



Town of Reading Meeting Posting with Agenda

2018-07-16 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2023-08-21

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda:

Purpose: General Business

Meeting Called By: Jacquelyn LaVerde on behalf of Chair Carla Nazzaro

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

This meeting will be held in-person in the Town Hall Select Board Meeting Room and remotely via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/81489179103>

Meeting ID: 814 8917 9103

One tap mobile

+16465588656,,81489179103# US (New York)

+16465189805,,81489179103# US (New York)

Dial by your location

• +1 646 558 8656 US (New York)

• +1 646 518 9805 US (New York)

Find your local number: <https://us06web.zoom.us/u/kcaO6BQYY0>

AGENDA:

1. Call to order
2. Review Designer Selection Schedule and Process
3. Review Draft Request for Services for Designer
4. Future meeting agenda items
5. Approve prior meeting minutes

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.

**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 of Reading, MA Reading Public Schools

J. Warren Killam Elementary School September 13, 2023

Invitation: The **Town** of Reading (“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 J. Warren Killam Elementary School in Reading, 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. Upon the completion of a Feasibility Study (Module 3), and if the District’s preferred option is determined to be new construction, the District may consider participation in the MSBA Model School Program.

The District may delete the last sentence in the paragraph above if the MSBA Model School Program is not under consideration for the potential Project.

The estimated construction budget for a potential Project may range from **\$62,500,000 to \$125,000,000** 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.

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: (6.6%)**
2. **WBE Participation Goals: (15%)**

Commented [SY1]: Reading to confirm percentages, these are examples from another town.

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

A. Background:

The Town of Reading is located in Essex County, 16 miles north of Boston, with a population of 25,518 in 2020. The Town of Reading has a Select Board made up of five members elected to three-year rotating terms. The School Committee has six members elected to three-year rotating terms as well. Reading has a representative Town Meeting, consisting of 192 elected members, separated into 8 districts and elected on a rotating basis.

The Reading Public Schools has five elementary schools, two middle schools, and one high school. The K-5 enrollment of the five elementary schools for the 2019-2020 academic year was approximately 1,894 students. The limited Pre-K program is located primarily at the Reading High School with a limited number of classrooms at the J. Warren Killam Elementary School and the Wood End Elementary Schools.

Preliminary enrollment projections indicate a modest growth in enrollment to a K-5 enrollment to 2015 students by 2030. In addition, there is a current Pre-K enrollment of 120 students accommodated by six classrooms within the High School and with 6 additional Pre-K classrooms located at the Elementary Schools. There is a significant demand to increase the Pre-K enrollment, which will be limited for administrative reasons, but is anticipated to grow to at least 175 students by 2030.

The J. Warren Killam Elementary School is a single-story masonry building of 58,000 gross square feet on 7.28 acres that is primarily level. The site provides approximately 57 parking spaces and has a non-regulation

softball field as well as general play areas. There is currently a modular building on site that provides two classrooms. The site is in a residential neighborhood and is bordered by single-family residences on two sides. Access to the school is from Charles Street, which is a relatively minor neighborhood street. There is a normally closed emergency exit/access to the north onto Haverhill Street, which is part of the regional traffic pattern and connects to I-95/128. Haverhill Street is wider and has more traffic than Charles Street.

In 2019-2020, there was a K-5 enrollment of 426 students and one Pre-k classroom of approximately 15 students. Based upon enrollment projections by NESDEC (New England School Development Council) in 2019, there is a projected increase of 115 students in Reading's elementary school enrollment by 2030 across the District, 60 of which are in the J. Warren Killam Elementary School district and 33 students in the adjacent Birch Meadow Elementary School district.

Three of the five elementary schools have been renovated; Joshua Eaton (1994), Birch Meadow (1998), and Alice Barrows (2005) since they were first constructed. There are two modular classrooms at the Barrows, Birch Meadow, Eaton and J. Warren Killam Elementary Schools. The Wood End Elementary School was constructed in 2003 and opened in 2004.

