## REQUEST FOR DESIGNER SERVICES (RFS)

# Minuteman Regional Vocational Technical School District

For

Minuteman Regional Vocational Technical School

## January 2, 2013

**Overview:** Minuteman Regional Vocational Technical School District ("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 Minuteman Regional Vocational Technical School in Lexington, Massachusetts ("Project"). 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.

**Proposal Due Date:**

Sealed Responses to the Requests for Services for Designer Services must be received before noon by **12:00 pm** (Eastern Standard Time) on **January 18, 2013** to be considered. Proposals are to be delivered in person or by certified/express mail to Minuteman Regional Vocational Technical School. Proposals submitted by fax or by electronic mail will not be considered.

**Deliver Proposals to:**

Kristopher Luoto, Business Office Manager
Building Project Procurement Administrator
Minuteman Regional Vocational Technical School
758 Marrett Rd. Lexington, MA 02421
Phone Number 781-861-6500 x 241

**Hours of Operation:**
Monday through Friday: 8:00am – 4:30pm

**Pre-Proposal Meeting Schedule**

All interested parties should attend the briefing session scheduled for **Wednesday, January 10, 2013** at **2:45pm** at the **Minuteman Regional Vocational Technical School** located at 758 Marrett Road in Lexington at front entrance of High School. Parking is available adjacent to the School.

# REQUEST FOR DESIGNER SERVICES (RFS)

**Invitation**: The Minuteman Regional Vocational Technical School District ("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 Minuteman Regional Vocational Technical School in Lexington, 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 approved Project may include a renovation of the existing school, a renovation of and addition to the existing school and/or new construction of a High School**.**

The estimated construction budget for a potential Project may range from ***$30,000,000 to $60,000,000*** 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 7, Section 40N, the Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO) formerly known as 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 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:

Minuteman Regional Vocational Technical School District consists of 16 member towns (Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston). The Study Enrollment Certification calls for the Feasibility Study to consider design alternatives for a Grade 9-12 enrollment of 435 students from member districts only and 800 from member and non-member districts. The School District also currently serves 125 post graduate students in 5 dedicated post-secondary programs for adult learners.

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Minuteman currently provides educational services in 21 vocational program areas. In addition, Minuteman also provides education in all the traditional academic programs. Through a challenging, integrated curriculum students develop the academic, vocational, and technical skills necessary to be productive members of a global community. Minuteman is committed to preparing all students for success and developing workforce training in alignment with our 'six indicators': Job Growth, Living Wage, Interest, Emerging Technology, Training 'Supply', and strategic Partnerships. Minuteman is unique in its ability to offer high skill, high wage occupational preparation in traditional trade areas as well as high tech programs in biotechnology, robotics and environmental sciences.

Minuteman's facilities can no longer keep pace with the instructional and program needs of our community. For any technical school, it is imperative that they maintain a current facility and curriculum. Minuteman facilities must be updated so as to support current needs and be flexible enough to meet the future ones too. The current conditions of the facility are an obstruction to delivering a high performance technical education and developing an adequate workforce. Minuteman is a community regional education resource effective in developing secondary students, and (re)training the existing workforce for the local and regional economy.

The approximately 330,000 sf core structure was built in the early 1970's under a design concept known as the Open School. The exterior wall is jumbo masonry brick veneer with airspace and insulated cavity space with backup CMU wall assembly. The interior finish is either painted, furring with painted gypsum board, or wall-mounted acoustical panels. There is no air and vapor barrier indicated in the wall construction does not comply with current code-mandated minimum performance standards. The exterior wall envelope is insulated metal panel with continuous single pane glazing on the upper portion of the exterior walls. The metal panel is acting as the air and vapor barrier. This wall construction does not comply with current code-mandated minimum performance standards.

Glazing throughout is 1" tinted single pane insulated glazing set in a non-thermally broken aluminum frame (Curtain wall type system). These windows are original to the 1974 building and the frames do not comply with current code-mandated minimum performance standards. This allows for rapid heat gain in the warmer months and heat loss during the cooler months. Many of the windows have gaps allowing excessive air infiltration due to failed neoprene gaskets.

Roof: The current roof consists of a 23 year-old PVC membrane on top of 2 ½" rigid insulation set on a vapor barrier (on the warm-in-winter side) and this entire system is fastened to 4 ½" of pitched light weight concrete over a 1½" metal deck. Complaints of the constant need of repairs were noted. The skylights are failing and most are covered with transparent material fastened to the curbs.

Walls: Known problems with the exterior walls are that they do not meet current code standards for required continuous R-values and location of air/ vapor barrier. Also there are many stress cracks throughout the facility allowing additional air infiltration, most notably in the stair towers. In addition, there are expansion joints where the caulk has failed leaving more such opportunities. Air infiltration can equal heat loss or gain depending on the season. Furthermore, field cut holes to install supplemental heating/cooling units are not sealed properly adding to the problem.

