

**INSTRUCTIONS FOR COMPLETING THE  
REQUEST FOR DESIGNER SERVICES**

~~This model Request For Designer Services (“RFS”) is intended for use in the procurement of a Designer by cities, towns, and regional school districts that have been invited by the Massachusetts School Building Authority (the “MSBA”) to conduct a feasibility study or that have been approved for a project by the MSBA. The MSBA Designer Selection Panel has jurisdiction over the procurement of designers, programmers and entities by cities, towns, regional school districts, and independent agricultural and technical schools seeking funding from the MSBA for public school construction projects whose estimated construction cost is anticipated to be \$5,000,000 or greater. Designer selection for public school construction projects whose estimated construction cost is less than \$5,000,000 must be conducted pursuant to Massachusetts General Laws, Chapter 7C, Section 54 by the respective city, town, regional school district or independent agricultural and technical school. A copy of the MSBA Designer Selection Panel’s Procedures is attached to this Model RFS as Attachment E.~~

~~Unless otherwise approved by the MSBA in writing, a city, town, or regional school district must use this model RFS in the procurement of a Designer in order to qualify for MSBA funding. Each city, town, and regional school district shall be responsible for inserting project and district specific information where indicated in the RFS. Although this model RFS is intended to be comprehensive in meeting the MSBA’s requirements for the procurement of a Designer, each city, town and regional school district shall be solely responsible for ensuring that its particular RFS complies with all applicable provisions of federal, state, and local law, including, but not limited to, all procurement laws. The MSBA recommends that each city, town, and regional school district have its legal counsel review its RFS to ensure that it is in compliance with all provisions of federal, state and local law prior to its publication. No addition, deletion or revision to the model RFS of any kind shall be valid unless approved in advance by the MSBA in writing. The MSBA’s approval of an RFS is solely for the purpose of determining whether the proposed RFS appears consistent with the MSBA’s guidelines and requirements for designer selection and is not for the purpose of determining whether the proposed RFS meets any legal requirements imposed by federal, state or local law, including, but not limited to, public procurement laws. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to its preparation or review of its RFS.~~

- ~~1) Each city, town and regional school district (“Owner”) shall provide the project specific information in the areas noted by italics and bold face lettering or as indicated by the shaded and text box areas.~~
- ~~2) The Owner should contact the MSBA prior to commencing completing the RFS model to discuss the use of MSBA documents and the Owner’s procurement schedule.~~
- ~~3) Prior to placing the advertisement, the Owner must submit a red-lined version of the final RFS indicating any and all additions, deletions or revisions to the model RFS for MSBA approval.~~
- ~~4) Standard attachments included with the RFS submittal do not need to be submitted as part of the red-lined version. However, any attachments added by the Owner should be included with the Owner’s red-lined version.~~

- ~~5) The Owner should allow a minimum of 10 business days for MSBA review of the RFS. Actual review time may vary.~~
- ~~6) Upon advertisement of the RFS, the Owner is responsible for sending the final RFS, all attachments and the advertisement in electronic format to the MSBA.~~
- ~~7) A copy of the final RFS and the advertisement must be submitted to the MSBA as part of the required documentation prior to the scheduled Designer Selection Panel meeting.~~

## REQUEST FOR DESIGNER SERVICES (RFS)

~~{Town}~~ ~~{City}~~ of ~~\_\_\_\_\_~~, Haverhill, MA  
Haverhill Public Schools

~~{Name of Project}~~ Dr. Albert B. Consentino Middle School

~~\_\_\_\_\_~~ March 4, 20XX2021

**Invitation:** The ~~(City/Town/Regional-District/City)~~ of ~~\_\_\_\_\_~~ Haverhill (“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. Albert B. Consentino Middle School in ~~\_\_\_\_\_~~ Haverhill, 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 ~~\$ \_\_\_\_\_~~ \$22,500,000 ~~to~~ ~~\$ \_\_\_\_\_~~ \$52,500,000 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.

*{Note that, unlike the OPM RFS which shows Project Costs, the budget information above refers to Construction Costs.}*

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: ~~{input percentage goals}~~ 6.6%
2. WBE Participation Goals: ~~{input percentage goals}~~ 15%

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

**A. Background:**

The Dr. Albert B. Consentino Middle School is one of four middle schools in the Haverhill Public School District. The District consists of 16 schools serving a PK-12 population of 8,063 students. The student race and ethnicity makeup consist of 52.4% White; 38.7% Hispanic; and 8.9% Other races/ethnicities.