All of the elementary schools, other than the Wood End Elementary School, are short on general classroom and specialized spaces due to the changes in educational programs since they were renovated. Based on a combination of current space standards, the average size of recent elementary schools, enrollment projections, and omitting the modular buildings from the district's long-term enrollment capacity there is a significant space shortage in the Town of Reading's elementary schools for grades K-5. This is further exacerbated by seeking a long-term solution that also addresses a long-term solution for the Pre-K program. The recent 2019-2020 Master Plan for the elementary schools indicated there is sufficient capacity at the middle schools and high school for the projected enrollment for grades 6-12.

There are no available town-owned sites or apparent privately-owned development sites available to site a new school.

As a result of a collaborative analysis with the MSBA of enrollment projections and space capacity needs for the proposed project at J. Warren Killam Elementary School, the Town of Reading acknowledges and agrees that the design of the proposed project at J. Warren Killam Elementary School shall be based on an enrollment of no more than 455 students in grades K-5.

The J. Warren Killam Elementary School has been well maintained with many maintenance and capital improvements. However, there has not been a significant renovation since it was constructed in 1968. There have been minor interior alterations to create additional classrooms within the original library area.

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 June 23, 2021, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for J. Warren Killam Elementary 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 March 1, 2023 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 J. Warren Killam Elementary 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;
- Confirmation of the enrollment projections performed in 2019-2020 by NESDEC
- Development and evaluation of development options for the J. Warren Killam Elementary School site. There is interest in studying options that address all of the elementary school space needs and provides a long-term solution for the Pre-K program.
- Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System
- Considerations for Net Zero Energy/ready
- Site Selection

Commented [SY2]: To add other considerations such as Net Zero and site alternatives

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.

Commented [SY3]: If insurances req are higher, need town input - procurement officer.

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.

Attachments:

- Killam School 2020 AHERA Report
- Population and Enrollment Forecast Study
- Killam Elementary School Educational Profile Questionnaire
- MSBA Design Enrollment Certification
- Elementary Schools Master Planning Report

Commented [SY4]: Incl in addendum to OPM, should be included as the base. Is there any additional info that would be helpful for the designer?

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.

Milestone	Projected Date
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Designer Contract Executed	11/22/2023
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Following Designer Selection Panel interview meeting

MSBA Board of Directors Meeting – Preferred Schematic Report Approval	Summer 2024
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MSBA Board of Directors Meeting - Project Scope and Budget Approval	Summer 2024
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Feasibility Study Agreement expiration	TBD (913 days)
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From Section 2.2 of the FSA

Commented [SY5]: Fidel - can you send over copy of signed Feasibility Study?

Local Project Funding Authorization.....	Summer 2025
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Within 120 days of PS&B Board meeting

Construction Start	mm/dd/yyyy (Spring 2027)
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Substantial Completion of Construction	mm/dd/yyyy (Summer 2029)
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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.

Move-In	mm/dd/yyyy (Fall 2029)
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Commented [SY6]: Town input needed - can leave open or target.

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.
*Please refer to M.G.L. Chapter 7C, Section 44 for the definition of Designer. In M.G.L. Chapter 7C, Section 44, "registered" means registered in the Commonwealth of Massachusetts.
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/Photovoltaic Consultant*
24. *Code Consultant*
25. *Accessibility Consultant*
26. *Traffic Consultant*
27. *Furniture, Fixtures and Equipment Consultant*
28. *Site Surveying*
29. *Security 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.

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.

**** N.B. –**

Commented [SY7]: Highlighted items we think may not be needed, please review.

Commented [SY8]: CPL added

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.

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 and (3) hard copies, and two (2) digital copies in PDF format on separate USB flash drives) must be received on or before **AM/PM, October 11, 2023** Each electronic application file submitted in response to the RFS is to be no greater than 25MB. 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. Applications must not exceed 100 pages, 50 sheets double-sided, from cover to cover. This page limitation is inclusive of the cover, cover letter, tab sheets and response to section 10 of the application. Electronic links to supplemental information are prohibited.

OPM note – Any hard copies submitted in response to this RFS are for the District's use. The cost of preparing hard copies will be considered ineligible for reimbursement by the MSBA. The MSBA encourages the District to consider the use of electronic copies.

