

Legal Notice
Request for Designer Services
Town of Norwood
Coakley Middle School Feasibility & Schematic Design

The Town of Norwood, Massachusetts, (“Owner”), acting through the Designer Selection Panel of the Massachusetts School Building Authority, (MSBA) is seeking the services of a qualified “Designer” within the meaning of the Massachusetts Designer Selection Law M.G.L. Chapter 7C, Sections 44 through 58 to provide Design Services for the Dr. Phillip O. Coakley Middle School Project in Norwood, Massachusetts (“Project”).

The Owner is seeking design services initially for feasibility study and schematic design as those services are detailed in the standard contract of the MSBA. The Project consists of either the construction of a new Middle School on a site to be determined, or the addition and renovation of the existing Coakley Middle School. The estimated construction cost is \$68M - \$80M. The time period for completion of feasibility study/schematic design work will be 58 weeks. The fee will be negotiated, but not to exceed \$900,000.

A pre-application conference will be held on September 16, 2020, at 11:00 A.M., via GoToMeeting. Please see below join from your computer, tablet or smartphone at: Pre-Application Conference for a designer for the Dr. Philip O. Coakley Middle School. (Will Be Recorded)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/723964733>

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 723-964-733

The pre- application meeting will be recorded and posted on the Purchasing website: purchasing.norwoodma.gov. It will also be videoed by Norwood Community Media.

The complete RFS package may be obtained on or after September 2, 2020, electronically by registering and downloading online at: <https://bids.norwoodma.gov> or by contacting Catherine Carney, Contract Administrator, Purchasing Department, Norwood Town Hall, 566 Washington Street, 3rd Floor, Norwood, MA 02062 by email at: CCarney@norwoodma.gov or (781) 762-1240, Extension 6036, between 8:00am and 4:00pm (Monday-Friday).

Sealed Applications will be received up to 11:00am on September 30, 2020, in the Town Hall mailbox, Norwood Town Hall, 566 Washington Street, 3rd Floor, Norwood, MA 02062. Applications may be mailed via the U.S. Postal Service, Fedex, UPS, or delivered to the Town Hall mailbox located beneath the Town Hall tower at the corner of Nahatan Street and Washington Street. Applications must still be delivered prior to 11:00 A.M. Call 781-762-1240, x6037 to confirm delivery.

The RFS opening will be held via GoToMeeting. Please join from your computer, tablet or smartphone at: <https://global.gotomeeting.com/join/224212245> or dial in using your phone at 1+(312) 757-3121, access code 224-212-245. The RFS opening will be recorded and posted on the Purchasing website: purchasing.norwoodma.gov. It will also be videoed by Norwood Community Media.

All questions regarding this RFS should be directed to:

CHIN Y. LIN, AIA, LEED AP
SENIOR PROJECT MANAGER
Cell: 617.510.4513
Fax: 508-589-6171
clin@compasspminc.com

Questions will be accepted until September 23, 2020 @ 4:00pm.

CONTRACT #NSD-21-02.

By: Tony Mazucco
General Manager

Central Register 9/2/2020
Norwood Record 9/3/2020

Bill To: General Manager's Office
Norwood Town Hall
P.O. Box 40
Norwood, MA 02062

REQUEST FOR DESIGNER SERVICES (RFS)

Town of Norwood, MA Norwood Public Schools

Dr. Phillip O. Coakley Middle School Project Contract #NSD-21-02

September 2, 2020

Invitation: The Town of Norwood (“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 Dr. Phillip O. Coakley Middle School in Norwood, 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 \$68,000,000 to \$80,000,000 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.

The Commonwealth's Affirmative Marketing Program (AMP) established under M.G.L. Chapter 7C, §6, and Governors' Executive Orders helps ensure that minority owned business enterprises (MBE) and women owned businesses (WBE) certified by the Massachusetts Supplier Diversity Office (SDO) have opportunities to participate on DCAMM and other public construction and design projects across the Commonwealth. DCAMM and the SDO announced a series of AMP program changes that will be in effect for state funded municipal projects advertised on or after July 1, 2020.