~~*(Provide background information regarding the City or Town or District, School Building Committee structure, District's grade configuration, school facility inventory and/or any other information that may be helpful to understand the context of the potential project. Refer to the MSBA letter to the District regarding study/design enrollment(s) as well as the District's Enrollment Certificate for additional context.)*~~

~~*(Provide specific information regarding the identified school including, but not limited to, total square footage, site information, age of building, building conditions and problems, current grade structure and enrollment.)*~~

*Sample language:*

**A. Background:**

~~As part of the Feasibility Study, the District would like to examine consolidation of the Smith Elementary School with the Jones Elementary School. Under this potential option, the Smith Elementary School would serve the District's entire grade preK-4 enrollment.~~

~~As a result of the collaborative analysis with the Massachusetts School Building Authority of enrollment projections and space capacity needs, the Town of Enfield acknowledges and agrees that the design of alternatives that may be evaluated as part of the feasibility study for the Smith Elementary School shall be based in accordance with the following:~~

- ~~• Grades K-5 as currently configured: 480 students~~
- ~~• District-wide Grades K-5: 825 students (plus preK students)~~

~~The Town of Enfield is located on the Quabbin Reservoir in Hampshire County. A former farming and mill town, Enfield today is largely residential with the population at 12,835 in 2017. The Town has an open town meeting form of government with an elected 5 member Select Board and elected 6 member School Committee. A School Building Committee has been appointed by the Town to oversee this project.~~

~~The Enfield Public Schools consists of four schools including Enfield High School, which houses District-wide grades 9 through 12 and had an extensive renovation and addition project in 2012. The high school currently has an enrollment of 652 and also houses the District's administration offices. The Enfield Middle School was renovated almost 20 years ago and houses grades 6 through 8 with an enrollment of 527. The Smith Elementary School is a preK-Grade 5 school with an enrollment of 495 students (not including preK students). The Jones Elementary School houses grades K-4 with a current enrollment of 420 students.~~

~~The Smith Elementary School, built in 1953, is a two-story building approximately of 70,000 square feet with red brick and precast panels on the exterior, concrete foundation, and a flat roof with an EPDM membrane (replaced in three phases—1999, 2001 and 2011). The exterior wall materials are exhibiting signs of weathering and cracking. The school's windows and doors were replaced in the 1990's and are now exhibiting signs of deterioration and failure. The 25-year old boiler system was recently replaced.~~

**B. Project Goals and General Scope:**

On or about ~~(date March 13, 2018)~~, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for ~~Dr. Albert B. Consentino Middle School (Identify prioritized 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 ~~April 15, 2020~~, ~~20XX~~ 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. Albert B. Consentino Middle School. *(Identify prioritized 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.

The Dr. Albert B. Consentino Middle School currently serves about 750 students in grades 5 through 8. It is one of four middle schools in the District serving a total middle school population of approximately 2,800 students in 2019-20 (with a projected increase of up to 3,200 within next 5 years). The Dr. Albert Consentino Middle School recently served a K-8 student population with up to 1,000 students to help alleviate district-wide overcrowding. The building's primary educational spaces include: 39 Classrooms of 870 sq. ft. (inclusive of 3 science labs converted to general education use); a Cafeteria with multi-purpose stage of 6,360 sq. ft.; a Gymnasium of typical size with hardwood floor; and a Library of 3,200 sq. ft.

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As a result of collaborative analysis with the MSBA of enrollment projections and space capacity needs for the Dr. Albert B. Consentino Middle School, the design of alternatives, which may be evaluated as a part of the feasibility study for the Dr. Albert B. Consentino Middle School, shall be based in accordance with the following:

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- Enrollment for Grades 5-8 (Current Configuration): 715 students
- Enrollment for Grades 5-8 (Tilton Upper School remains in service): 985 students
- Enrollment for Grades 5-8 (Without Tilton Upper School in service): 1,080 students

The Dr. Albert B. Consentino Middle School is located at 685 Washington Street, was constructed in 1969, and sits on a parcel of land of approximately 28.16 acres. The building is primarily a single-story structure except for a two-story classroom wing on the southern side. It is a masonry and steel framed building of approximately 109,943 square feet. The exterior envelope is constructed of brick masonry with limestone detail features, with a flat PVC roof. The site's topography is flat and there are no known conditions that would impact a project at this location. The school has undergone various repairs, maintenance, and replacements during its lifespan, with more recent improvements including new windows, doors, boiler, lighting, and large sections of roofing. However, the 51 years old building has numerous structural, mechanical, and space deficiencies that need to be addressed in order for it to continue to serve Haverhill as a public school for the next fifty years.

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-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. votes, swing space, occupancy issues;
- Life cycle costs of operating the School as it relates to future operational budgets;
- Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System
- CM-at-Risk Delivery Method.

*(Some examples of objectives are shown below. These may or may not apply to this Request for Services and/or the Owner may have others.)*

- 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;*
- NE-CHPS criteria or LEED-S scorecard;*
- CM at Risk Delivery Method.*

### 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.

*The MSBA Standard Contract For Designer Services, Article 15, requires a minimum of \$2,000,000 of professional liability insurance. The Owner may determine that due to the complexity and risk factors associated with the project that a higher level of professional liability coverage may be required. If so, the Owner should identify these additional insurance requirements in the RFS. See suggested sentence:*

*In lieu of the minimum professional liability insurance specified in Article 15, the successful Respondent will be required to provide a certificate of professional liability insurance, at the time of contract execution, indicating minimum coverage in the amount of \$ \_\_\_\_\_ per occurrence, \$ \_\_\_\_\_ aggregate.*

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.

