

**TOWN OF ARLINGTON  
MASSACHUSETTS**

**REQUEST FOR QUALIFICATIONS**

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

**BID #15-09 ARCHITECTURAL DESIGN SERVICES – STRATTON ELEMENTARY SCHOOL**

The Town of Arlington, acting thru the Permanent Town Building Committee (PTBC) seeks proposals for Architectural design services in connection with phased renovations to the existing Stratton Elementary School, 180 Mountain Avenue, Arlington, MA.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P.M. Thursday May 21, 2015** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

April 22, 2015

TOWN OF ARLINGTON  
Adam W. Chapdelaine  
Town Manager

## 1. Introduction

The Town of Arlington invites proposals from qualified firms for Architectural Design Services associated with the design and renovation of the Stratton Elementary School located at 180 Mountain Rd. Qualified firms are requested to submit their proposals to the Purchasing Officer at the Town Hall, 730 Massachusetts Ave., Arlington, MA, in accordance with the instructions contained within this Request for Qualifications (RFQ).

Notice of this RFQ is published in the Central Register (which is a weekly publication of the Office of the Secretary of State), the Arlington Advocate (a newspaper of general circulation) and posted on the Town website ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)).

The Town will accept proposals delivered in person or by mail. All proposals must be received by 1:00 p.m. on Thursday, May 21, 2015 to be considered. Proposals submitted by fax or by electronic mail will not be considered. All proposals must be submitted to:

Mr. Domenic Lanzillotti, Purchasing Officer  
Arlington Town Hall  
730 Massachusetts Ave.  
Arlington, MA 02476

This is not a price competition, but rather the Town's decision will be based upon qualifications and experience with similar projects. The Town will evaluate proposals and enter negotiations with the highest scoring proposer. If unsuccessful, the Town may attempt to negotiate with the second highest scoring proposer.

The Town of Arlington may cancel this RFQ or reject in whole or in part any and all proposals, if they determine that cancellation or rejection serves the best interest of the Town of Arlington.

## 2. Submission Deadline and Instructions

Qualified persons or firms are requested to submit proposals marked Architectural Design Service/Stratton Elementary School Renovation/Phase 3, with the applicant's name and address on the front. Applicants should provide one (1) signed original proposal and four (4) copies. Fax or electronic submissions will not be accepted.

Applicants must also execute and include in the sealed submission the Certificate of Vote, Certificate of Non-Collusion, and the Certificate of Tax Compliance. The Town of Arlington, through the Town Manager, is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; and to award contracts or to cancel this Request for Proposals if it is in the Town of Arlington's best interest to do so.

Proposals must be signed as follows: a) if the bidder is an individual, by her/him personally; b) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and c) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

All proposals must be received and registered by the Town Manager's office/Purchasing Dept. by Thursday, May 21, 2015 at 1:00 p.m. All outer envelopes/packages must be labeled Architectural Design Service/Stratton Elementary School Renovation/Phase 3 and mailed or hand delivered to the following address:

Mr. Domenic Lanzillotti, Purchasing Officer  
Arlington Town Hall  
730 Massachusetts Ave.  
Arlington, MA 02476

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. If on the date and time of the submittal deadline the Town Hall is closed due to an uncontrolled event such as fire, snow, ice, wind or building evacuation, the submittal deadline will be postponed until 12:00 p.m. on the next normal business day.

### 3. Questions, Addendum or Proposal Modification

Questions concerning this RFQ must be submitted in writing to: Domenic Lanzillotti, Purchasing Officer, Arlington Town Hall, 730 Massachusetts Ave., Arlington, MA 02476, or they may be emailed to [dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us), questions/inquiries must be received by 1:00 p.m. on Tuesday, May 5, 2015 to be considered. Questions/inquiries may be delivered, mailed, emailed or faxed. Written responses will be posted on the Town's website ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)) by Addendum by 4:00 p.m. on Thursday, May 7, 2015.

If any changes are made to this RFQ, an addendum will be posted on the Town's website. It is the sole responsibility of the bidder to ascertain the existence of any addenda and/or modifications issued by the Town. As this RFQ has been published on the Town's website ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)) all bidders are responsible for checking the website for any addenda and /or modifications that are subsequently made to this RFQ.

