



# LINCOLN PUBLIC SCHOOLS

## Request For Qualifications For Design Services Hartwell Building Roof Replacement

### 1) AWARDING AUTHORITY

Lincoln Public Schools Committee on behalf of the Town of Lincoln.

### 2) SCOPE OF DESIGNER SERVICES

The Lincoln Public Schools is seeking Architectural/Engineering proposals to study options and develop plans, technical specifications and estimates to replace the entire roof, associated flashing and details on its Hartwell building located at 6 Ballfield Road in Lincoln, MA. 01773.

### 3) EXISTING CONDITION

The existing Hartwell roof was installed in 1988, it is an EDPM rubber membrane roof system. The roof has been applied over a 3" T & G decking and a similar amount (+/-) of insulation.

The existing roof has 49 skylights, 6 exhaust fans, 13 penetrations for vents along with 8 downspouts connected to an integral gutter system. This roof has had reported leaks in a variety of locations including skylights, flashings, roof membrane and roof seams over the past 6 years. In addition, all flashing, weather stripping, mechanical penetrations, roof drains and associated roofing components are of the same age. The area of this roof is approximately 18,000 square feet. See attached informational plans.

### 4) SERVICES REQUIRED

The architectural/engineering design proposal shall be based on providing the following:

- A. A detailed evaluation of the existing roof, flashing and roof decking to determine its status and its ability to accept a new roof.
- B. Develop all required technical specifications and drawings to remove existing roofing materials, inspect and prepare roof decking and related components to accept a new roofing system.
- C. Determine what design criteria will be needed to comply with the Town of Lincoln's 2030 Energy Performance Standard:

Clause I: Any town-owned buildings to be constructed or town-owned buildings undergoing major renovations shall be designed, to the extent practicable, as set forth below in Section II, so that the fossil fuel generated energy consumption of the buildings is reduced, as compared with such energy consumption by a similar building with no fossil fuel-generated energy consumption reduction measures in fiscal year 2003 (as measured by Commercial Buildings Energy Consumption Survey or Residential Energy Consumption Survey data from the Energy Information Agency), by the percentage specified in the following table: Year % reduction 2008 50 2010 55 2015 65 2020 80 2025 90 2030 100 Clause II. Any Town entity acting as the project proponent for construction of a new building or renovating an existing building subject to the performance standard set forth herein, or the Town entity responsible for coordinating the design and construction or renovation of such a building, if such entity is different,

may petition the Selectmen to adjust downward the applicable percentage reduction requirement by certifying in writing that meeting such requirement would be technically impracticable in light of the entity's specified functional needs for that building. Upon receipt of such a petition, the Selectmen may, in its sole discretion, adjust downward the applicable percentage reduction requirement. If the Selectmen is the project proponent, as described above, prior to taking any action to adjust downward the applicable percentage requirement, the Selectmen shall hold a public hearing for which at least one week's notice is published in a newspaper of general circulation in the Town.

D. Provide a detailed cost estimate of the work being proposed for the Committee to review.

E. Provide all necessary services to prepare the documents for public bid, including filed sub-bid documents as necessary.

F. Available to provide written answers to technical questions during bid process.

G. Conduct structural analysis of new roof system as designed to determine carrying capacity for proposed photovoltaic arrays.

H. Once contract is awarded, review submittals from contractor for compliance with the technical specification for approval.

I. Provide inspection services during the installation of the roof to assure compliance with the specifications.

## **5) PROJECT SCHEDULE**

A. The anticipated date of contract award is Friday, December 6, 2019.

B. Detailed cost estimate and outline specifications to be completed and delivered no later than close of business on Thursday, January 23, 2020, 2020.

C. Bid documents and structural analysis to be completed and delivered no later than the close of business on Thursday, February 6, 2020.

## **6) DESIGNERS FEE**

A. Design/Engineering services will be negotiated (not to exceed \$60,000).

B. The **selected architect/engineer** shall be required to submit a price proposal in three parts:

1. Part One is Cost to perform design/engineering work identified in categories A, B, C, D, E noted above.
2. Part Two is the Structural Analysis cost, identified as task F noted above.
3. Part Three is Construction Administration cost, identified in task G and H noted above.

C. The selected architect/engineer will be required to:

1. Provide the Lincoln Public Schools with a Certificate of Insurance with the following coverage: Professional Liability Insurance \$1,000,000., General/ \$1,000,000., Auto/ \$1,000,000., Umbrella/ \$1,000,000 and Workmen's Compensation at the statutory rate. The Town of Lincoln needs to be added as an additionally insured party on the Certificate of Insurance.
2. Provide a payment schedule for the contract based on the required Scope of Services.
3. Enter into a contract with the Lincoln Public Schools.