Applicants should subcontract with MBE and WBE, as certified by the SDO. The AMP project specific goals should be set separately, with distinct participation goals set for MBE firm participation and WBE firm participation. Districts should set the project specific MBE and WBE goals prior to advertising for design services and the individual MBE and WBE goals should clearly be set forth in this RFS. This enables participation goals for an individual project to be specifically tailored to the particular project prior to procurement and ensures the goals more accurately reflect the availability of contractors or design professionals.

The MBE and WBE 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 separate MBE and WBE participation goals. Consultants to the prime Designer can team within their disciplines in order to meet the

separate MBE and WBE participation goals but must state this relationship on the organizational chart (Section 6 of the application form). 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.

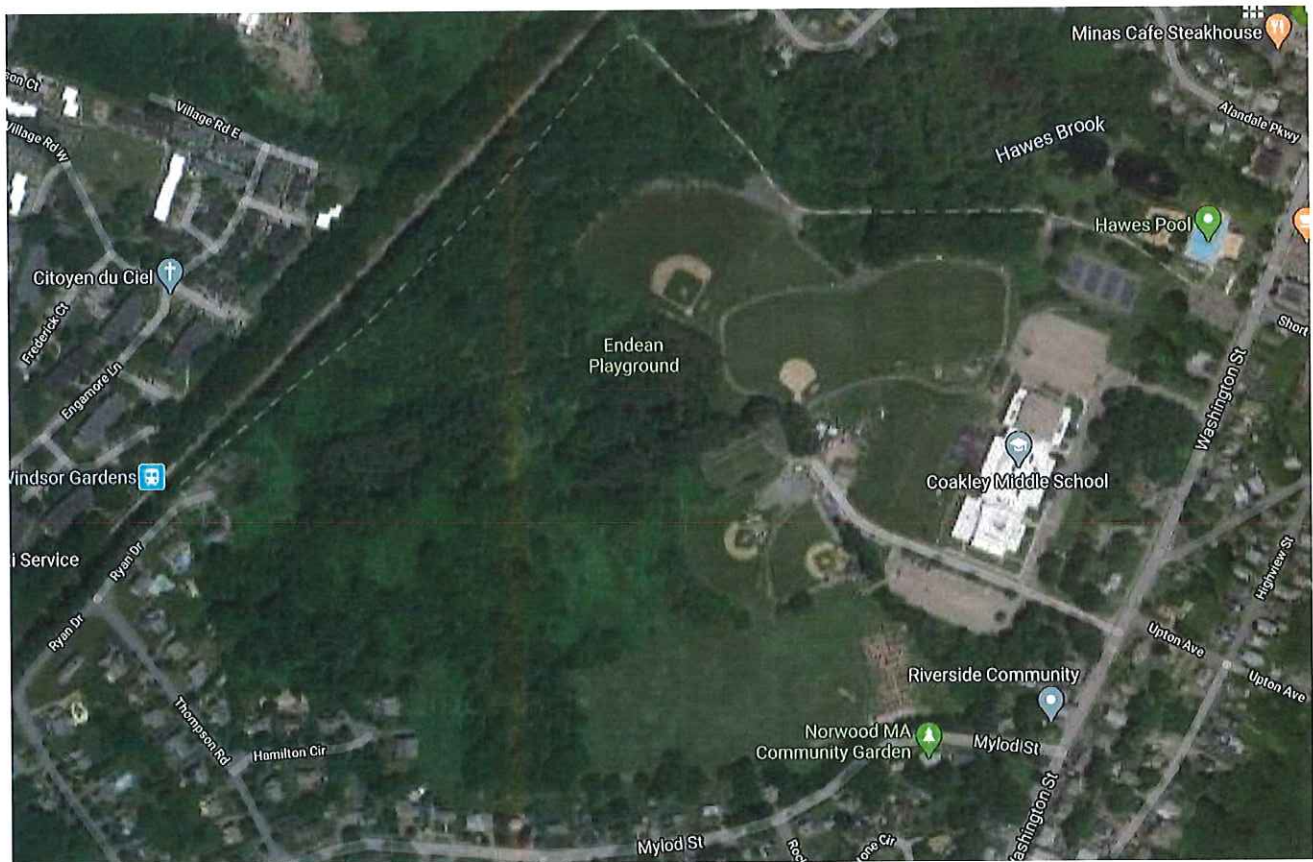
MBE and WBE Participation Goals for the Designer Services Contract:

