has voted to rank the top three (3) firms in order of qualifications, the MSBA shall transmit a list of the three (3) finalists ranked in order of qualifications to the Eligible Applicant along with a record of the final vote of the DSP on the selection and a written statement explaining the DSP's reasons for its ranking of the finalists.

Section 7: Award of Contract

- A. The authority to award a contract for designer services for a project that will receive funding from the MSBA is vested with the Eligible Applicant and subject to the approval of the MSBA.
- B. In the selection of a designer when the fee for designer services has been set prior to advertisement, the Eligible Applicant shall appoint a designer from the ranked list transmitted by the MSBA to the Eligible Applicant in the order of qualifications as

determined by the DSP. If the Eligible Applicant proposes to select any designer other than the one ranked first by the DSP, it shall file a written justification for the proposed appointment with the DSP and shall not proceed until it has obtained written approval to proceed from the Executive Director.

- C. When the fee for designer services is to be negotiated, the Eligible Applicant shall review the list transmitted by the MSBA in the order of qualifications as determined by the DSP and may exclude any designer from the list if a written explanation of the exclusion is filed with the DSP. The Eligible Applicant shall then appoint a designer based upon a successful fee negotiation. The Eligible Applicant shall first negotiate with the first ranked designer remaining on the list. Should the Eligible Applicant be unable to negotiate a satisfactory fee with the first ranked designer within thirty (30) days, negotiations shall be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they were ranked by the DSP, until an arrangement is reached. In no event may a fee be negotiated which is higher than a maximum fee set by the MSBA prior to the selection of finalists. Should the Eligible Applicant be unable to negotiate a successful fee with any designer initially selected by the DSP, the DSP shall recommend additional finalists in accordance with a procedure to be determined by the chairperson of the DSP that is not inconsistent with the procedures set forth in Section 6(B) above. The Eligible Applicant may require a finalist with whom a fee is being negotiated to submit a fee proposal and include such information as the Eligible Applicant requires to provide current cost and pricing data on the basis of which the designer's fee proposal may be evaluated.

Section 8: Continued or Extended Services

- A. The Eligible Applicant may appoint a designer to perform continued or extended services that were not contemplated in the original public notice if the following conditions are met:
1. A written statement is filed with the DSP explaining the reasons for the continuation or extension of services;
 2. The program for the design services is filed with the DSP;
 3. The DSP approves the appointment of the designer for continued or extended services and states the reason therefore.

Section 9: Emergency Designer Selection Process

- A. If a situation arises in accordance with Chapter 7, Section 38J, which has been declared an "emergency" by the Executive Director, an Eligible Applicant may request an emergency selection of a designer.
- B. In consultation with the technical staff of the MSBA, the Eligible Applicant shall prepare a proposed scope of work, an estimate of the cost of construction and a lump sum fee for the designer's services, and submit this, and any other relevant information to the Executive Director.

- C. In lieu of public advertisement, the Executive Director or his/her designee will consult with the Eligible Applicant to select three to six qualified firms who have Master File Brochures on file, to solicit to perform this work.
- D. The MSBA staff will poll an ad-hoc committee of three members of the DSP to select at least three qualified finalists and forward the names of the finalists to the Eligible Applicant with a written statement explaining the committee's reasons for its choice(s).
- E. The Eligible Applicant will select one of the three finalists to perform the work and forward the name of the selected firm to the DSP with a written statement explaining the reasons for its choice.
- F. The DSP will immediately notify the Designer Selection Board of the actions taken under the expedited procedures process, in addition to the mandated annual report.

Section 10: Annual Report

- A. The DSP shall submit an annual report to the Commonwealth's Designer Selection Board which must contain:
 - 1. A list of all finalists selected by the DSP and awards made by the Eligible Applicants;
 - 2. A summary of the activities and other actions of the DSP, the Eligible Applicants and the MSBA staff relating to activities undertaken pursuant to these procedures; and
 - 3. Any other items which the MSBA deems appropriate.

Section 11: Statutory Representations by the MSBA

- A. The projects of the MSBA and the Eligible Applicants are not subject to the jurisdiction of the Division of Capital Asset Management and Maintenance.
- B. The DSP procedures substantially incorporate the procedures required of the Commonwealth's Designer Selection Board in M.G.L. Chapter 7, Section 38B through 38J, inclusive, and Section 38M.

Section 12: Effective Dates

- A. The above designer selection procedures will be effective for all MSBA-funded projects through January 31, 2011.

Respectfully submitted under the penalties of perjury this ____ day of _____, 2009

Katherine P. Craven, Executive Director
Massachusetts School Building Authority

REQUEST FOR DESIGNER SERVICES (RFS)

Town of Wilmington, MA Wilmington Public Schools

Wilmington High School

January 5, 2011

Invitation: The Town of Wilmington (“Owner”) is seeking the services of a qualified “Designer” within the meaning of M.G.L. Chapter 7, Section 38A½, to provide professional design and construction administration services for the Wilmington High School, Wilmington, 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 \$65 to \$70 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, but will not exceed \$xxx,xxx for Basic Services for the Feasibility Study through Schematic Design Phase.