The Town accepts no liability for and will provide no accommodations to bidders who fail to check for amendments and/or modifications to this RFQ and subsequently submit inadequate or incorrect responses. Bidders may not alter (manually or electronically) the RFQ language or any RFQ component files. Modifications to the body of the RFQ, Scope of Work, terms and conditions, or which change the intent of this RFQ are prohibited and may disqualify a response.

All proposals submitted in response to this RFQ shall remain firm for sixty (60) days following the submittal deadline. It is anticipated that the contract will be awarded within thirty (30) days after the submittal deadline.

Bidders are not to communicate directly with any employee of the Town of Arlington, except as specified in this RFQ, and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFQ.

Bidders may contact the Contact Person for this RFQ in the event this RFQ is incomplete or the bidder is having trouble obtaining any part of the RFQ electronically through the Town website ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)), including, and without limitation the form and attachments.

### 4. Modifications to Proposal

A vendor may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_\_." Each modification must be numbered in sequence, and must reference the original RFP.

### 5. Pre-Proposal Conference/Briefing

There will be no pre-proposal submission conference/briefing for this project

### 6. General Project Description

In the summer of 2014, Arlington Public Schools, Arlington, MA commissioned Drummey Rosane Anderson, Inc. to conduct a feasibility study for the Stratton Elementary School.

This effort was initiated to address concerns and questions of parity in the education resources provided to students at Stratton as compared to students of other elementary schools in Arlington that have been recently rebuilt or renovated.

While the Stratton has been well maintained and the Town has recently invested significant funds (close to \$3 million), it is apparent that its facilities are in need of further attention.

Specifically this study identified that the following key areas of need be addressed within scope of the project:

- Replacement of windows, roof and HVAC system in kindergarten wing to complete these systems' upgrades started in the classroom wing in the 2011 renovations.
- Expanding and Updating the Library/ Media Center.
- Expansion of Nurse's Suite, Administration area including conference room and expansion of Warming and Serving Kitchen.
- Identification of Additional parity issues between Stratton School and other new and renovated Arlington Elementary Schools and explore options for updating Stratton School to align more with these other facilities.

#### **Scope of Services:**

1. Prepare a Project Schedule including all major decision points and significant activities.
2. Prepare a Project Budget for each phase of the project.
3. Meet with faculty and staff as required.
4. Provide Design services , as described in AIA Document B141; Standard Form of Agreement Between Owner and Architect.
5. Provide independent cost estimate.
6. Review and approval of plans and specifications by all required authorities including local Building Inspector and Fire Dept, Mass. Architectural Access Board.
7. Assistance with Bidding phase, review and evaluation of sub-bids and general bids received, assistance with the execution of a General Contract for Construction.
8. Administration of the construction phase of each school project including coordination with the Owners Project Manager, progress meetings with the General Contractor, review and approval of submittals, review of work in progress and approval of proposed changes to the work, certification of payments to the Contractor, determination of Substantial Completion and project closeout.
9. Designer to assist with the specifications and bidding for modular classrooms as described in Appendix A (option C).

**The designer shall meet on a regular basis with the PTBC as required in order to receive direction and to present the progress of the project.**

#### **Schedule:**

Design Service and Modular bidding to start July 1, 2015. Bidding to be in the spring of 2016, construction schedule is July 1, 2016 thru August 15, 2017

#### **Qualifications:**

**All applicant firms must possess the following minimum qualifications:**

1. Massachusetts registration and licensing in all applicable disciplines;
2. Minimum of five (5) completed elementary school projects involving the renovation of Public School buildings in Massachusetts. Include Project Name, Owner, Architect, Contract Amount, Date of construction and a brief description of the scope of work.
3. Familiarity with the Chapter 579 of the Acts of 1980; The Omnibus Construction Reform Act, Massachusetts Public Bidding Laws, Chapter 149, including experience with Filed Sub-Bid procedures. Include experience with Chapter 30B Procurement procedures.
4. Knowledge of the Massachusetts State Building Code including Chapter 13: Energy Conservation, Architectural Access Board Regulations and Americans with Disabilities Act.
5. Proof of financial stability including Professional Liability insurance in the amount of \$2,000,000.