- 1. **MBE Participation Goals: 6.6%**
- 2. **WBE Participation Goals: 15%**

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

A. Background:

The Town of Norwood is located in Norfolk county, Massachusetts, with a population of 27,284 (as of 2018). The Town has a five-member Board of Selectmen, a five-member Finance Commission, and a five-member School Committee. The Town operates under a General Manger administration. Norwood has one early learning center, five elementary schools, one middle school (Grades 6-8), and one high school (Grades 9-12).



The original Dr. Phillip O. Coakley Middle School was constructed in 1972 and is 122,000 square feet, two-story split-level facility. A total of 6,100 square feet of modular classrooms were added; four of the classrooms were added in 2005, and two of the classrooms were added in 2006. The building continues to operate on its original all-electric systems for heating. Much of the HVAC equipment is outdated and is nearing the end of its life expectancy. The roofing system was completely replaced in 2005. The exterior windows were completely

replaced in 2008. Other capital improvements include replacing the auditorium’s heating and ventilation system (2002), replacing gymnasium lighting (2009), replacing all outdoor and corridor lights with LED lights (2016, replacing the auditorium lighting control panel (2010), and adding cameras and card access systems (2008 & 2013). The Dr. Phillip O. Coakley Middle School is located at 1315 Washington Street. The entire site is 69.46+/- acres; however, most of the land consists of non-buildable conservation land. The site dedicated to the middle school is 14 acres. During the Feasibility Study Phase, the Town would like to explore other possible sites in town in addition to the current middle school site for the project. The building is surrounded by athletic playing fields and vegetation. The site includes a paved running track, four tennis courts, and outdoor pool, a playground, four baseball fields, and three soccer fields. The building has several insulation issues, including the lack of proper insulation to protect against heat loss and gain at the exterior walls, and fixed and hopper aluminum windows which were installed in 2008, but lack the energy efficiencies now available with today’s energy code standards. Most of the existing windows are inoperable. The current fire protection system does not meet NFPA requirements.

The Dr. Phillip O. Coakley Middle School does not have classrooms available for flexible instruction, nor does it have space available to accommodate interdisciplinary collaboration and instruction. Many of the classrooms are located in the center of the building, with no natural light or ventilation. The building does not support academic teams or neighborhoods, and there are no academic classroom areas for hands-on, project-based learning and instruction. Special education learning areas tend to be spaces that were originally intended for other purposes and as such are undersized, insufficient, and poorly located.

The middle school serves 765 students in Grades 6 through 8. The MSBA agreed upon study enrollment options are:

Enrollment for Grades 6-8	Enrollment for Grades 5-8
800 Students	1,070 Students

An electronic copy of the Norwood Feasibility and Long-Range Study performed by Ai3 Architects is included for information purposes as Attachment F. This study also contains information about the elementary schools in Norwood, including enrollment, site information, building size and condition, and space summary. The Norwood Enrollment Letter is included as Attachment G.