Pursuant to M.G.L. Chapter 7, Section 40N, the Designer must agree to contract with minority and women-owned businesses as certified by the State Office of Minority and Women Business Assistance (SOMWBA). The amount of participation that shall be reserved for such enterprises shall not be less than eight percent (8%) of the contract price for minority business enterprises and four percent (4%) of the contract for women-owned business enterprises. The minority and women-owned business enterprises must be selected from those categories of work identified in Item F of this RFS.

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

A. Background:

The Town of Wilmington is served by eight schools and district offices, including two early education centers (pre K-K), two elementary schools (grades 1-3), two intermediate schools (grades 4-5), a newly constructed middle school (grades 5-8), and Wilmington High School (grades 9-12). The Town of Wilmington School Committee approved a new Strategic Plan for the schools in 2006. One of the priorities in the plan was preparing a Wilmington School Facilities Master Plan. In 2007, the Town hired Dore & Whittier to provide an independent architectural and engineering assessment for seven out of the eight schools in the district (excluding the new Middle School). Dore & Whittier’s master planning study recommended prioritizing renovating or newly constructing the high school.

The current Wilmington High School is approximately 154,000 sf and 60 years old. It was originally constructed in 1950, with several additions and renovation projects in 1954, 1958, 1986, 1990, and 2002. As such, portions of the building have been upgraded and are in good condition, while others are older and in need of improvements. The current site is approximately 26.5 acres and consists of the school building, Roman House (the School Administration offices, 4498 sf, built in 1990), outdoor tennis and basketball courts, bus turnaround, track surrounding the football field, baseball and softball diamond, practice field, and approximately 122 parking spaces on campus (with 238 across the street). Wilmington High School serves grades nine through twelve (9-12). The high school's current enrollment is 974 students (as of March 1, 2010). The MSBA has approved a projected enrollment of 960 students for the Wilmington High School projects.

B. Project Goals and General Scope:

On or about July 31, 2008, the Owner submitted a Statement of Interest ("SOI", Attachment A) to the MSBA for Wilmington High 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 September 30, 2009 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 Wilmington High 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, accessibility analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, MA-CHPS scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

Project objectives under consideration by the Owner include:

- Continuity of School operations not being influenced by construction activity;
- Construction impact on abutters;
- Impact of the project on vehicular and pedestrian traffic both off-site and on-site;
- Identification of other 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, etc.;
- Evaluation of other potential sites in Town and adjacent sites to supplement the current campus;
- To address the facility issues raised by the SOI as well as the Master Planning Study completed in March 2008 by Dore & Whittier Architects, Inc.
(http://www.wilmington.k12.ma.us/Administration/School_Master_Planning_Study_Draft_03312008.pdf)
- Life cycle costs of operating the School as it relates to future operational budgets;
- Compliance with ADA by all areas of the school;
- Massachusetts High Performance Green Schools Guidelines (MA-CHPS Guidelines);
- Possible use of 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) for a Design/Bid/Build project, a copy of which is attached hereto and incorporated herein by reference. If the Owner determines to use a CM-at-Risk delivery method, this contract will need to be amended and/or substituted. Unless specifically excluded, the Designer’s Basic Services consist of the tasks described in the Contract for Designer Services 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 that is attached hereto. Designers submitting an application in response to this RFS must specify any exceptions to the Contract at the time of application. The Owner may consider any such exceptions but shall not be bound by any such exceptions. A failure to specify exceptions will be deemed an acceptance of the Contract’s terms and conditions.

The Designer will review the proposed project as specified in the RFS. The Designer will meet with the Owner, OPM, and other officials to develop an understanding of the project and the School Department’s needs.

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/MA-CHPS), laboratory, library/media center and kitchen space, code consultants, accessibility, assessment of geotechnical and geo-environmental information, 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 for a complete summary of Basic Services.

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

D. Project Phases and Work Plan:

Work under this RFS is divided into the Project Phases as listed in Article 7 of the Contract 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 estimated total duration of the Contract for Designer Services from Feasibility Study through the approval of Schematic Design, inclusive of review and approval time, is estimated to be 26 weeks as follows:

Preliminary Program through Schematic Design Phase	<u>26</u>	weeks
MSBA Approval	<u>4</u>	weeks
Design Development through 100% CD	<u>52</u>	weeks

Bidding	8	weeks
Construction Administration Phase	20	months
Estimated Total Duration (Exclusive of Completion Phase)	41	months

Actual durations 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 in estimated time will not, in and of themselves, constitute a justification for an increased Fee for Basic Services, nor are they a substitute for the performance time requirements shown below.