**Submittal Requirements:**

1. Provide five (5) copies of the Submittal. Each copy shall be bound and identified on the cover as "Proposal for Architectural Services" with the name of the Architectural Firm clearly visible.
2. Include a history of the firm, names and qualifications of all specific personnel, including resumes, to be assigned to this project, including indication of time to be assigned to this project.
3. Submit a complete Designer Selection Board Application (Form DSB-1)
4. Submit a list of key Consultants to be utilized on this project, including professional registration.
5. Include a statement of understanding of the projects and schedule.

**Briefing Session**

There will be no briefing session.

**Selection and Fee:**

Fee to be negotiated with the awarded firm. Fee not to exceed \$850,000.00.

**Questions:** Any questions on this proposal shall be directed to Domenic R. Lanzillotti, Purchasing Officer (781) 316-3003 or [dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us).

The Town Manager reserves the right to accept any submittal in whole or in part or to reject any and all submittals if it be in the best interest of the Town to do so.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

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**(Signature of individual submitting bid or proposal)**

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**(Name of individual submitting bid or proposal)**

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**Name of Business**

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**Date**

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Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Social Security Number or  
Federal Identification Number

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Signature of Individual or Responsible  
Corporate Officer and Title

**NON-COLLUSION FORMS**  
***MUST BE SIGNED AND***  
**SUBMITTED WITH BID**

## **APPENDIX A**



***Arlington Public Schools***  
***Business Office***  
***869 Massachusetts Avenue***  
***Arlington, Massachusetts 02476***  
***Telephone 781-316-3511***

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Diane Fisk Johnson, Chief Financial Officer  
djohanson@arlington.k12.ma.us

January 20, 2015

**Recommendations for relocation of Stratton Students for FY17 School Year**

The Stratton School is scheduled to undergo extensive renovations beginning with the close of school in June of 2016 and ending in time for the start of school in August of 2017. During that time, the Stratton community will need to be relocated.

During other school renovations in Arlington, displaced students were frequently housed at the Stratton school or in other available space around the district. Unfortunately, with the temporary closing of the Stratton school, the best source of additional space has gone offline.

Mark Miano and Diane Johnson, in consultation with Rick Iannelli and DRA Architects, have investigated available space in the district and in the community, and would like to offer the following three possibilities.

**Option A** is the least intrusive approach, minimizing disruption to the other schools in the district. Temporary modular classrooms will be installed at the Bishop and Hardy Schools. Permanent modular classrooms will be installed at the Ottoson Middle School. The two SLC-A classrooms at the Stratton will be temporarily relocated to the Peirce School.

All eighteen general education classrooms will be housed in modulars and will not absorb classrooms in the other schools. Physical Education space can be shared with the host school.

The estimated cost for this option will be \$2,000,000, not including additional utilities. It does include the lease costs for the modulars, set up, construction, monthly rent, and removal at the end of the project for the units at Bishop and Hardy. It also includes the more extensive construction necessary at the Ottoson for the permanent modulars, including construction to make the units ADA compliant, and the development of a new parking lot on what is now the small soccer field.

Attached are preliminary drawings from DRA, with whom we consulted to determine the best locations for modulars in the district, and who provided the cost estimates.

Transportation costs are estimated at \$315,000, which provides for five buses, enough to cover afterschool drop offs.

**Option A Total Estimated Cost with Transportation: \$2,315,000**



*Arlington Public Schools*  
*Business Office*  
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Diane Fisk Johnson, Chief Financial Officer  
dfisk@arlington.k12.ma.us

Option B would be the most cost effective solution, but would be the most disruptive to both the Stratton community and to the other schools in the district.

At present, all elementary schools have separate art and music rooms. Additionally, the Pierce, Bishop and Hardy have computer labs. Hardy and Thompson have dedicated afterschool program rooms. By repurposing all of the rooms to house the Stratton, we would be able to absorb the entire 18 general education classrooms.

