

REQUEST FOR DESIGNER SERVICES (RFS)

City of Lowell, MA For Lowell High School

May 4, 2016

RFS No. : 16-91

Overview: The City of Lowell (“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 Lowell High School in Lowell, 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:

Responses to the Requests for Services for Designer Services must be received before or by **2:00 PM** (Eastern Standard Time) on **Wednesday, May 18, 2016** to be considered. Proposals are to be delivered in person or by certified/express mail to City of Lowell. Proposals submitted by fax or by electronic mail will not be considered.

Deliver Proposals to:

Chief Procurement Officer, P. Michael Vaughn
Lowell City Hall, 375 Merrimack Street, Purchasing Department, Room 60
Lowell, MA. 01852
Telephone: 978-674-4110

Hours of Operation:

Monday through Friday: 8:00am – 5:00pm

Pre-Proposal Meeting Schedule

A voluntary informational meeting and site walk-through will be held: Wednesday, May 11, 2016. The Meeting will be held at Lowell City Hall in the Mayor’s Reception Room, 2nd Floor, 375 Merrimack Street, Lowell, MA 01852, at 10:00 AM, EST/EDST with the site walk-through immediately following at Lowell High School 50 Father Morrisette Blvd., Lowell, MA.

CLARIFICATION REQUESTS

Any request for clarification must be submitted in writing (email is acceptable) to the attention of Chief Procurement Officer, P. Michael Vaughn at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852 no later than **May 12, 2016 at 5pm**.

Should the City make changes to any stipulation, requirement, or procedure, notification will be made to all Respondents in the form of written Addenda. No officer, agent, or employee of the City is authorized to amend any provision contained in this RFS, unless such amendment is issued as an Addendum and sent to all Respondents in accordance with this Section (Clarification Requests). Respondent is required to acknowledge all addenda. (Attached is addenda form).

Invitation: The City of Lowell (“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 Lowell High School in Lowell, 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 *\$114,000,000 to \$152,000,000* depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA’s Board of Directors. The Fee for Basic Services will be negotiated.

Pursuant to M.G.L. Chapter 7C, Section 6, the Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO). The amount of participation that shall be reserved for such enterprises shall not be less than seventeen and nine tenths percent (17.9%) of the contract price for combined minority business enterprises (MBE) and women-owned business enterprises (WBE). Applicants must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or do not include a reasonable amount of participation by both MBE and WBE firms to meet the combined goal, will not be considered responsive. Applications from MBE and WBE firms as prime designers are encouraged. Where the prime Designer is an SDO certified MBE or WBE, the Designer must bring a reasonable amount of participation by a firm or firms that hold the certification which is not held by the prime Designer on the project.

The minority and women-owned business enterprises must be selected from those categories of work identified in Item F of this RFS or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the application form).

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

A. Background:

Lowell, incorporated in 1826, is the fourth-largest city in the Commonwealth of Massachusetts, with an estimated population of over 108,000. The City has a total area of 14.5 square miles and eight distinct neighborhoods: the Acre, Back Central, Belvidere, Centralville, Downtown, Highlands, Pawtucketville, and South Lowell.

The City of Lowell conducted a collaborative analysis with the Massachusetts School Building Authority of enrollment projections and space capacity needs for the proposed Lowell High School Project. The City hereby acknowledges and agrees that the design shall be based on an enrollment of no more than 3,520 students in grades 9 -12. The MSBA shall determine the square feet per student space allowance and total square footage for a high school serving 3,520 students in grades 9 – 12. Lowell High School is listed on the National and State Registers of Historic Places through its inclusion within both the Lowell National Historical Park & Preservation District and the City Hall Historic District. This applies to the two buildings on Kirk Street including Colburn Hall (1892) and an addition built between 1920 -1922. The 1981 section of Lowell High School is not within either district, nor would be eligible for listing and is not historically significant. Three nearby buildings also associated with the high school, the former Lowell Trade School (1900) at 68 John Street, the Lowell High School Annex (1939) at 55 French Street as well as the powerhouse and associated smokestack on French Street are also listed on the National and State Registers of Historic Places through their inclusion within both the Lowell National Historical Park & Preservation District and the City Hall Historic District.

B. Project Goals and General Scope:

On **April 12, 2014**, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for the Lowell 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 **November 18, 2015** 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 Lowell High School. The Lowell High School facilities are comprised of multiple buildings, the original 1892 was added to in 1922 and renovated in 1971 and 1997 (minor). The 1980 facility was also renovated in 1997. These two buildings, the 1892/1922 and the 1980, are connected by two enclosed, glazed bridges which span across the canal and park below. The Freshman Academy, a completely separate structure, built in 1900, added on in 1939 and renovated in 1986 is one block away. Prevention of severe overcrowding expected to result from increased enrollments.

