

REQUEST FOR DESIGNER SERVICES (RFS)

Town of Arlington MA Arlington Public Schools

Arlington High School

August 23, 2017

Invitation: The Town of Arlington (“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 Arlington High School in Arlington 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 ***\$112,500,000 to \$150,000,000*** 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:

Arlington High School, located at 869 Massachusetts Avenue, is a large complex (nearly 400,000 square feet) centrally located in the community on a four acre site. Its main façade fronts onto Massachusetts Avenue, set back from the road by a green space with mature trees. At the rear of the complex are several athletic fields (baseball, softball, football, and track and field). Although the building is not a registered Historic Building the Town of Arlington has taken great care to recognize its historical significance on the main thoroughfare in Town.

Although there are no other structures, there are other programs that occupy the high school beyond those that serve the high school directly. There are town offices, including facilities and custodial offices, Arlington's inclusion preschool program, the school district's administrative offices, and the LABBB Collaborative Program. All told the approximate square footage usage is as follows:

Uses other than high school uses include:

Town Use 6,800 SF

School/Town Facilities 4,600 SF

Pre-School Program 16,600 SF

School District Use (includes METCO Program) 9-12th grades 16,700 SF

LABBB Collaborative Program 9,900 SF

Community/ School Storage 10,300 SF

Arlington High School is a sprawling complex that has been built up over the past century. The original 6 story building, now Fusco House, was built in 1914, and now houses classrooms as well as "The Pit," Old Hall and some offices. The steepled Main Office section was added in 1938, as was Collomb House. These now house the science labs, classrooms, the media center and part of the preschool. Lowe Auditorium, the Blue Gym, the offices and cafeteria, and Downs House (also containing classrooms) were all built in the 1960's. The Red Gym and the Links Building (with some special education classrooms) were part of the only significant renovation of the buildings. This renovation started in the late 1970's and was completed in 1981. It also included some window upgrades and space reconfiguration.

Given the age of the buildings, Arlington has focused on keeping the buildings safe and secure for students and faculty. However, addressing areas of concern is an ongoing and ultimately losing process, particularly with exterior masonry. Many systems have reached the end of their useful life, and are due for major repairs or replacement.

Issues for the existing school include:

- Mechanical system failure
- Outdated electrical system, including outdated and energy wasteful lighting fixtures
- Outdated and inefficient plumbing system and fixtures
- Water infiltration issues
- Security issues
- Inadequately sized science labs
- Improved functionality of classrooms
- Additional classrooms for enrollment growth
- High school programs currently housed outside the high school
- Need for technology and audio/visual system upgrades including PA system, simulcast ability, telephones throughout the school, sound systems at Auditorium and Gymnasium, and Auditorium/Stage lighting.
- Hazardous material abatement
- Roof replacement
- Exterior door replacement and tie-in to the security alarm system
- Exterior window replacement

- Finishes upgrade and replacement including: flooring (abate and remove remaining vinyl asbestos tile, ceiling treatment, wall surfaces, fixed casework, teaching surfaces and athletic room and corridor lockers
- Accessibility upgrades throughout
- Three new elevators

There are also several site-related environmental issues that would impact any potential project:

1. Underground culverted stream (Mill Brook) running west to east at rear of AHS complex.
Peirce Athletic Field built over heavy metal waste site. Site was contained and is beneath a barrier.
2. Evidence of perchloroethylene (PCE) contamination* of groundwater near and/or under AHS complex.

Additional information can be found at the following link:

<http://public.dep.state.ma.us/fileviewer/Default.aspx?formdataid=0&documentid=195869>

The Links Building is elevated, with no insulation beneath. In other parts of the facility, there are gaps around the windows, which are unable to be caulked effectively and allow air infiltration. The older windows damaged exterior doors and uninsulated brick masonry throughout the complex combine to create a very inefficient thermal envelope. This leads to problems with climate control inside the school, as well as high heating bills. Exterior walls are not seismically reinforced to conform to current codes.