However, this would require that most Stratton grade cohorts would be split up at different schools. It would be difficult in terms of transportation. While possible, this is not a solution that we recommend.

Transportation costs would be estimated at \$441,000, which would provide 7 buses.

**Option B Total Estimated Costs \$441,000**

Option C would be a blending of the other two possible approaches. We would place permanent modulars at the Ottoson sufficient to house the six classrooms of the Stratton fourth and fifth grade. Once the Stratton returns to its renovated home, those classrooms would provide expansion space for the Ottoson.

At the Bishop School, we would install temporary modulars sufficient to house the three kindergartens and three first grade classrooms. The kindergarten classrooms would be equipped with toilet rooms. We would also repurpose two rooms at the Bishop to house two of the three second grade classes.

At the Hardy School we would repurpose four classrooms to house one second grade and the three classrooms of the third grade.

This option would have the same transportation costs of Option A, with Stratton students placed at three locations. It would be much less disruptive than Option B, and reduce transportation expenses. It would also allow almost all Stratton grade cohorts to remain together.

The cost for Option C would be approximately \$1,500,000. Transportation costs would be estimated at \$315,000, which would provide five buses and coverage for afterschool drop offs.

**Option C Total Estimated Costs \$1,815,000**

At present, there is \$500,000 in the Capital plan to help with space modifications at the Ottoson. These funds could be used to defray some of the costs of the permanent modulars.



# Arlington Modular Classroom Study

January 16, 2015

Bishop School (for grades K and 1st)	Cost per Unit	Unit of Measurement	Quantity	Subtotal
On-Site construction	\$150.00	SF	250	\$37,500.00
Utility Connections (power, telecom, P/A, water, sewer, etc.)	\$35,000.00	LS	1	\$35,000.00
Delivery and Set Up	\$36,000.00	Classroom	6	\$216,000.00
6 classrooms at \$1,200/mo. per classroom*	\$7,200.00	Month	14	\$100,800.00
Removal and Restoration	\$16,000.00	Classroom	6	\$96,000.00
				<b>\$485,300.00</b>

Hardy School (for grades 2nd and 3rd)	Cost per Unit	Unit of Measurement	Quantity	Subtotal
On-Site construction	\$150.00	SF	400	\$60,000.00
Utility Connections (power, telecom, P/A, etc.)	\$15,000.00	LS	1	\$15,000.00
Delivery and Set Up	\$36,000.00	Classroom	6	\$216,000.00
6 classrooms at \$1,000/mo. per classroom*	\$6,000.00	Month	14	\$84,000.00
Removal and Restoration	\$16,000.00	Classroom	6	\$96,000.00
				<b>\$471,000.00</b>

Ottison School (for grades 4th and 5th)	Cost per Unit	Unit of Measurement	Quantity	Subtotal
On-Site construction	\$150.00	SF	450	\$67,500.00
Utility Connections (power, telecom, P/A, sprinkler, alarm, etc.)	\$30,000.00	LS	1	\$30,000.00
Chair Lift (approx. 8' rise)	\$20,000.00	LS	1	\$20,000.00
Parking lot paving (Approx. 230' x 70' = 16,100 sf)	\$10.00	SF	16,100	\$161,000.00
Delivery and Set Up	\$36,000.00	Classroom	6	\$216,000.00
6 classrooms at \$1,000/mo. per classroom	\$6,000.00	Month	48	\$288,000.00
Removal and Restoration	\$16,000.00	Classroom	6	\$96,000.00
				<b>\$878,500.00</b>

Modular Classrooms Subtotal:	\$1,834,800.00
Owner's Administrative Expenses	\$2,500.00
Printing and Advertising	\$1,500.00
A/E Design and RFP Documents (assume 5%)	\$91,740.00
Project Contingency (assume 3%)	\$55,044.00
<b>Total Project Cost:</b>	<b>\$1,985,584.00</b>