The Feasibility Study shall include a study of all alternatives and contain all information required by 963 CMR 2.10(8) and any other applicable rules, regulations, policies, guidelines and directives of the Authority, including, but not limited to, a final design program, space summary, budget statement for educational objectives, and a proposed total project budget. The Schematic Design shall include, but not be limited to, the information required by the Authority's Feasibility Study Guidelines, including, but not limited to, a site development plan, environmental assessment, geotechnical assessment, geotechnical analysis, code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, NE-CHPS or LEED-S scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

Project objectives under consideration by the Owner include:

- The Feasibility Study should consider the Lowell Public Schools Comprehensive Assessment – OMR Architects 2014
- Review of School Department policies and objectives
- Identification of community concerns that may impact study options

- Identification of specific milestone requirements and/or constraints of the District . e.g. Local approval and votes, classroom size, enrollment; swing space, occupancy issues; Swing space would be an issue if the ultimate solution is a renovation or addition/renovation at the current siteProvide learning environments designed for current and future educational programs with appropriate lighting, work space, noise control, and ventilation
- Develop a high-quality design, energy efficient, cost-effective, and meets the needs of the educational program
- Develop a design that conforms to the Northeast Collaborative for High Performance Schools Guidelines (NE-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
School provides career and workforce education by achieving sustainable results through the use of strategies that focus on providing innovative, data driven, best practices
- Our Pathway Programs provide opportunities for all students and their different abilities, interests and talents. Whether a student is planning to work immediately after high school, or will continue learning by attending a training program, a technical institute, a college or university, there are courses in our Pathway Programs that are right for every student.. Our Pathway Programs use an applied, hands-on/minds-on approach to learning that is connected to real-world work experiences

LHS PATHWAYS:

Air Force Junior ROTC

Business Marketing & Finance

Communications

Culinary Arts

Engineering

Fine Arts

Health & Bioscience

Public Service & Civic Engagement

Note: The only DESE Chapter 74 approved vocational technical education program at Lowell High School is Marketing.

- 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 educational training facility

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 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 **78 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	<u>35</u>	weeks
Schematic Design Phase	<u>43</u>	weeks
Design Development through 100% CD	<u>TBD</u>	
Bidding	<u>TBD</u>	
Construction Administration Phase	<u><u>TBD</u></u>	weeks

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

TBD weeks

The durations for the Bidding and Construction Administration Phases are estimates only. Actual durations may vary depending upon the agreed upon solution, the extent of required document revisions, the time required for regulatory approvals, and the construction contractor's performance.

Such variances in estimated time will not, in and of themselves, constitute a justification for an increased Fee for Basic Services, nor are they a substitute for the performance time requirements shown below.

The Designer performance times listed in the table below are requirements, not estimates. The Owner, through the Owner's Project Manager will review each submission and, if acceptable, provide notice to the Designer to proceed to the next phase.

The Designer's adherence to the performance times listed below will be part of the Owner's performance evaluation of the Designer's work, which will be conducted at the end of the Project.

	<u>Within/Weeks</u>	
• Attend a "Kick-Off" meeting	<u>2</u>	Execution of a contract with the Owner
• Preliminary Program	<u>4</u>	Execution of a contract with the Owner
• Development of Alternatives	<u>6</u>	Execution of a contract with the Owner
• Preliminary Evaluation of Alternatives	<u>4</u>	Approval of Alternatives
• Final Evaluation of Alternatives	<u>4</u>	Approval of Preliminary Evaluation
• Recommendation of Preferred Solution	<u>2</u>	Approval of Final Evaluation
• Final Design Program	<u>2</u>	Approval of Preferred Solution
• Schematic Design	<u>12</u>	Approval of the Final Design Program
• Design Development	<u>TBD</u>	Approval of the Schematic Design
• 60% Construction Documents	<u>TBD</u>	Approval of Design Development
• 100% Construction Documents	<u>TBD</u>	Approval of Design Development

E. Minimum qualifications:

Selection will be made by the MSBA Designer Selection Panel in accordance with the Authority's Designer Selection Procedures, attached hereto as Attachment E. The Respondent must certify in its cover letter that it meets the following minimum requirements. Any Respondent that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration. To be eligible for selection, the Designer must meet **all** of the following qualifications.

1. Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered **architect** responsible for and being in control of the services to be provided pursuant to the Contract.
2. The Massachusetts registered **architect** responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program seminar

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

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

F. Selection Criteria:

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

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

**** 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 \(Updated May 2014\)](#)" 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) must be received on or before 2:00 PM , _May 18, 2016.** 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 must 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 P. Michael Vaughn, Chief Procurement Officer

Address Lowell City Hall
375 Merrimack Street, Purchasing Department, Room 60
Lowell, MA 01852

Phone Number 978-674-4110

Email pmvaughn@lowellma.gov

6. Proposals must be clearly identified by marking the package or envelope with the following:
“Designer Services for Lowell High School” and “Name of Applicant”

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

Name P. Michael Vaughn, Chief Procurement Officer

Address Lowell City Hall
375 Merrimack Street, Purchasing Department, Room 60
Lowell, MA 01852

Phone Number 978-674-4110

Email pmvaughn@lowellma.gov

H. Pre-Proposal Meeting

All interested parties should attend a briefing session scheduled for Wednesday May 11, 2016 at Lowell City Hall in the Mayor's Reception Room, 2nd Floor, 375 Merrimack Street, Lowell, MA 01852, at 10:00 AM, EST/EDST with the site walk-through immediately following at Lowell High School 50 Father Morrissette Blvd., Lowell, MA.

I. Withdrawal

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

J. Public Record

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

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

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

L. Rejection of Responses, Modification of RFS

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

ATTACHMENTS:

Attachment A: Statement of Interest

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

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

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

Attachment C: Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated May 2014)
(<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/designer-selection-process/designer-selection-proc-and-evals-for-municipalities/procedures-and-apps-for-municipalities.html>)

Attachment D: Certifications

Certifications/Additional Documents Required:

1. Conflict of Interest Certification
2. Acknowledgement of Addenda
3. Affidavit of Non-Collusion
4. State and Local Requirements
5. Certificate of Authority

Attachment E: [MSBA's Designer Selection Panel's Procedures](#)
End of Request for Designer Services