Surroundings: Wetlands are a major feature on and off the school property. A pond, southwest of the High school building and surrounded by an abandoned ropes course, fluctuates according to season, sometimes inundating adjacent play field and paths. The numerous wetlands may also indicate a high ground water table in many areas of the site.

Vehicular Access: Most of the paved roadways appear to be old with the exception of the conference center parking lot. Numerous repairs and patches are apparent. Roadway and parking lot paving is in fair to poor condition. Pavement is crumbling around catch basins and drainage manholes.

Pedestrian Access: There are no walks on the east or northeast side of the school. Most of these walks are in need of replacement, as they have cracked and been sealed repeatedly. Curb cuts that would allow ADA access from the school to the athletic field are lacking along those 6 existing sidewalk paths that are separated by curbs from the adjacent roadways. Accessible paths and viewing areas are lacking to all of the athletic fields and associated bleachers.

Outdoor Athletic Facilities**:** Due to the flatness of the school site and the extensive wetland systems on and around the site, numerous athletic facilities are inundated with water during the spring and other wet times during the year, rendering the fields and courts unusable. There does not appear to be any type of drainage, either surface or subsurface, for the football field. The track synthetic surface has worn off. These bleachers have been condemned due to rotting footboards and no risers, as well as other structural reasons. There is evidence that portions of this path are submerged under water during the year. These fields have no lighting.

Utilities: School building is serviced by electricity, cable, telephone, domestic water and sewer, natural gas and propane. The sewer system is a combination of force main and gravity and is maintained and operated by the District. The system also supports the Minuteman National Monument Visitor Center and the Cranberry Hill Office Building.

## B. Project Goals and General Scope:

On or about 11/12/2008 (revised February 15, 2009), the Owner submitted a Statement of Interest (Attachment A) to the MSBA for Minuteman Regional Vocational Technical 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 June 6, 2012 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 Minuteman Regional Vocational Technical School, Attachment A

The School was built in the 1970's under the open classroom design with minimum windows model of the 70's, the facility lacks sufficient natural light, acoustical separation, power and data distribution and communications infrastructure needed to support modern, project-based, comprehensive technical education. It has been adapted in many areas based upon the changing vocational market needs over the years. The building currently consists of approximately 330,000 square feet, and is in need of renovation consisting of ADA compliance, full roof replacement, relocation/redesign of current shop areas, updating of science lab areas and fire alarm/suppression systems as well as many other infrastructure systems that have outlived their intended useful life. The District did complete an ESCO project within the last three years to replace the boilers, smoke stack, switch gear and chiller.

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, MA-CHPS or LEED-S scorecard, outline specifications, cost estimates, project schedule and proposed total project budget

Project objectives under consideration by the Owner include:

- The Feasibility Study may include an evaluation of new construction on various sites
- Identification of 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; Swing space would be an issue if the ultimate solution is a renovation or addition/renovation at the current site. It would not be an issue if the ultimate decision is to build a new School at a new location as the students could remain in their current location until the new school is built.
- Provide learning environments designed for current and future educational programs with appropriate lighting, work space, noise controls, and ventilation
- Develop a design that is high in quality, energy efficient, cost-effective, and meets the needs of the educational program.
- Develop a design that conforms to the Massachusetts High Performance Green Schools Guidelines (MA-CHPS or LEED for Schools Guidelines);
- Conduct an educational visioning study and develop the educational specifications, alternative conceptual designs, and construction phasing plans
- Ensure that the School meets the Massachusetts Architectural Access Board requirements and ADA regulations
- Develop accurate and complete cost estimates, including life cycle costs of operating the school as it relates to future operational and capital budgets
- Identify community concerns that may impact study options, including septic disposal, conservation and environmental considerations
- Determine the merits of whether to proceed with the CM-at-Risk Delivery Method
- Consider enrollment size for building of 435 students and 800 students, based on member town enrollment only in addition to current enrollment of member and non member students.
- School to serve as a regional and national model for career and workforce education by achieving sustainable results through the use of strategies that focus on providing innovative, data driven, best-practices.
- “Right-size” CTE educational programming based upon a comprehensive analysis of the “Six Indicators” described in our strategic planning process.
- Support a professional learning community that cultivates a less centralized, bureaucratic management model in favor of a highly adaptable, site-based model that targets core resources on measurable gains in student learning.
- Provide new and emerging career and technical training opportunities by strengthening the role, size, and function of CTE Advisory Committees so that faculty within each occupational cluster become partners with business and industry leaders to plan for lifelong learning that supports the career paths of all learners.
- Increase productivity and cost-effectiveness by providing a balance of academic environments and applied learning laboratories and shop areas that mirror the workplace and facilitate current instructional technologies.
- Utilize the latest “Green” technologies, strategies, materials and approaches to create an integrated heating, cooling and ventilation system that delivers both superior air quality and occupant comfort minimizing energy consumption and resulting in significant improvements in the teaching and learning environments supporting a professional learning community.
- Correct flawed design flow approaches and provide students and the general public with an experience that creates and nurtures a desire for a continuing partnership with a 21st Century career and technical education training center.