During heavy wind and rain events there is moisture penetration throughout the building envelope. This is addressed first by buckets in halls during the event, and when the event is over, facilities staff search for the source of water and attempt to address it, although it is not always possible to find exact source. Issues associated with water penetration will likely worsen over time.

The layout of the building and the configuration cause large challenges for the educational goals of the school. Over 27% of core classes (ELA, Math, History, Foreign Language) have 25 or more students. Because of scheduling and staffing constraints, larger classes cannot always be located in larger classrooms, so they are held in classrooms too small for the number of students.

The odd shapes, physical obstructions and small square footage of classrooms require desks to be placed close together, so students can see the board, which makes it difficult for students to be seated. Over the years, spaces have been repurposed, re-invented, re-configured, expanded, and divided. Of all the general classrooms in the high school, only 23% meet the minimum of this guideline. Further, the majority of the specialty classrooms do not meet the guidelines. Science rooms are greatly undersized; the average room is 1,000 square feet; per the guidelines the rooms should be 1,440 square feet and this is with an assumed maximum enrollment of 23 students per class; 40% of science classes exceed 23 students, with many classes in the range of 28-30. In the case of the Science program, the undersized rooms are more than crowded, they are unsafe. Science lab experiments require space and free circulation to ensure safe procedures; the high school labs do not have enough space to provide this. The only way to alleviate the overcrowding within the current science classrooms is to provide additional classrooms.

In addition to the undersized spaces causing overcrowding difficulties, there are many classrooms with physical obstructions that hinder the ability of the teachers to teach and the students to learn. There are large columns in six classrooms, another four classrooms have been divided (out of necessity) into irregular shapes, meaning that students cannot see the front marker board and the teacher cannot see some students. A classroom was divided into two, but it is not acoustically separated, making teaching and learning difficult in the two areas. These conditions inhibit different modes of teaching and learning.

As a result of a collaborative analysis with the MSBA of enrollment needs for the proposed project, the Town of Arlington acknowledges and agrees that the design of preliminary options which may be evaluated as part of the feasibility study for the proposed project shall be based on a design enrollment of 1,635 students in grades 9-12.

B. Project Goals and General Scope:

On or about April 2015, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for the Arlington 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 February 15, 2017 Board of Directors meeting, the MSBA 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 an approved Project.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the Arlington 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, 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 buildings on the Arlington High School site including any hazardous materials.
- Provide design alternatives for renovation, addition/renovation and new construction options for high school to meet educational specification 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
- 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
- A Zero Net Energy Building (ZNEB) including designing to the future possibility of operating without fossil fuels
- CM-at-Risk Delivery Method.
- Experience with constrained and/or occupied building sites in an urban environment.
- 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, A/V program and equipment, educational consultants, any specialty consultants for sustainable design (LEED-S/NE-CHPS), Zero Net Energy Building (ZNEB), 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.

D. Project Phases and Work Plan:

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 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 **76 weeks** as follows:

Preliminary Program through Final Design Program	32	weeks
Schematic Design Phase	44	weeks
Design Development through 100% CD	TBD	
Bidding	TBD	
Construction Administration Phase	TBD	weeks

**Estimated Total Duration
(Exclusive of Completion Phase)**

TBD weeks

The durations for the Bidding and Construction Administration Phases are estimates only. 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	<u>2</u>	Execution of a contract with the Owner
• Preliminary Program	<u>4</u>	Execution of a contract with the Owner
• Development of Alternatives	<u>6</u>	Execution of a contract with the Owner
• Preliminary Evaluation of Alternatives	<u>6</u>	Approval of Alternatives
• Final Evaluation of Alternatives	<u>5</u>	Approval of Preliminary Evaluation
• Recommendation of Preferred Solution	<u>4</u>	Approval of Final Evaluation
• Final Design Program	<u>5</u>	Approval of Preferred Solution
• Schematic Design	<u>12</u>	Approval of the Final Design Program
• Design Development	<u>TBD</u>	Approval of the Schematic Design
• 60% Construction Documents	<u>TBD</u>	Approval of Design Development
• 100% Construction Documents	<u>TBD</u>	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 7C, Section 44, employing a Massachusetts registered architect responsible for and being in control of the services to be provided pursuant to the Contract.
2. The Massachusetts registered architect responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program seminar

“Certification for School Project Designers and Owner’s Project Managers” as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and must maintain certification by completing the “Recertification for School Project Designers and Owner’s Project Managers” seminar every three years thereafter. Proof of recertification or registration in the next recertification seminar for which space is available must be provided.