## **7) QUALIFICATIONS OF PROPOSERS.** All firms must meet the following

minimum qualifications:

- A. Massachusetts Architectural or Engineer registration and licensing in all applicable disciplines.
- B. Demonstration of a thorough knowledge of procedures, requirements and practices of Massachusetts and other agencies with respect to building codes.
- C. Prior experience in renovation/replacement of flat school roof projects.
- D. Firm is a "Designer" as that term is defined in Chapter 7, Section 38A ½ of the General Laws.
- E. All Certificates of insurance must be from an insurance company licensed by the Commonwealth of Massachusetts.

## **8) SELECTION PROCEDURES**

A. The Lincoln School Committee's Facilities Subcommittee will serve as the Designer Selection Committee for the purpose of screening all applicants and making recommendations of the finalists to the Awarding Authority. The selection of the finalists will be based on:

- 1. Qualifications
  - 2. Prior similar experience
  - 3. Past performance on public/private projects.
  - 4. Financial Stability
  - 5. Identity and qualifications of any consultants who will work on the project.
  - 6. Any other criteria that the Committee considers relevant, such as professional registrations, scope of services offered, and appropriateness to the needs of the Owner, time of performance, and quality of past work.
- B. Finalists may be required to appear for an interview with the Selection Committee.
- C. The Committee will select a proposer and will engage in fee negotiations with the selected firm. If a fee cannot be successfully negotiated with this firm it shall be removed from consideration and negotiations will commence with the firm ranked second by the Committee and so on.
- D. The selected designer may be considered for construction administration.
- E. The Awarding Authority reserves the right to reject any and all proposals or to waive any of the informalities in the selection process if deemed in its best interest.

**9) SUBMISSION REQUIREMENTS.** The following should be submitted by each firm in order to be considered:

- A. The Applicant must complete the Application for Designer Selection Form. Indicate professional registration numbers. (DSB – 2005)
- B. Background data (staff qualifications, project descriptions, etc.) of all firms with a role in the project.
- C. Organizational chart including all team members and sub-consultants.
- D. Resumes of key personnel of all firms who will be assigned to the project and who will be taking an active part therein. Indicate roles and include names on the organizational chart.
- E. Examples of renovation/roof projects completed within the past five years of comparable size and complexity, including construction costs.

- F. Five separate project references with the names and phone numbers of persons who are familiar with the work performed. The Owner shall have express permission to contact, either in person, by phone, or by correspondence, the references listed.
- G. A certified statement to support financial solvency of the firm as required by M.G.L. C30 §39R(c)(d)Supplementary data
- H. Town of Lincoln Certifications (attached)

Four (4) copies (bound) of the proposal must be submitted by November 15, 2019 at 3:00pm at the Facilities Management Office, Hartwell Building, 6 Ballfield Road, Lincoln, MA. 01773

- 10) **INQUIRIES.** Inquiries by mail, e-mail (preferred) or fax only should be addressed to:

Facilities Department  
Lincoln Public Schools  
Ballfield Road  
Lincoln, MA 01773  
fax: (781) 259-9246  
[mhaines@lincnet.org](mailto:mhaines@lincnet.org)  
[apearson@lincnet.org](mailto:apearson@lincnet.org)

### **AUTHORIZATION OF SIGNATURE**

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY and STATE: \_\_\_\_\_

TELEPHONE NO.: (\_\_\_\_) \_\_\_\_\_

**AUTHORIZED PARTY FOR PROPOSER MUST SIGN THE FOLLOWING IN INK:**

BY: \_\_\_\_\_  
(signature)

**PLEASE PRINT NAME AND TITLE OF SIGNER BELOW:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**NAME, SIGNATURE AND COMPANY MUST BE THE SAME ON THE PROPOSAL AND DSB 2005 AS THEY APPEAR ABOVE.**

**INDICATE WHICH TYPE OF ORGANIZATION BELOW:**

INDIVIDUAL \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ CORPORATION \_\_\_\_\_ OTHER  
\_\_\_\_\_

### **TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c49A, I certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