- Give students and member communities the opportunity to safely participate in physical education activities by making long-overdue improvements to Minuteman's fields (both existing and needed), track, tennis courts, parking areas, traffic patterns (both pedestrian and vehicular).

  These options may include but are not limited to the feasibility of potentially:

  1. Renovating the existing School for member districts only (435 students)
  2. Renovation/Addition to the School for member districts only as appropriate for Minuteman's projected school population needs going forward (435
  1. students)
  2. An analysis of building a new School for member districts (435 students)
  3. Renovating the existing School for member districts and non-member districts (up to 800 students)
  4. Renovation/Addition to the School for member districts and non-member districts appropriate for Minuteman's projected school population needs going forward (up to 800 students)
  5. An analysis of building a new School for member districts and non-member districts (up to 800 students)

Study Enrollment Certification calls for the Feasibility Study to consider design alternatives for:

1. Minuteman Regional Vocational Technical School (member districts only)
   (Grades: 9-12 / 435 Students)

2. Minuteman Regional Vocational Technical School (member and non-member districts)
   (Grades: 9-12 / 800 Students)

Note: ***(see attached - MSBA Enrollment Projections Letter dated )***

## C. Scope of Services:

The required scope of services is set forth in the MSBA's standard Contract for Designer Services (Contract), a copy of which is attached hereto and incorporated herein by reference. If the Owner decides to proceed with the Project beyond the Schematic Design Phase and when the project delivery method is decided (Design/Bid/Build or Construction Manager at Risk), the Contract will be amended accordingly. Copies of Designer Services Contract Amendments for Design/Bid/Build and Construction Manager at Risk are also attached hereto and incorporated herein by reference. Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services as amended and this RFS including all investigative work (to the extent provided for in the Contract), feasibility study, schematic design, and, at the Owner's option, design work, preparation of construction documents, bidding period administration, construction administration, and other related work reasonably inferred in the opinion of the Owner and the Authority as being necessary to meet the project's stated scope and goals.

This RFS will be appended to and become part of the Contract for Designer Services. Any Designer selected as a result of this RFS will be required to execute the Contract for Designer Services and applicable amendment that are attached hereto.

Basic Services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, architecture, civil, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning and landscape architecture, basic environmental permitting, graphics, lighting design, acoustics, data and communication, educational consultants, any

specialty consultants for sustainable design (LEED/MA-CHPS), laboratory, library/media center and kitchen space, code consultants, accessibility, energy evaluations, detailed cost estimates; preparation of construction documents; bidding and administering the Construction Contract Documents and other design and consulting services incidental and required to fulfill the project goals. Please refer to the Contract and amendments for a complete summary of Basic Services.

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

## 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 ***40 weeks*** as follows:

***(The District should provide the estimated schedule for the preliminary program and the schematic design phase based on the project specifics.)***

| | | |
|---|---|---|
| **Preliminary Program through Final Design Program** | ***26*** | weeks |
| **Schematic Design Phase** | ***14*** | weeks |
| **Design Development through 100% CD** | ***TBD*** | |
| **Bidding** | ***TBD*** | |
| **Construction Administration Phase** | ***TBD*** | weeks |
| **Estimated Total Duration (Exclusive of Completion Phase)** | ***TBD*** | **weeks** |

**These projected dates are estimates only and are subject to change with the approval of the MSBA.**

**Feasibility Study Schedule - Exhibit C:**

- Projected MSBA Board Approval to move to Schematic Design: 9/10/2013
- Completion of Feasibility Study including Schematic Design/Final Program: 11/20/2013
- Project Scope and Budget Conference/Execution of Project Scope and Budget Agreement: 1/20/2014
- Projected MSBA Board Approval: 3/20/2014

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.