~~The Owner should identify any available studies, drawings, surveys, photographs and subsoil exploration reports of the proposed project's existing buildings and site or sites.~~

~~The Owner should identify any of the services (basic, extra or reimbursable) identified in the Contract that are NOT applicable to this Project.~~



**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 .....  | <del>mm/dd/yyyy</del> 05/28/21 | <i>Following Designer Selection Panel meeting</i>  |
| MSBA Board of Directors Meeting – Preferred Schematic Report Approval ..... | <del>mm/dd/yyyy</del> 10/28/21 |  |
| MSBA Board of Directors Meeting - Project Scope and Budget Approval .....   | <del>mm/dd/yyyy</del> 8/28/22  |  |
| Feasibility Study Agreement expiration .....                                | <del>mm/dd/yyyy</del> 10/15/21 | <i>From Section 2.2 of the FSA</i>   |
| Local Project Funding Authorization.....                                    | <del>mm/dd/yyyy</del> 11/1/21  | <i>Within 120 days of PS&amp;B Board meeting</i>   |
| Construction Start .....  | <del>mm/dd/yyyy</del> 11/1/21  | <i>Provide projected dates for each milestone to inform applicants of anticipated durations between each milestone as well as estimated duration of entire project from start to finish.</i> |
| Substantial Completion of Construction.....                                 | <del>mm/dd/yyyy</del> 12/1/21  |  |
| Move-In .....   | <del>mm/dd/yyyy</del> 1/5/22   |  |

**E. Minimum qualifications:**

***Do not add to or edit the following three 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. Regulated Building Materials Survey
16. Existing Building Conditions Surveys and Measurements
17. Cost Estimating
18. Kitchen/Food Service Consultant
19. Laboratory Consultant
20. Acoustical Consultant
21. Specifications Consultant
22. Library/Media
23. Technology Consultant/Audio Visual Consultant
24. Theatrical Consultant
25. Sustainable/Green Design/Renewable Energy Consultant
26. Code Consultant
27. Accessibility Consultant
28. Traffic Consultant
29. Furniture, Fixtures and Equipment Consultant
30. Site Surveying
31. Security Consultant
32. Industrial Hygenist
- ~~14. Hazardous Materials~~
- ~~15. Cost Estimating~~
- ~~16. Kitchen/Food Service Consultant~~
- ~~17. Laboratory Consultant~~

~~The Owner should list only those categories of work that are important to the project, and the Applicant's response should include team members for only the categories listed. Be careful what you ask for.~~

~~Failure of an Applicant to list a team member may result in elimination of the Applicant for consideration by the DSP even if that Applicant appears otherwise qualified.~~

- ~~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 following evaluation criteria, as written in this template, are specified in the MSBA Designer Selection Procedures and should not be edited here. A District's experience preferences should be described in the project Goals and General Scope section. This section should remain as in the Template.~~

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 ~~AM/PM 11:00 AM, \_\_\_\_\_, 20XX~~ April 7, 2021.** 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 number of copies to be submitted must be sufficient enough such that a minimum of 15 copies are forwarded to the MSBA.*

- 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. Proposals shall be addressed to:

Mr. Kenneth Guyette, Senior Director  
Colliers Project Leaders  
67 Hunt Street  
Agawam Corporate Center, Suite 119, Agawam, MA 01001  
413-592-0030 ext 183  
Email: [ken.guyette@colliers.com](mailto:ken.guyette@colliers.com)

*Name*  
*Address*  
*Phone Number*

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~~Email~~  
~~Fax #~~

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

~~[Name of Project]~~ Designer Services – Dr. Albert B. Consentino Middle School  
“Name of Applicant”

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

Mr. Kenneth Guyette, Senior Director  
Colliers Project Leaders  
67 Hunt Street  
Agawam Corporate Center, Suite 119, Agawam, MA 01001  
413-592-0030 ext 183  
Email: ken.guyette@colliers.com

~~Name~~  
~~Address~~  
~~Phone Number~~  
~~Email~~  
~~Fax #~~

#### **H. Pre-Proposal Meeting**

All interested parties should attend a briefing session at ~~\_\_\_\_\_~~ Dr. Albert B. Consentino Middle School scheduled for March 19, 2021 ~~\_\_\_\_\_~~, 20XX at 10:00 AM.

#### **I. Withdrawal**

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

#### **J. Public Record**

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

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

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

#### **L. Rejection of Responses, Modification of RFS**

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner’s best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services.

The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

**M. Additional Information**

*Include any additional information that is required or that may assist Respondents in responding to the RFS. If none, delete this paragraph.*

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

Attachment D: Certifications ~~(To be developed by the Owner)~~

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

**End of Request for Designer Services**