### CERTIFICATE OF NON-COLLUSION

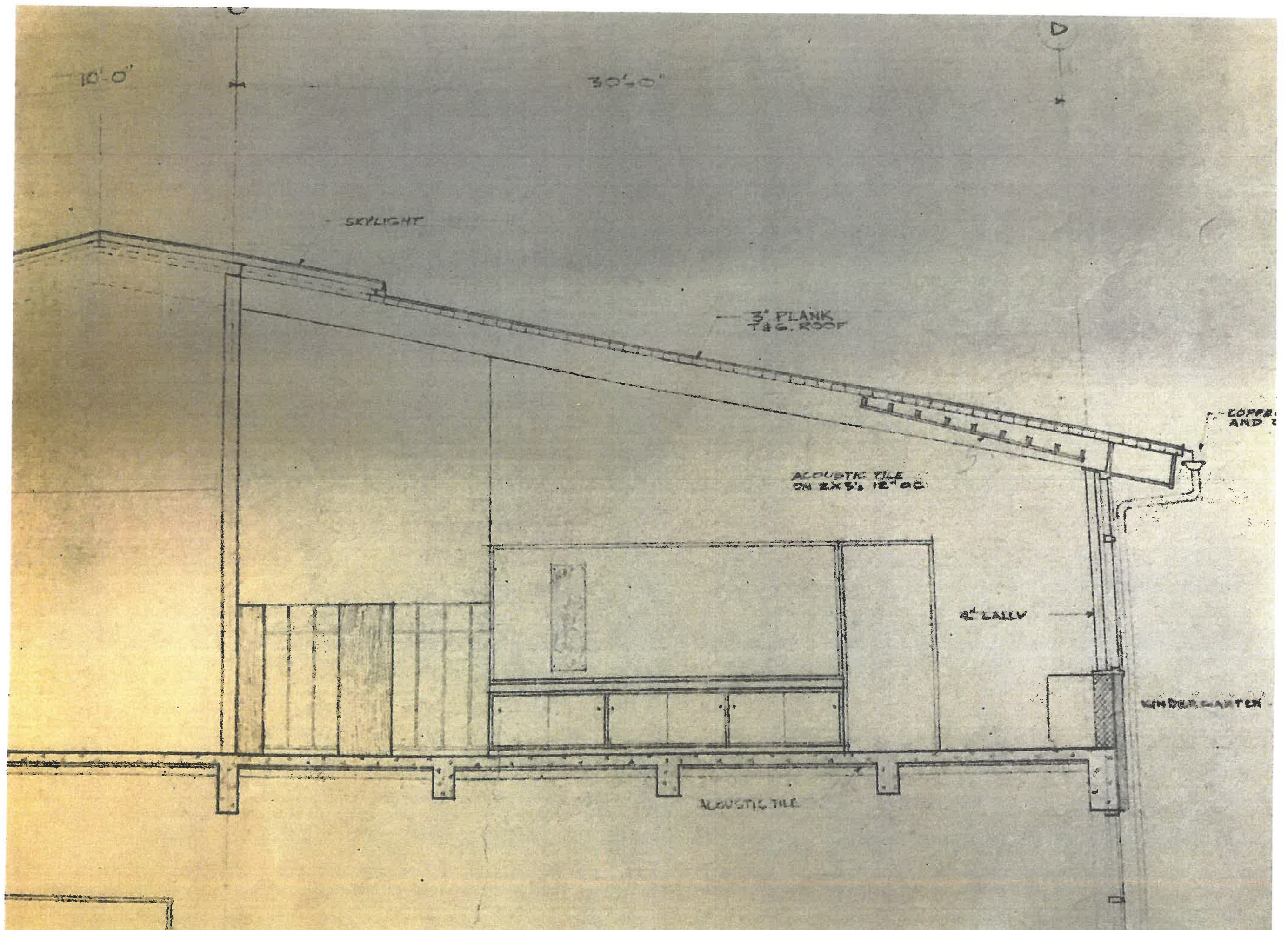
The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals