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 section 10 of the Standard Designer Application Form.
5. Proposals shall be addressed to:

Allison Jenkins, MCPPO, Procurement Officer
16 Lowell Street, Reading MA 01867
781-942-6696
ajenkins@ci.reading.ma.us

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

J. Warren Killam Elementary School
“Name of Applicant”

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

Allison Jenkins, MCPPO, Procurement Officer
16 Lowell Street, Reading MA 01867
781-942-6696
ajenkins@ci.reading.ma.us

Commented [SY9]: CPL will reach out to MSBA on this particular requirement

Commented [SY10]: We (CPL) can be the receiver and main point of contact for the RFS and proposals if the town/MSBA prefers. Allison Jenkins was the POC during the OPM Selection.

H. Pre-Proposal Meeting

All interested parties should attend a briefing session at J. Warren Killam Elementary scheduled for September 26, 2023 at TBD 3:30 PM.

Commented [SY11]: Assuming students should be out of school by then, need school input.

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 section.

ATTACHMENTS:

Attachment A: Statement of Interest

Attachment B: [Contract for Designer Services - Base Contract for Design Bid Build or CM-at-Risk Project \(Updated January 2022\)](#)

[Designer Services Contract Amendment for Design/Bid/Build](#)

[Designer Services Contract Amendment for CM-at-Risk](#)

Designer Services Base Contract Pages 1-2 and Attachment A,C,D,E, and F (Updated January 2022)

Attachment C: Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)

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

Attachment E: MSBA Designer Selection Panel Procedures

Attachment F – J (Attachments noted in C Scope of Services):

Attachment F: Killam School 2020 AHERA Report

Attachment G: Population and Enrollment Forecast Study

Attachment H: Killam Elementary School Educational Profile Questionnaire

Attachment I: MSBA Design Enrollment Certification

Attachment J: Elementary Schools Master Planning Report

Commented [SY12]: Included in addendum to OPM, should be included as the base. Is there any additional info/attachments that would be helpful for the designer?

End of Request for Designer Services



Town of Reading Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2023-08-07

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Draft

Attendees: **Members - Present:**

Chair Carla Nazzaro, Vice Chair Karen Gately Herrick, Sarah McLaughlin (remote), Ed Ross, Greg Stepler, Pat Tompkins, Nancy Twomey

Members - Not Present:

John Coote, Kirk McCormick

Others Present:

Town Manager Fidel Maltez, School Superintendent Thomas Milaschewski (remote), Killam Principal Lindsay Fulton (remote), School Director of Finance and Operations Derek Pinto (remote), Facilities Director Joe Huggins (remote), Project Director Mike Carroll (remote), Project Manager Suzanna Yeung (remote), RMLD Integrated Resource Engineer Tom Ollila

Minutes Respectfully Submitted By: Jacquelyn LaVerde

Topics of Discussion:

This meeting was held in-person in the Town Hall Select Board meeting room and remotely via Zoom.

Call to order:

Chair Carla Nazzaro called the meeting to order at 7:00 pm.

Roll call attendance: Sarah McLaughlin (remote), Pat Tompkins, Greg Stepler, Nancy Twomey, Karen Gately Herrick, Ed Ross, Carla Nazzaro

Not present: John Coote, Kirk McCormick

School Superintendent Dr. Thomas Milaschewski introduced the new non-voting team members: Killam Elementary School Principal, Lindsay Fulton, and Director of Finance and Operations, Dr. Derek Pinto.

Introduction to OPM Project Manager, Suzanna Yeung, Colliers:

Colliers Project Director Mike Carroll introduced proposed new Project Manager, Suzanna Yeung. Ms. Yeung introduced herself, and shared her background and relevant experience with education projects at UMass Amherst, UMass Boston, and Harvard University, as well as some projects for private companies. She and Mr. Carroll are currently working together on the construction of a middle school in Haverhill.

Mr. Carroll explained the process to decide on Ms. Yeung. Colliers considered several external candidates, as well as internal candidates, and looked at availability, skillset, and understanding of the projects. Ms. Yeung's projects worked out well with timing, and geography, given her other ongoing project in Haverhill. Along with her extensive

experience with other educational projects, Mr. Carroll stated that he felt that she was a good fit for the Killam project.