3. Pursuant to M.G.L. Chapter 7C, Section 6, the Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO). The amount of participation that shall be reserved for such enterprises shall not be less than seventeen and nine tenths percent (17.9%) of the design contract price for combined minority business enterprises and women-owned business enterprises. Applicants must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal.

F. Selection Criteria:

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

1. *Architecture*
2. *Educational Programming*
3. *Civil Engineering*
4. *Landscape Architecture*
5. *Structural Engineering*
6. *Fire Protection Engineering*
7. *Plumbing Engineering*
8. *HVAC Engineering*
9. *Electrical/Lighting*
10. *Data/Communications*
11. *Environmental Permitting*
12. *Geotechnical Engineering*
13. *Geoenvironmental Engineering*
14. *Hazardous Materials*
15. *Cost Estimating*
16. *Kitchen/Food Service Consultant*
17. *Laboratory Consultant*
18. *Acoustical Consultant*
19. *Specifications Consultant*
20. *Library/Media*
21. *Technology Consultant/Audio Visual Consultant*
22. *Theatrical Consultant*
23. *Sustainable/Green Design/Renewable Energy Consultant including Zero Net Energy Building (ZNEB) design*
24. *Code Consultant*
25. *Accessibility Consultant*
26. *Traffic Consultant*
27. *Furniture, Fixtures and Equipment Consultant*

- 28. *Site Surveying*
- 29. *Security Consultant*
- 30. *Historic Preservation*
- 31. *Licensed Site Professionals (LSP)*
- 32. *Exterior Envelop Specialist*

*** 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, projects that have worked on together and the percentage of time they are available to work on this project.
7. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
8. Additional criteria that the MSBA Designer Selection Panel considers relevant to the project.

G. Proposal requirements

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

1. Applicants must have an up-to-date Master File Brochure on file at the Massachusetts School Building Authority.
2. Applications shall be on “[Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction \(Updated July 2016\)](#)” as developed by the Designer Selection Board of the Commonwealth of Massachusetts. Applications (one original, twenty (20) hard copies, and two (2) digital copies in PDF format on separate compact disks or flash drives) must be received on or before 1:00 PM, September 12, 2017. 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 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:

Domenic R. Lanzillotti, Purchasing Officer
730 Massachusetts Avenue
781-316-3003
dlanzillotti@town.arlington.ma.us

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

Arlington High School Project
“Name of Applicant”

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

Domenic R. Lanzillotti, Purchasing Officer
730 Massachusetts Avenue
781-316-3003
dlanzillotti@town.arlington.ma.us

H. Pre-Proposal Meeting

All interested parties should attend a briefing session at Arlington High School, 869 Massachusetts Ave, Arlington, MA 02476 scheduled for **August 30, 2017 at 3:00 PM.**

I. Withdrawal

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

J. Public Record

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

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

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

L. Rejection of Responses, Modification of RFS

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

ATTACHMENTS:

Attachment A: Statement of Interest

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

Designer Services Contract Amendment for Design/Bid/Build
(http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/DBB%20v_02_25.pdf)

Designer Services Contract Amendment for CM-at-Risk
(http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/CM-R%20v_02_25.pdf)

Attachment C: Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)
(<http://www.mass.gov/anf/docs/dsb/forms/citiestownsapplication2014.doc>)

Attachment D: Required Certifications MCPPO Certificate: School Project Designers

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

End of Request for Designer Services