NAME: \_\_\_\_\_

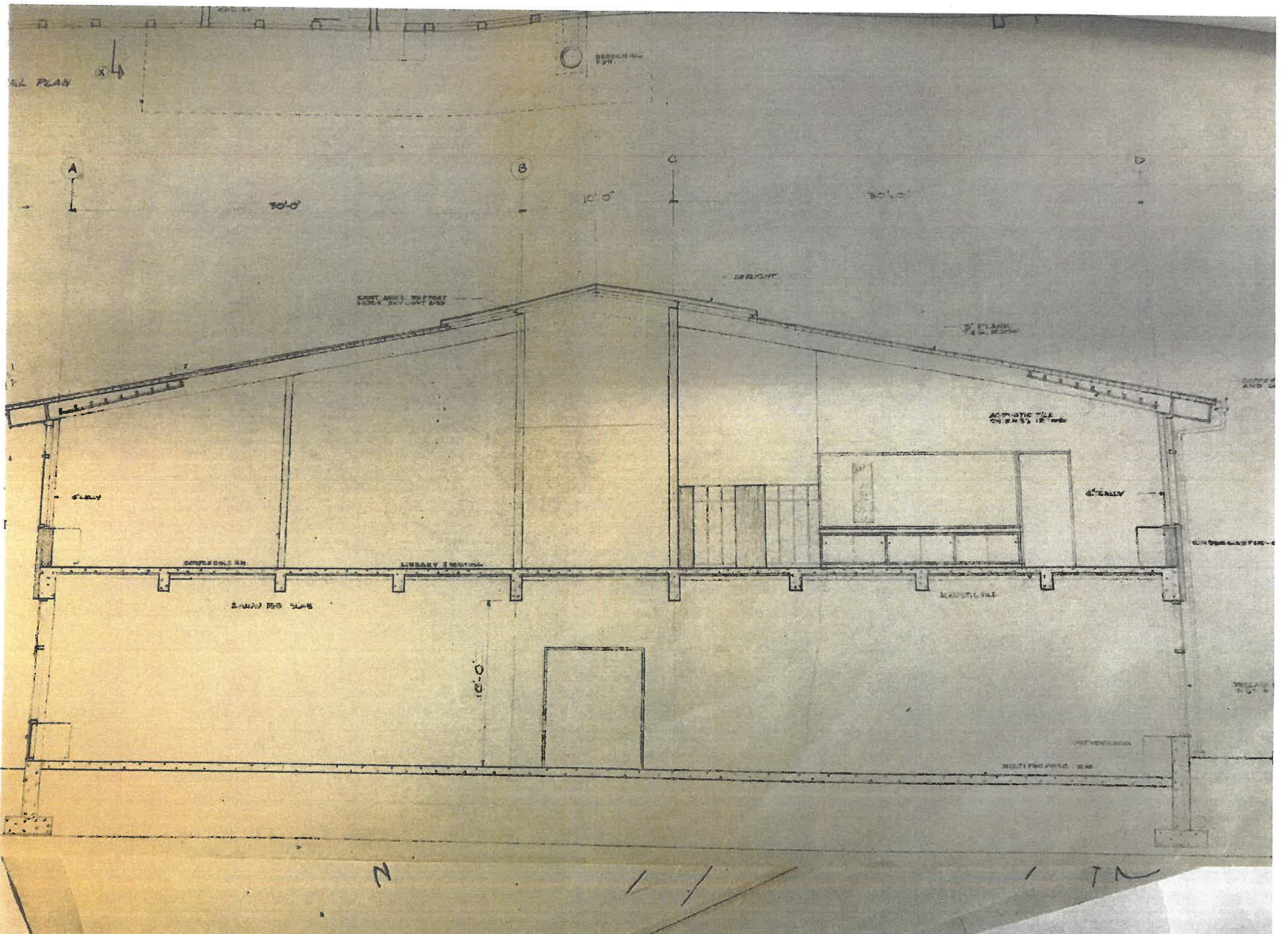
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NAME OF BUSINESS: \_\_\_\_\_

