

REQUEST FOR OWNER’S PROJECT MANAGEMENT SERVICES (“OPM RFS”)

1. Introduction

The Greater Fall River Vocational School District (“Owner”) is seeking the services of a qualified OPM “Owner’s Project Manager” as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for the design, construction, addition to and /or renovation of the Diman Regional Vocational Technical High School (“School”) in Fall River, Massachusetts (“Project”).

The Owner is requesting the services of an OPM to represent the Owner during the feasibility study and schematic design phases of the project initially. Subject to the approval of the Project by the Massachusetts School Building Authority (the “MSBA”) and further subject to continued funding authorized by the Regional District as described in the Regional Agreement, the contract between the Owner and the Owner’s Project Manager may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project. A potential approved Project may include a renovation of the existing School, a renovation and addition of the existing School and/or new construction. The estimated total project costs of an approved potential Project may range from \$50,000,000 to \$300,000,000 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 Board of Directors.

2. Background

The Greater Fall River Vocational School District consists of four member communities (Fall River, Somerset, Swansea, and Westport) and is located at 251 Stonehaven Road, Fall River, MA 02723 and currently serves approximately 1400 students in grades 9-12. The School District also currently serves 125 postgraduate students in three dedicated post-secondary programs (LPN, Electricity & Plumbing) for adult learners.

Diman Regional Vocational Technical High School (“Diman Regional”) currently provides educational services in 18 vocational program areas. In addition, Diman Regional also provides education in all the traditional academic programs.

The School Building Committee (“SBC”) is composed of the approved categories of representation as identified by the MSBA. In addition, the SBC members include alumni, selectmen, and town managers from the District’s four member communities, demonstrating the broad range of stakeholders engaged in this Feasibility Study.

3. Project Description, Objectives and Scope of Services

On or about March 2017, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for Diman Regional Vocational Technical 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 June 26, 2019 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 Diman Regional Vocational Technical High School, Attachment A. The intended outcomes of the study will determine whether Greater Fall River needs a remodel, addition, or rebuild. At the current moment, assistance is needed to resolve issues dealing with overcrowding in classrooms and technical areas, hallway and evacuation concerns, and safety concerns in common areas such as the student cafeteria.

Diman Regional first opened its doors to students in 1968. The original school had 12 Chapter 74 programs and 6 post-graduate programs. In the past 49 years, the building has been adapted in many areas based upon the changing vocational market needs. Such changes have resulted in the current configuration of eighteen Chapter 74 programs and three post-secondary programs (LPN, Electricity and Plumbing). The current high school is made up of a single structure. Sections of the building consist of two stories while other parts are single story. In the 1980's, a wing was added to the original footprint of the school. This allowed for the expansion of several technical programs and theory classrooms.

Of the eighteen vocational programs at Diman Regional, only Machine Tool Technology has sufficient space to meet DESE's minimum recommended requirements for the number of students in the program. Of the remaining seventeen programs, square foot shortages range from 300 to 5,000 square feet.

To emphasize this point, please see examples below:

- The Heating, Air-conditioning, Ventilation, and Refrigeration program (HVACR) has approximately 75 square feet per student, which is 125 square feet short of the per student recommendation by DESE.
- Health Assisting has approximately 31 square feet per student, which is 94 square feet short of the per student recommendation by DESE. Continuity of instruction is interrupted by physical limitations inherent in using classrooms as shops.
- Dental Assisting affords 84 square feet per student, which is 41 square feet short of the per student recommendation by DESE.
- Business Technology allows for 43 square feet per student, which is 67 square feet short of the per student recommendation by DESE.

The Health Assisting, Dental Assisting and Business Technology programs are critically inadequate in meeting the demand of students for these programs. This is particularly troubling as the District is unable to provide equity of educational opportunity for its female population. Only 19% of the school's female population will have enrollment opportunities for these programs. Efforts to mitigate this gender-inequality through additional vocational programs have been stymied by the physical limitations of our existing plant.

Numerous academic STEM/STEAM course offerings are not available to Diman Regional students due to the physical limitations of the plant. For example, the District's science programs cannot provide the laboratory research or clinical learning milieu to prepare students for post-secondary success. This is particularly true relative to laboratory curriculum that is severely limited to safety, space and practical limitations. In addition, the District has no ability to offer students courses in music or art as a result of the limits inherent in our building. Further, the ability to meet our students' social and emotional learning ("SEL") needs continues to be problematic as spaces for counseling, social group activities and other aspects of a strong SEL program is being denied our students.

Potential respondents are asked to review the Owner's SOI in the attachments section of this document.