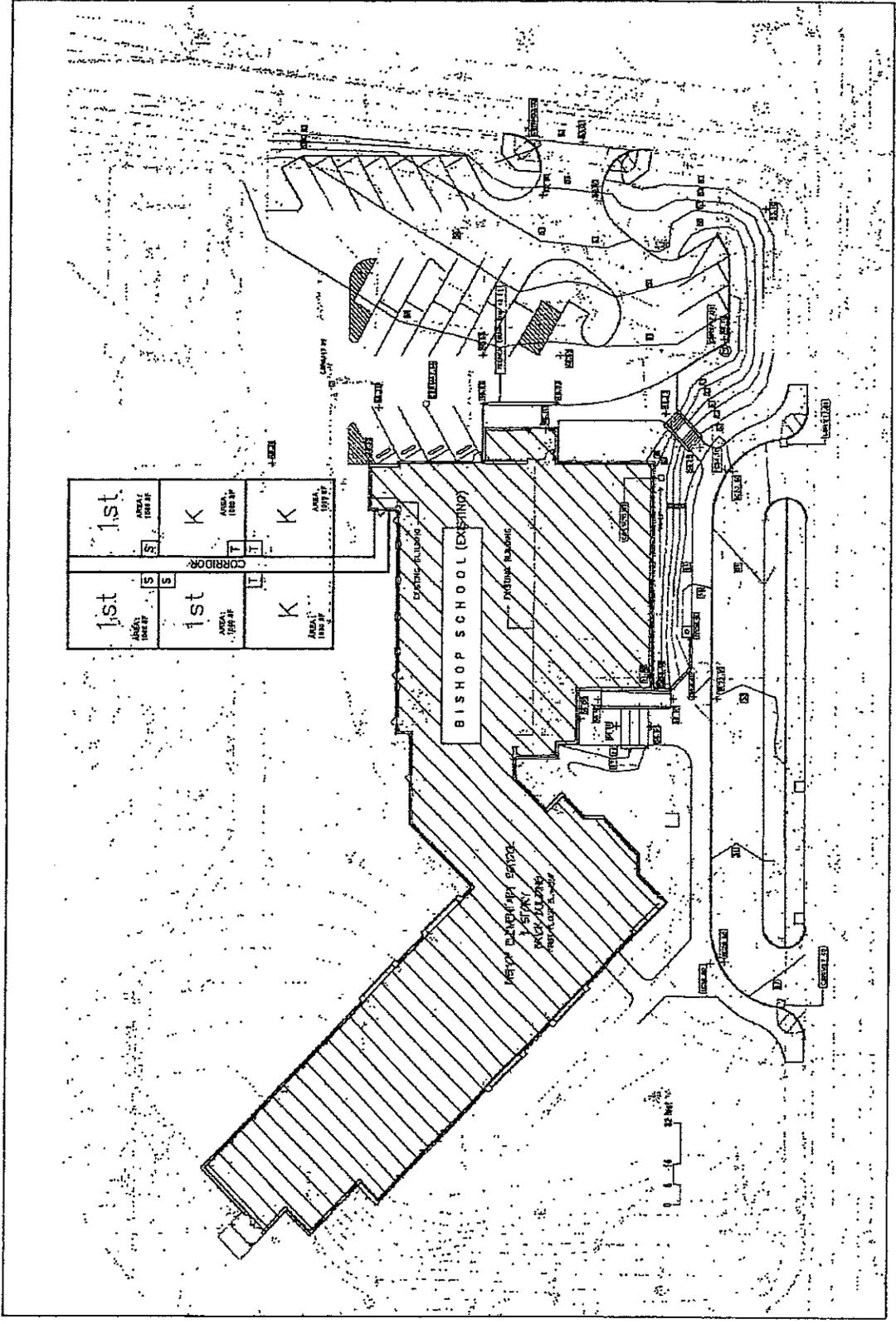
\* 6 classrooms are the worst scenario for test fit purpose. If one or more classroom becomes available in the existing building, the number of modular classroom may be reduced.