B. Project Goals and General Scope:

On or about March 23, 2018, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for Dr. Phillip O. Coakley Middle 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 13, 2020 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 Dr. Phillip O. Coakley Middle 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, Northeast Collaborative for High Performance Schools (NE-CHPS) or US Green Building Council's LEED for Schools Rating System (LEED-S) scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

Project Objectives under consideration by the Owner include:

- 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;
- Life cycle costs of operating the School as it relates to future operational budgets;
- Northeast Collaborative for High Performance School (NE-CHPS) criteria or US Green Building Council's LEED for School (LEED-S) Rating System
- CM-at-Risk Delivery Method
- Review of elementary school space requirements for possible restructuring/reconfiguration of middle school to grades 5-8

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-S/NE-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 Schedule:

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 milestone dates listed below are estimates only. Actual dates 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 will not, in and of themselves, constitute a justification for an increased Fee for Basic Services.

<u>Milestone</u>	<u>Projected Date</u>
Designer Contract Executed	November 2020
MSBA Board of Directors Meeting – Preferred Schematic Report Approval.....	August 2021
MSBA Board of Directors Meeting - Project Scope and Budget Approval.....	February 2022
Feasibility Study Agreement expiration.....	August 14, 2022
Local Project Funding Authorization	April 2022
Construction Start.....	March 2023
Substantial Completion of Construction	July 2024
Move-In	August 2024

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 (“MCPPO”) 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. Applicants shall subcontract with MBEs and WBEs, as certified by the SDO. Applicants must include a reasonable representation of both MBE and WBE firms that meet or exceed the MBE and WBE participation goals established by the District for this Project.

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*
24. *Code Consultant*
25. *Accessibility Consultant*
26. *Traffic Consultant*
27. *Furniture, Fixtures and Equipment Consultant*
28. *Site Surveying*
29. *Security 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 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.
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 11:00 A.M. on Wednesday, September 30, 2020. Applications must be completed using no smaller than the same font size as in the application (10 font Arial Narrow). Applications should be printed double-sided and spiral bound on the left short edge, landscape orientation, in order that the pages lie and remain flat when opened. Applications should not be provided with acetate covers. The Norwood Town Hall building is closed due to COVID-19. Applications are to be mailed via the U.S. Postal Service, Fedex, UPS, or delivered to the Town Hall mailbox located beneath the Town Hall tower at the corner of Nahatan Street and Washington Street. Applications shall be delivered prior to 11:00 A.M on the day of the application opening. Call 781-762-1240, x106 or x107 to confirm delivery. The proposal opening will be recorded and posted on the Purchasing website:

purchasing.norwoodma.gov. It will also be videotaped by Norwood Community Media. GoToMeeting information is as follows:

RFS Designer Services Feasibility Study - Coakley Middle School
Wed, Sep 30, 2020 11:00 AM - 12:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/224212245>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (312) 757-3121
- One-touch: tel:+13127573121,,224212245#

Access Code: 224-212-245

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<https://global.gotomeeting.com/install/224212245>

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. Electronic links to supplemental information are prohibited.**
5. Applications shall be addressed to:

Catherine A. Carney, MCPPO
Contract Administrator
Town of Norwood
566 Washington Street, 3rd Floor
Norwood, MA 02062
781-762-1240 x107
781-278-3015 (fax)

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

Dr. Phillip O. Coakley Middle School
"Name of Applicant"

7. All questions regarding this RFS should be addressed exclusively in writing, via email, no later than 4:00 PM on September 23, 2020 to:

CHIN Y. LIN, AIA, LEED AP
SENIOR PROJECT MANAGER

Cell: 617.510.4513
Fax: 508-589-6171
clin@compassminc.com

H. Pre-Proposal Meeting

All interested parties should attend an on-line briefing session on Wednesday, September 16, 2020 at 11:00 AM. via GoToMeeting

Pre-Application Meeting Designer Services Feasibility Study - Coakley Middle School
Wed, Sep 16, 2020 11:00 AM - 12:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/723964733>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (408) 650-3123
- One-touch: tel:+14086503123,,723964733#

Access Code: 723-964-733

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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](#)

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)
(https://www.mass.gov/files/citiestownsapplication2016_1.doc)

Attachment D: Certifications

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

Attachment F: Ai3 Feasibility and Long-Range Study

Attachment G: Coakley Middle School Enrollment Letter

End of Request for Designer Services