The initial building was 275,000 square feet and served approximately 750 male high school students. Female enrollment at Diman commenced in 1973.

The following grade configurations may be evaluated as a part of the feasibility study for the Diman Regional Vocational Technical High School:

Enrollment for Grades 9-12 as Currently Configured	Enrollment for Grades 9-12 with Proposed Expansion of Chapter 74 Programming	Enrollment for Grades 9-12 with Expansion of Chapter 74 Programming
1,400 students	1,645 students	Between 1,400 - 1,645 students

Sixteen thousand (16,000) square feet of additional classroom and shop space was added in 1989. A separate 4,000 square foot building serving the Practical Nursing Program was added in 2009 allowing for additional instructional space for grades 9-12 in the main building. The girls' locker room was expanded in 2013 to accommodate the growing female athlete population and attempt to provide gender equity in sports offerings. The building currently consists of approximately 293,000 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. To this end, many technical and academic programs cannot provide students with equitable educational opportunities to counterparts in more modern facilities. Several of the Owners technical areas need additional space to offer students new competencies. Over the last few decades, Chapter 74 programs have updated frameworks, curricula scopes, and teaching sequences. With the limited space available to the current school, faculty members do not have adequate space to conduct appropriate project based learning opportunities for students. Additionally, academic frameworks have also been updated in the areas of mathematics and ELA. Antiquated classrooms and inadequate space takes away from potential cooperative learning and research opportunities for faculty and students alike.

The following conditions adversely impact the ability of the District to renovate, build, or deliver the District's desired educational program/curriculum:

- *The current building is plagued by asbestos-containing building materials; i.e. spray-on asbestos, tiles and mastic, wall and ceiling coverings, etc.;
- *The lack of verticality access for students with disabilities creates a safety concern in the event of a multi-hazard event;
- *The current structure of the building, particularly in the STEM shop and laboratory areas, are not suitable for industry standard instruction and has become functionally obsolescent and creates a distinct educational disadvantage for students of the district;
- *The inability to address an obsolescent heating and air handling system creates a bifurcated temperature milieu that result in sub-standard learning environments for students and teachers alike. Additionally, air quality suffers as a result of poor mechanical air exchange leading to increased illness for building inhabitants.

The ability to be "green" is non-existent at Diman Regional due to the inability to place solar panels on the compromised roof structure that will not support additional weight. Additionally, the District currently uses No. 4 oil that is burned in 1967 oil-fired boilers, resulting in a dirty footprint and inefficient heating source that results in exorbitant energy costs.

Furthermore, the building does not have adequate storage to support the programs and requires pods or out of building storage that is costly and hazardous during inclement weather. Security issues continue to be a major concern for the administration. Most shops do not have air conditioning and require ventilation through open doors and windows. Additionally, programs that serve the public cannot be isolated from the building proper and as a result, create an unsafe environment. Also, the ability to provide community service through our vocational programs is severely limited by the physical structure of the vocational programs as they currently exist.

The brick facade of the building is in critical need of re-pointing as gaps in the mortar have resulted in moisture penetration adding to the unhealthy learning environment.

Project Objectives under consideration by the Owner include:

- Serve as a model for career and workforce education by achieving sustainable results using strategies that focus on providing innovative, data driven, best-practices;
- Support a professional learning community that cultivates a less rigid management model in favor of a highly adaptable model that targets gains in student learning;
- Increase productivity and cost-effectiveness by providing a balance of academic environments and applied learning laboratories and technical areas that mirror the workplace and facilitate current instructional technologies;
- Correct faulty 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 state of the art career and technical education training center;
- Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System;
- Give students and member communities the opportunity to safely participate in physical education activities by making long-overdue improvements and additions to Diman's fields (both existing and needed), track, tennis courts, parking areas, and traffic patterns.
- 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;
- Identification of alternative sites;
- Life cycle costs of operating the School as it relates to future operational budgets;
- CM-at-Risk Delivery Method.

The required scope of services is set forth in the MSBA's standard contract for Owner's Project Management Services (Contract), a copy of which is attached hereto and incorporated by reference herein. 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 CM-at-Risk), the contract will be amended accordingly. Copies of Owner's Project Management Contract Amendments for Design/Bid/Build and CM-at-Risk are also attached hereto and are incorporated herein by reference. The work is divided into the Project Phases as listed in Attachment A of the Contract. The durations of the Phases shown below are estimates only, based on the Owner's experience. Actual durations may vary depending upon the Project agreed upon by the Owner and the MSBA. The total duration of the Contract is estimated as follows:

- | | |
|---|--------------|
| 1. Feasibility Study/Schematic Design Phase; | 20-24 months |
| 2. Design Development/Construction Documents/Bidding Phase; | 10-12 months |
| 3. Construction Phase. | 24 months |

4. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify that it meets the following minimum requirements. Any Response that fails to include such certification in its response, demonstrating that these criteria have been met, may be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program (the "MCPPO") as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least five years' experience in the construction and supervision of construction and design of public buildings;
- or,**
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least seven years' experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of K-12 schools in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

- 1) Past performance of the Respondent, if any, with regard to public, private, Department of Education funded and MSBA-funded school projects across the Commonwealth, as evidenced by:
 - a) **10 points** - Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions;
 - b) **10 points** - Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials.
- 2) **10 points** - Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project.
- 3) **5 points** - Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws, including knowledge and experience with CM-At-Risk Procurement methodology.
- 4) **5 points** - Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project for new construction of **400,000** square feet or renovation of **293,000** square feet; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost.
- 5) **10 points** - Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project

Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered.

- 6) **10 points** - Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants.
- 7) **5 points** - Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million.
- 8) **10 points** - Familiarity with Northeast Collaborative for High Performance Schools criteria or US Green Building Council's LEED for Schools Rating System. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., NE-CHPS or LEED-S), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for NE-CHPS or LEED-S prerequisites.
- 9) **10 points** - Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners.
- 10) **5 points** - Knowledge of the purpose and practices of the services of Building Commissioning Consultants.
- 11) **10 points** - Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract.

In order to establish a short-list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion, and such other relevant criteria as the MSBA may request. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFS, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the sub-consultants identified in the response shall take place without the prior written approval of the Owner and the MSBA.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

5. Selection Process and Selection Schedule

Process

- 1) An eight-member Selection Subcommittee of the Greater Fall River Vocational School Building Committee will review each respondent's proposal ensuring that the minimum criteria are met and rank each based on the 11 criteria noted above.
- 2) The Selection Subcommittee will rank the Responses based on the weighted evaluation criteria identified in the RFS and will short-list a minimum of three responses.
- 3) Short-listed firms will be invited to interview, which will consist of a presentation and question/answer period with the Selection Subcommittee. The Subcommittee will ensure the same questions are asked of each firm interviewed. Additionally, reference checks will be completed for all shortlisted firms.
- 4) The Owner will commence fee negotiations with the first-ranked selection.
- 5) If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.
- 6) The selected firm will be submitted to the MSBA for its approval.
- 7) The selected firm may be asked to participate in a presentation to the MSBA and/or submit additional documentation, as required by MSBA, as part of the MSBA approval process.
- 8) The Owner may re-advertise if less than three responses are received or re-advertise if fee negotiations fail. The Owner also reserves the right to revisit the next highest ranked firm and interview/check references.

The following is a tentative schedule of the selection process, subject to change at the Owner's and MSBA's discretion.

Wednesday, September 4, 2019	RFS appears in Central Register of the Commonwealth of Massachusetts and the Fall River Herald News
Wednesday, September 11, 2019	Informational meeting and site walkthrough at 8:00 a.m. on campus(251 Stonehaven Road, Fall River, MA 02723)
Friday, September 13, 2019	Last day for questions from Respondents at 4:00 p.m.
Friday, September 20, 2019	Responses due at 4 p.m.
Wednesday, September 25, 2019	Respondents short-listed
Tuesday, October 1, 2019	Interview short-listed Respondents
Friday, October 4, 2019	Negotiate with selected Respondent
Wednesday, October 9, 2019	Final selection submitted to the MSBA for review and approval
Monday, November 4, 2019	Anticipated MSBA OPM Review Panel Meeting
Monday, December 2, 2019	Anticipated execution of contract

The RFS may be obtained from:

Mrs. Deborah Kenney, Business Manager
Diman Regional Vocational Technical High School
251 Stonehaven Road, Fall River, MA 02723
dkenney@dimanregional.org – Phone: 508-678-2891 ext. 1160

or

Mrs. Lucy Thompsen, Executive Assistant to the Superintendent-Director
Diman Regional Vocational Technical High School
251 Stonehaven Road, Fall River, MA 02723
lthompsen@dimanregional.org – Phone: 508-678-2891 ext. 1930

On or after September 4, 2019.

Any questions concerning this RFS must be submitted in writing to:

Mrs. Deborah Kenney, Business Manager
Diman Regional Vocational Technical High School
251 Stonehaven Road, Fall River, MA 02723
dkenney@dimanregional.org – Phone: 508-678-2891 ext. 1160

or

Mrs. Lucy Thompsen, Executive Assistant to the Superintendent-Director
Diman Regional Vocational Technical High School
251 Stonehaven Road, Fall River, MA 02723
lthompsen@dimanregional.org – Phone: 508-678-2891 ext. 1930

By 4:00 p.m. on Friday, September 13, 2019.