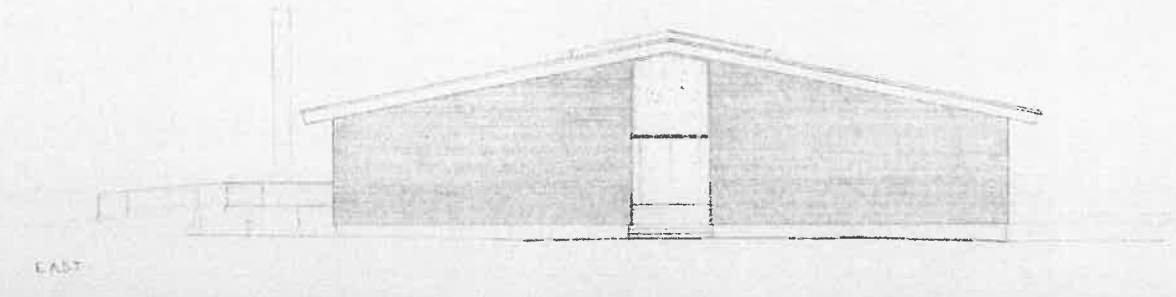
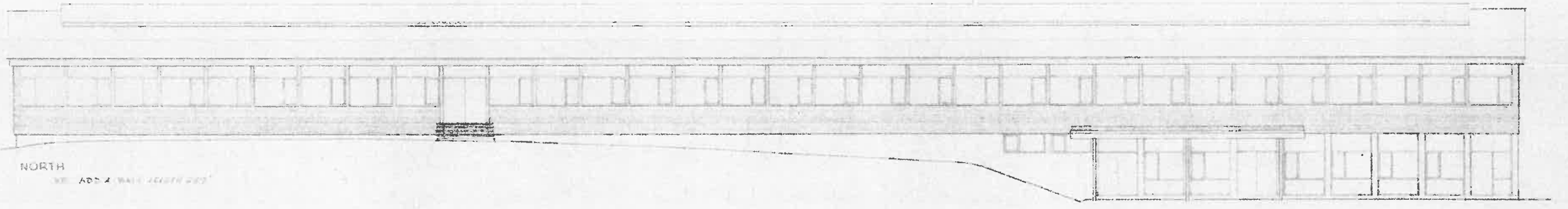
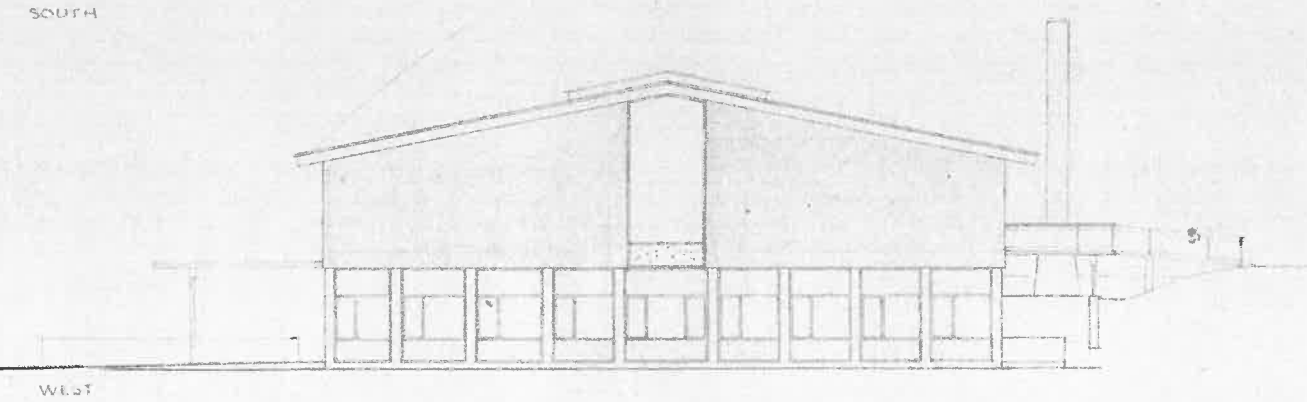
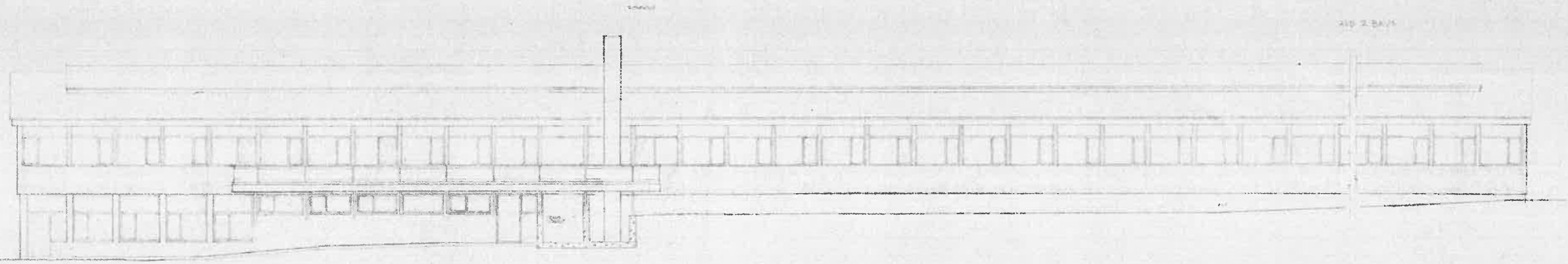












LINCOLN SCHOOL  
ELEVATIONS





Google earth

feet  
meters