The Designer performance times listed in the table below are requirements, not estimates. The Owner, through the Owner's Project Manager will review each submission and, if acceptable, provide notice to the Designer to proceed to the next phase.

The Designer's adherence to the performance times listed below will be part of the Owner's performance evaluation of the Designer's work, which will be conducted at the end of the Project.

	<u>Within/Weeks</u>	
• Attend a "Kick-Off" meeting	2	Execution of a contract with the Owner
• Preliminary Program	4	Execution of a contract with the Owner
• Development of Alternatives	4	Execution of a contract with the Owner
• Preliminary Evaluation of Alternatives	2	Approval of Alternatives
• Final Evaluation of Alternatives	2	Approval of Preliminary Evaluation
• Recommendation of Preferred Solution	2	Approval of Final Evaluation
• Final Design Program	2	Approval of Preferred Solution
• Schematic Design	13	Approval of the Final Design Program
• Design Development	TBD	Approval of the Schematic Design
• 60% Construction Documents	TBD	Approval of Design Development
• 100% Construction Documents	TBD	Approval of Design Development

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 7, Section 38A½, 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.
3. Pursuant to M.G.L. Chapter 7, Section 40N, the Designer must agree to contract with minority and women-owned businesses as certified by the State Office of Minority and Women Business Assistance (SOMWBA). The amount of participation that shall be reserved for such enterprises shall not be less than eight percent (8%) of the design contract price for minority business enterprises and four percent (4%) of the design contract for women-owned business enterprises. The minority and women-owned business enterprises must be selected to perform services addressing 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.

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 SOMWBA certified as an MBE and/or WBE).

1. *Architecture*
2. *Educational Planning*
3. *Environmental Permitting*
4. *Hazardous Materials*
5. *Civil Engineering*
6. *Structural Engineering*
7. *Landscape Architecture*
8. *Fire Protection Engineering*
9. *Plumbing Engineering*
10. *HVAC Engineering*
11. *Electrical Engineering*
12. *Technology/Data/Communications Consultant*
13. *Food Service Consultant*
14. *Laboratory Consultant*
15. *Acoustical Consultant*
16. *Specifications Consultant*
17. *Library/Media Consultant*
18. *Theatrical Consultant*
19. *Sustainable/Green Design/Renewable Energy Consultant*
20. *Cost Estimating*
21. *Accessibility Consultant*
22. *Traffic Consultant*
23. *Furniture, Fixtures and Equipment Consultant*
24. *Code Consultant*
25. *Security Consultant*
26. *Educational Programming Consultant*
27. *Geotechnical Engineer*
28. *Geo-environmental Engineer*
29. *Lighting Consultant*
30. *Site Surveying*
31. *Audiovisual 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 SOMWBA 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. 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.

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 2005" as developed by the Designer Selection Board of the Commonwealth of Massachusetts (http://www.mass.gov/Eoaf/docs/dcam/dlforms/dsb/dsb_app_munic_2005.doc). Applications (one original and twenty (20) copies) must be received on or before **2:00 PM, January 21, 2011.**

Applications should be printed double-side and bound in such a manner that the pages lie and remain flat when opened. The specific organization and orientation of the proposal is at the applicant's discretion, but it's 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 SOMWBA 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:

Name: *Wilmington High School Building Committee
c/o Joslin, Lesser + Associates
Attention: Jeffery A. Luxenberg*

Address: *44 Pleasant Street
Watertown, MA 02472*

Phone: *617-744-3110*

Fax: *617-924-3800*

Email: *jluxenberg@joslinlesser.com*

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

Wilmington High School

7. All questions regarding this RFS should be addressed exclusively in writing, no later than **5:00 PM on January 13, 2011**, to:

Name: *Jeffery A. Luxenberg*

Address: *44 Pleasant Street
Watertown, MA 02472*

Phone: *617-744-3110*

Fax: *617-924-3800*

Email: *jluxenberg@joslinlesser.com*

H. Answers to Questions & Additional Information

Responses to Questions will be posted at www.jlaprojects.com no later than end of business on **January 14, 2011**. Any additional information or addenda will be posted on www.jlaprojects.com. It is the responsibility of the Applicant to check the web site for any additional information or addenda.

I. Pre-Proposal Meeting

It is urged that all interested parties attend a briefing session at Wilmington High School scheduled for **January 12, 2011 at 3:00 PM.**

J. Withdrawal

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

K. 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.

L. 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.

M. 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

http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/MSBA_design_contract_07_13_09.pdf

Attachment C: Designer Application Form - DSB_App_2005

http://www.mass.gov/Eoaf/docs/dcam/dlforms/dsb/dsb_app_munic_2005.doc

Attachment D: Required Certifications: Certificate of Non-Collusion, Certificate of Tax Compliance and Certification of Vote.

Attachment E: MSBA's Designer Selection Panel's Procedures

http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/DSP/DSP_procedures.pdf

End of Request for Designer Services