Sealed Responses to the RFS for OPM services must be clearly labeled “Owner’s Project Management Services for Diman Regional Vocational Technical High School” and delivered to:

Mrs. Deborah Kenney, Business Manager
Diman Regional Vocational Technical High School
251 Stonehaven Road, Fall River, MA 02723

no later than Friday, September 20, 2019 by 4:00 p.m. The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

6. Requirements for content of response:

Submit ten (**10**) hard copies of the response to this RFS and one electronic version in PDF format on CD. All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;

- Must include the required forms in Attachment C;
- Must include all required Attachments and certifications;
- Must include the following information:

1. Cover letter shall be a maximum of two pages in length and include:

- a. An acknowledgement of any addendum issued to the RFS.
- b. An acknowledgement that the Respondent has read the RFS. Respondent shall note any exceptions to the RFS in its cover letter.
- c. An acknowledgement that the Respondent has read the Contract for Project Management Services. Respondent shall note any exceptions to the Contract for Project Management Services in its cover letter.
- d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFS to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification must be attached to the cover letter).
- e. A description of the Respondent’s organization and its history.
- f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.
- g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.

2. Selection Criteria: The response shall address the Respondent’s ability to meet the “Selection Criteria” Section including submittal of additional information as needed. The total length of the Response (including Attachment C only but excluding Attachments A, B and D) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of “12 pt” for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½” x 11” pages, double-sided.**

Certifications: Affidavit of non-collusion, tax compliance certification, certificate of non-conflict of interest, and certification of good faith.

7. Payment Schedule and Fee Explanation:

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

8. Other Provisions

A. 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.

B. 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.

C. Communications with the Owner

The Owner's Procurement Officer for this RFS is:

Mrs. Deborah Kenney, Business Manager
Diman Regional Vocational Technical High School
251 Stonehaven Road, Fall River, MA 02723
dkenney@dimanregional.org – Phone: 508-678-2891 ext. 1160

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business and must not relate to this RFS. In addition, such respondents shall not discuss this RFS with any of the Owner's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

D. Costs

Neither the Owner nor the MSBA will be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an OPM approved by the MSBA.

E. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

F. 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.

G. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

FURTHER INFORMATION

The Owner should include any additional information that is required or that may assist Respondents in responding to the RFS.

ATTACHMENTS:

Attachment A: Statement of Interest

Attachment B: Contract for Owner's Project Management Services

Attachment C: OPM Application Form – March 2017

Attachment D: Required Certifications

ATTACHMENT A
STATEMENT OF INTEREST

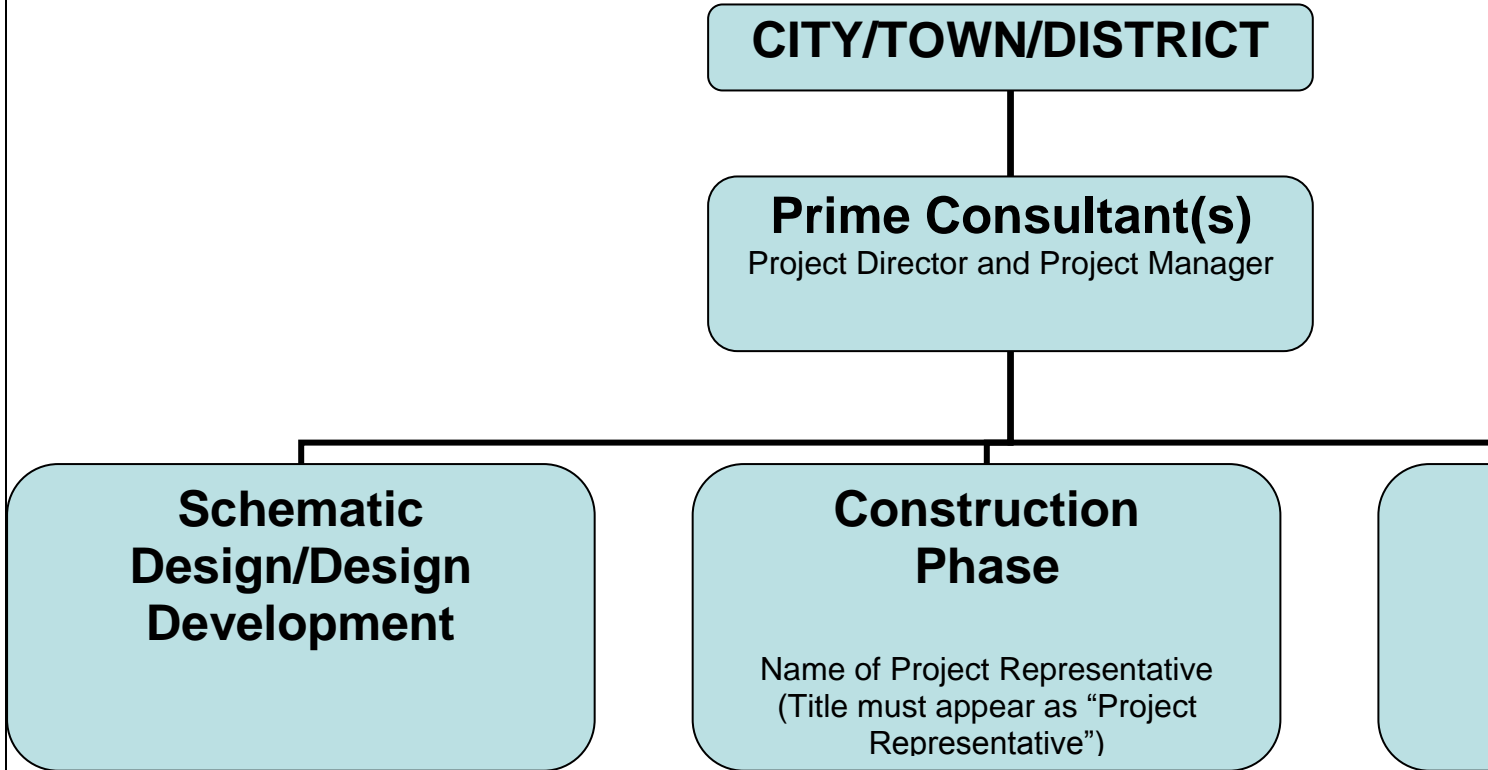
(DISTRICT TO ATTACH)