| | **Within/Weeks** | |
|---|---|---|
| • **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** | ***6*** | Execution of a contract with the Owner |
| • **Preliminary Evaluation of Alternatives** | ***4*** | Approval of Alternatives |
| • **Final Evaluation of Alternatives** | ***4*** | Approval of Preliminary Evaluation |
| • **Recommendation of Preferred Solution** | ***2*** | Approval of Final Evaluation |
| • **Final Design Program** | ***4*** | Approval of Preferred Solution |
| • **Schematic Design** | ***14*** | 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 Supplier Diversity Office (SDO) formerly known as 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 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. ***Environmental Permitting***
3. ***Hazardous Materials***
4. ***Civil Engineering***
5. ***Structural Engineering***
6. ***Landscape Architecture***
7. ***Fire Protection Engineering***
8. ***Plumbing Engineering***
9. ***HVAC Engineering***
10. ***Electrical Engineering***
11. ***Data/Communications Consultant***
12. ***Food Service Consultant***
13. ***Laboratory Consultant***
14. ***Acoustical Consultant***
15. ***Specifications Consultant***
16. ***Library/Media Consultant***
17. ***Theatrical Consultant***
18. ***Sustainable/Green Design/Renewable Energy Consultant***
19. ***Cost Estimating***
20. ***Accessibility Consultant***
21. ***Traffic Consultant***
22. ***Furniture, Fixtures and Equipment Consultant***
23. ***Code Consultant***
24. ***Security Consultant***
25. ***Educational Programming Consultant***

**** N.B. –**

**Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).**

**The members of the team for each of the categories of work listed above must be identified including the firm's name, individual's name and professional registration or license number, as applicable, as well as whether the firm is SDO certified as an MBE and/or WBE.**

**Failure to address <u>each</u> category may result in the elimination of the applicant from consideration on this project.**

**Applicants should not list any consultants other than those for the categories of work listed above.**

**The minority and women-owned business enterprises must be selected to perform services addressing the categories of work listed above or be assigned to tasks required under Basic Services**

**as specifically set forth in the Contract for Designer Services as amended. Consultants other than those proposed for the categories of work listed above or required to perform Basic Services may not be used for purposes of meeting M/WBE requirements. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the application form).**

The Owner and Designer Selection Panel will consider the following additional criteria in evaluating proposals:

1. Prior similar experience best illustrating current qualifications for the specific project.
2. Past performance of the firm, if any with regard to public, private, DOE-funded, and MSBA funded projects across the Commonwealth, with respect to:
    a. Quality of project design.
    b. Quality, clarity, completeness and accuracy of plans and contract documents.
    c. Ability to meet established program requirements within allotted budget.
    d. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
    e. Coordination and management of consultants.
    f. Working relationship with contractors, subcontractors, local awarding authority and MSBA staff and local officials.
3. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
4. The identity and qualifications of the consultants who will work on the project.
5. The financial stability of the firm.
6. The qualifications of the personnel to be assigned to the project.
7. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
8. Additional criteria that the MSBA Designer Selection Panel considers relevant to the project.

## G. Proposal requirements

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

**1. Applicants must have an up-to-date Master File Brochure on file at the Massachusetts School Building Authority.**

**2.** Applications shall be on "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2011)" as developed by the Designer Selection Board of the Commonwealth of Massachusetts (http://www.mass.gov/anf/docs/dcam/dlforms/dsb/designer-municp-app-11-7-11.doc). **Applications (one original, twenty (20) hard copies, and two (2) digital copies in PDF format on separate compact disks) must be received on or before 12:00PM, January 18, 2012.** 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:

| | |
|---|---|
| Name | Kristopher Luoto, Business Office Manager<br>Building Project Procurement Administrator |
| Address | Minuteman Regional Vocational Technical School<br>758 Marrett Rd. Lexington, MA 02421 |
| Phone Number | 781-861-6500 x 241 |

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

**"Designer Services for Minuteman Regional Vocational Technical School"** and "Name of Applicant"

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

| | |
|---|---|
| Name | Kristopher Luoto, Business Office Manager<br>Building Project Procurement Administrator |
| Address | Minuteman Regional Vocational Technical School<br>758 Marrett Rd. Lexington, MA 02421 |
| Phone Number | 781-861-6500 x 241 |

## H. Pre-Proposal Meeting

All interested parties should attend a briefing session at Minuteman Regional Vocational Technical School scheduled for January 10th at 2:45PM

## I. Withdrawal

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

## J. Public Record

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

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

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

## L. Rejection of Responses, Modification of RFS

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

## M. Additional Information:

Attachment A: Statement of Interest SOI-Minuteman Regional Vocational Technical School

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 2011)
*(http://www.mass.gov/anf/docs/dcam/dlforms/dsb/designer-municp-app-11-7-11.doc)*

Attachment D: Certifications

Certificate of Authority – Corporate

Attestation (Taxation)

Certificate of Non-Collusion

Attachment E: MSBA's Designer Selection Panel's Procedures
*(http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/DSP/DSP_Procedures_june_2011.pdf)*

**OTHER:**

MSBA Enrollment Certification Letter dated October 2011

Minuteman Regional Vocational Technical School: Existing Facility Evaluation dated May 1, 2012

Minuteman Structural Evaluation 2012 with MMHF Seismic Evaluation Addendum

Copy of Capital Requirements – Building Kaestle Boos

**End of Request for Designer Services**