**Bishop  
Elementary  
School**  
Arlington,  
Massachusetts

Temporary  
Building  
Study

Jan. 16, 2015

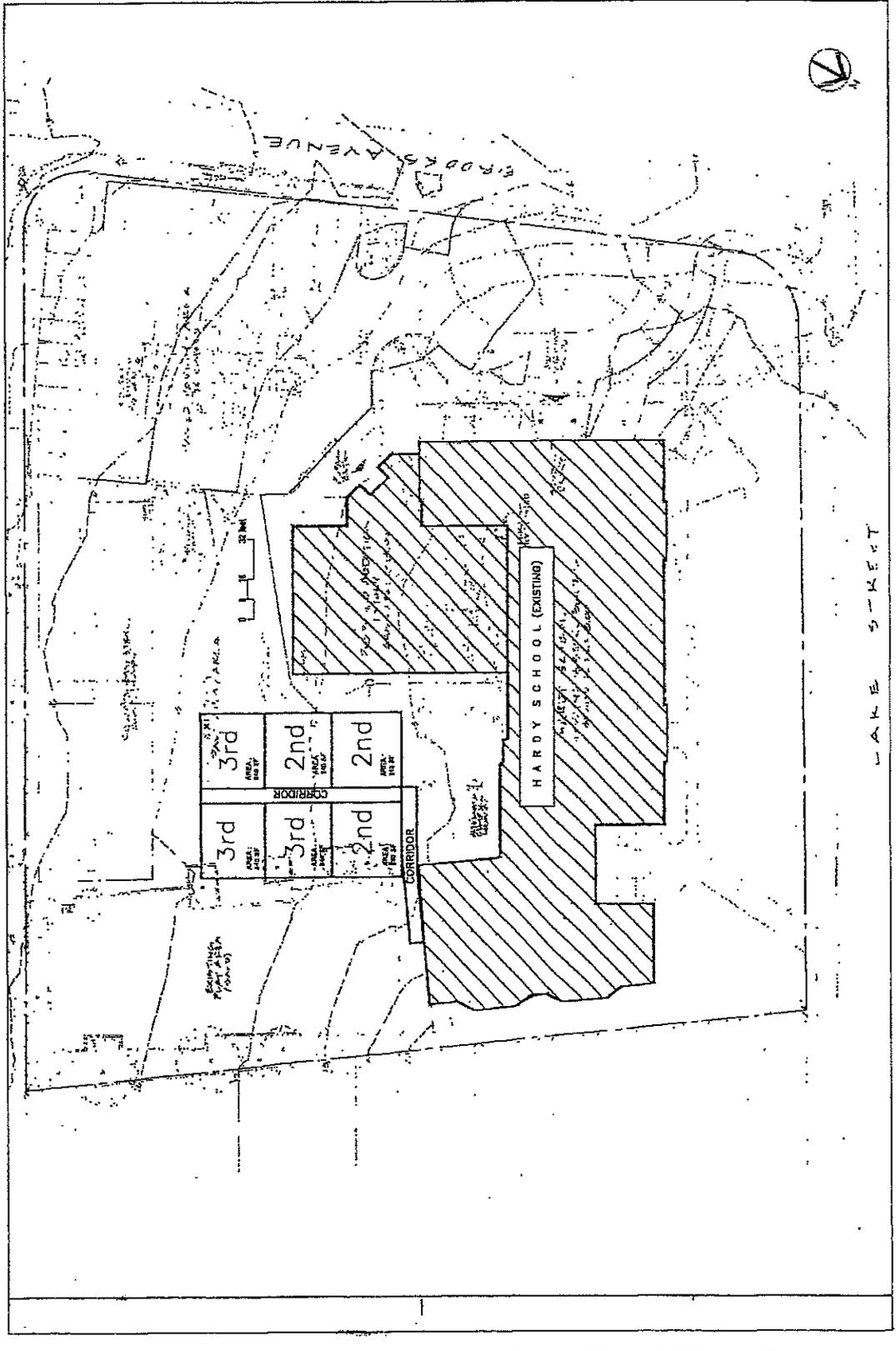




**Hardy  
Elementary  
School**  
Arlington,  
Massachusetts

Temporary  
Building  
Study