ATTACHMENT B
MSBA STANDARD CONTRACT
(Design/Bid/Build or CM-at-Risk)

Owner's Project Manager Application Form – March 2017			
1. Project Name/Location for Which Firm is Filing:			
1a. MSBA Project Number:			
2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:	2b. Name And Address Of Other Participating O Item 3a Above:		
2c. Date Present And Predecessor Firms Were Established:	2d. Name And Address Of Parent Company, If A		
2e. Federal ID #:	2f. Name of Proposed Project Director:		
3. Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Period. Indicate Both The Total Number In Each Discipline):			
Admin. Personnel _____	Cost Estimators _____	Other _____	
Architects _____	Electrical Engrs. _____	_____	
Acoustical Engrs. _____	Environmental Engrs. _____	_____	
Civil Engrs. _____	Licensed Site Profs. _____	_____	
Code Specialists _____	Mechanical Engrs. _____	_____	
Construction Inspectors _____		_____	
		Total _____	
4. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No			

5.

List **ONLY** Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Sh...
Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:



6. Brief Resume for Key Personnel ONLY as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By In Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 6a Resides:	c. Name And Address Of Office In Which Individual Identified In 6a Resides:
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Date of MCPPO Certification:	f. Date of MCPPO Certification:
g. Applicable Registrations and Certifications :	g. Applicable Registrations and Certifications :
h. Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):	h. Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):
i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):	i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):

7a Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract for Services for all Public Agencies within the Commonwealth within the past 10 years.

a. Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Project Dollar Value	d. Completion Date (Actual Or Estimate)	e. On Time (Yes Or No)	f. Original Construction Contract Value	g. Char Order
(1)						
(2)						
(3)						
(4)						
(5)						

7b. Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.

a. Project Name And Location Project Director	b. Original Project Budget	c. Final Project Budget	d. If different, provide reason(s) for variance	e. Original Project Completion	e. Actual Project Completion On Time (Yes or No)	f.
(1)						
(2)						
(3)						
(4)						
(5)						

8. **Capacity:** Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Sub-consultants. Identify projects involving the project participants identified in the response.

Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Original Project Budget	d. Current Project Budget	d. Project Completion Date	e. Current forecast completion date On Time (Yes Or No)	f. Original Construction Contract Value	g.

1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

9. References: Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.					
a.	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director
1)			5)		9)

2)		6)		10)
3)		7)		11)
4)		8)		12)

9. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS REQUESTED.**

10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this undersigned under the pains and penalties of perjury.

Submitted By
(Signature)

Printed Name And Title

Attachment D
Required Certifications (*To be developed by the Owner*)

- Tax Compliance Certification
- Non-collusion Affidavit of Bidder
- Certification of Good Faith
- Certificate of Non-Conflict of Interest