Town Manager Fidel Maltez stated that he, along with the School Superintendent, Chair, and Vice Chair of the Committee had the opportunity to interview Ms. Yeung and were extremely satisfied.

Vote to Accept Suzanna Yeung as Project Manager, Colliers, for the Killam School Building Project:

On a motion by Karen Gately Herrick, seconded by Pat Tompkins, the Killam School Building Committee voted 7-0-0 to accept Suzanna Yeung of Colliers as the Project Manager for the Killam School Building project.

Roll call vote: Sarah McLaughlin – Yes, Pat Tompkins – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.

Discuss Schedule for Designer Request for Services:

Mike Carroll shared two options for schedules drafted by the MSBA. The first one is a more aggressive, expedited approach that would create a Request for Services, submit it to MSBA for review, and put it out to bid by September 13th. That would allow bid packages to come back in October for evaluation, and get the designer on board by early November. The second option gives more time in between and gets the designer on board toward the end of November.

Members expressed concern about meeting the expedited timeline. Mr. Carroll stated that there is no penalty for not meeting those proposed targets. The Committee could slip to the less aggressive schedule, and even have the discretion to take more time if needed. Though he recommended getting the designer on board as soon as possible, as they will be the ones to ask the more pointed questions, and home in on what is needed in the new building. Town Manager Fidel Maltez stated that he was in favor of the more aggressive timeline, as it is helpful to work towards a deadline. The consensus of the Committee was in favor of the more aggressive timeline with having the option to fall back on the less aggressive timeline.

Mr. Carroll stated that he and Ms. Yeung will draft a schedule for the Committee's review at the next meeting.

Introduction to Tom Ollila, RMLD:

Tom Ollila, Integrated Resource Engineer with RMLD introduced himself to the Committee. He explained that a big part of his job is working with customers to either expand their electrical service to meet their needs, or find way to save them money with equipment upgrades and enhancements. On behalf of Reading Light, he thanked the Committee for inviting them to be part of this project, as it is a great opportunity to do it right the first time by designing and building a school that is more efficient, more cost effective, less carbon emitting, and better for the climate. He will work with the designers during the design process to come up with the best options for the school and town.

Discuss OPM Kick-Off Meeting:

Carla Nazzaro reviewed the discussion from the last meeting of having a subcommittee to work on the design selection process. Colliers has come up with some questions, and answers to those questions will help define the RFS. The OPM kick-off meeting is scheduled for Wednesday, August 9th, and members of the subcommittee will be asked to attend.

Mr. Carroll provided an overview of the selection process. The subcommittee will meet with the OPM to help shape the RFS. The OPM will then draft the RFS for review by the Committee, then for review by the MSBA. The subcommittee will interview the respondents, then the full Committee will rank them and make recommendations to the MSBA. Members of the Committee will be part of the MSBA Designer Selection Board.

Discuss and Vote on a Design Selection Sub-Committee:

Carla Nazzaro asked Committee members who would be interested in serving on the Design Selection Subcommittee. Following discussion, Karen Gately Herrick, Carla Nazzaro, Ed Ross, and Nancy Twomey volunteered.

On a motion by Karen Gately Herrick, seconded by Greg Stepler, the Killam School Building Committee voted 7-0-0 to create a Designer Selection Subcommittee with the following members: Nancy Twomey, Ed Ross, Karen Gately Herrick, and Carla Nazzaro.

Roll call vote: Sarah McLaughlin – Yes, Pat Tompkins – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.

Future meeting agenda items:

The next meeting is scheduled for Monday, August 21st. At that meeting, the Committee will have a preview of the draft Request for Designer Services.

Approve prior meeting minutes:

On a motion by Karen Gately Herrick, seconded by Greg Stepler, the Killam School Building Committee voted 7-0-0 to accept the meeting minutes of July 17, 2023.

Roll call vote: Sarah McLaughlin – Yes, Pat Tompkins – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.

On a motion by Pat Tompkins, seconded by Karen Gately Herrick, the Killam School Building Committee voted 7-0-0 to adjourn at 7:42 pm.

Roll call vote: Sarah McLaughlin – Yes, Pat Tompkins – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.