Jan. 16, 2015

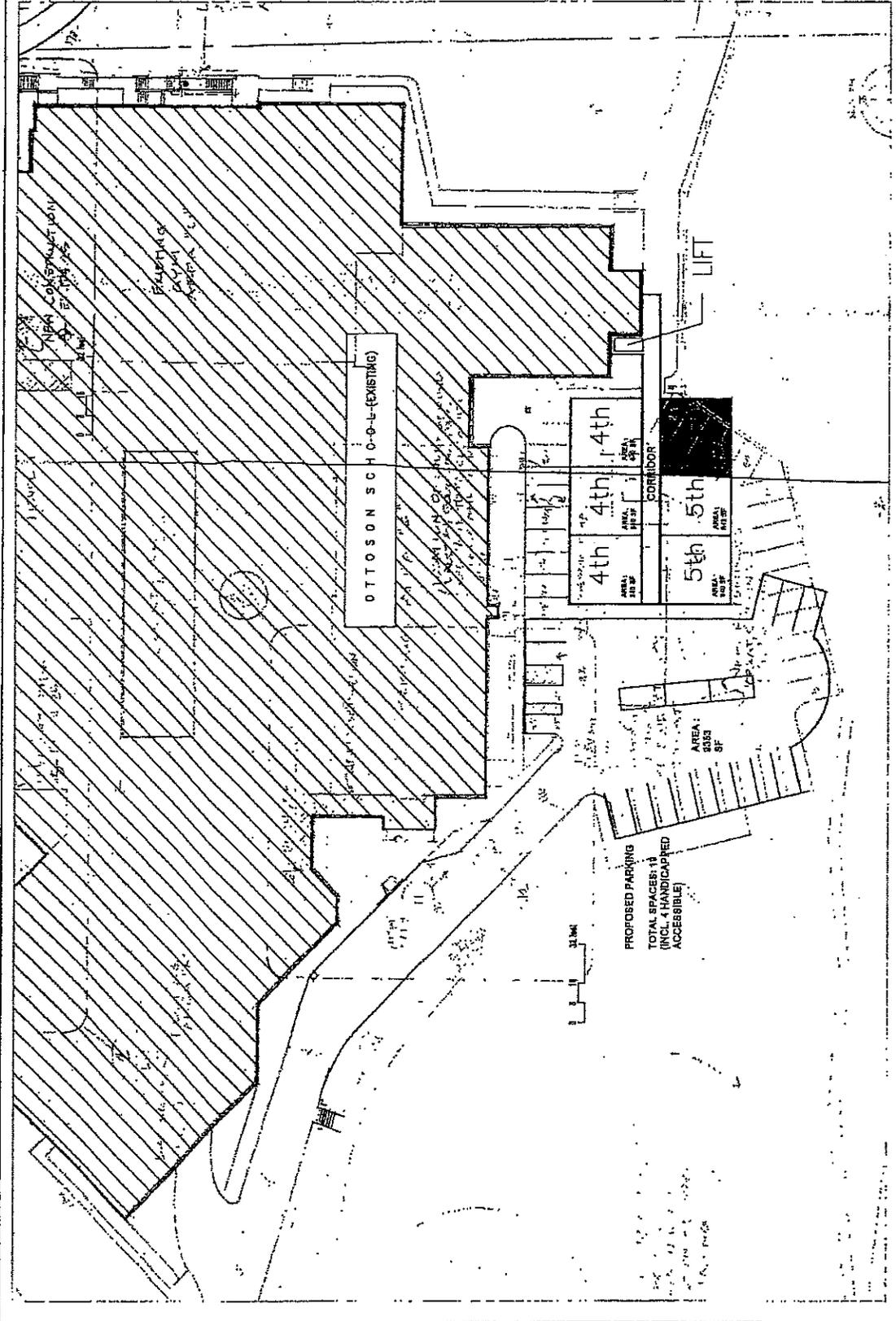




Ottoson  
Middle  
School  
Amherst,  
Massachusetts

Temporary  
Building  
Study

Jan. 16, 2015





**Ottoson Middle School**  
 Arlington, Massachusetts

Temporary Building Study

Jan. 16, 2015

