

Draft 19 Sep 10

**Request
for
Designer Services
for the
Revitalization of the Lincoln School**

**by the
Lincoln School Building Committee**

**Lincoln Public Schools
6 Ballfield Road
Lincoln, MA 01773
(781) 259-2623**

The Town of Lincoln, through the School Building Committee acting on behalf of the Lincoln School Committee ("Owner") is seeking the services of a qualified "Designer" within the meaning of M.G.L. Chapter 7, Section 38A½, to provide professional design and construction administration services for the design, construction, addition to and /or renovation of the Lincoln School ("School") in Lincoln, Massachusetts ("Project"). Selection of a Designer will be made by the Designer Selection Panel of the Massachusetts School Building Authority ("MSBA") in accordance with the MSBA's Designer Selection Procedures.

Proposals are to be delivered in person or by certified/express mail to the Business Office located in the Hartwell Building, 6 Ballfield Road, Lincoln, MA 01773. All proposals must be received by 2:00 pm (Boston time) on Wednesday, November 3, 2010, to be considered. Proposals submitted by fax or by electronic mail will not be considered.

**School Building Committee
Town of Lincoln**

REQUEST FOR DESIGNER SERVICES (RFS)

Invitation: The Town of Lincoln, through the School Building Committee acting on behalf of the Lincoln School Committee ("Owner") is seeking the services of a qualified "Designer" within the meaning of M.G.L. Chapter 7, Section 38A½, to provide professional design and construction administration services for the design, construction, addition to and /or renovation of the Lincoln School ("School") in Lincoln, Massachusetts ("Project"). Selection of a Designer will be made by the Designer Selection Panel of the Massachusetts School Building Authority ("MSBA") in accordance with the MSBA's Designer Selection Procedures.

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 **\$30M to \$45M**, depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA's Board of Directors. The Fee for Basic Services will be negotiated.

Pursuant to M.G.L. Chapter 7, Section 40N, the Designer must agree to contract with minority and women-owned businesses as certified by the State Office of Minority and Women Business Assistance (SOMWBA). The amount of participation that shall be reserved for such enterprises shall not be less than eight percent (8%) of the contract price for minority business enterprises and four percent (4%) of the contract for women-owned business enterprises. The minority and women-owned business enterprises must be selected from those categories of work identified in Item F of this RFS.

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

A. Background:

The Lincoln School is a 137,452 square feet single-story campus-style facility housing approximately 625 students in Grades K-8. It was first occupied in 1948, with facilities added and upgraded in 1953, 1955, 1963, 1970 and 1994. The Lincoln School is composed of four buildings; from the exterior, three of the buildings (the Smith, Link and Brooks Buildings) appear to be one continuous structure, with the Reed Field House adjacent to the Brooks Building but detached. The school is organized under two principals, with the K-4 program centered on the Smith Building, and the 5-8 program housed in the Brooks Building. The Link Building contains library, classrooms and common-use areas, and connects the two programs. A plan showing the relationship of the School buildings may be found at Attachment E.

A Physical Needs Facility Study and assessment conducted by LPBA Architects, Inc. in 2000 and partially updated in the summer of 2004 concluded that the facility requires both substantive renovation and additions to address certain program deficiencies. The School Committee decided to solicit a further assessment and program review, and retained Symmes Maini & McKee Associates (SMMA) in July 2006 to conduct a K-8 Master Plan Study. The primary tasks given to SMMA were:

- To evaluate the existing conditions of the Lincoln School located on the Ballfield Road Campus; and
- To develop an overall master plan for renovations and/or upgrades to address the space needs, enrollments, and building infrastructure needs of the Town.

The SMMA evaluation focused on the existing conditions of the Ballfield Road Campus schools, on how well they fulfill program needs, what space is needed based on projected enrollments, and what capital improvements are needed for each of the buildings. The result of the Master Plan Study was a series of identified deficiencies, both facility condition and programmatic needs; recommendations for possible approaches to improvement; and cost estimates for four alternative solution schemes involving various combinations of new construction and rehabilitation of existing buildings.

The Master Plan Study results formed the basis of a draft Statement of Interest (SOI) for possible submission to the MSBA. The School Committee presented the Study results and SOI framework to a meeting of the major Town Boards in early October, 2008. The Multi-Board Meeting approved the submission of an SOI for the Lincoln School, which was accepted by MSBA in November 2008.

The School Building Committee is now undertaking a feasibility study in collaboration with MSBA, which will review all alternatives as defined in the regulations, including no build, renovation and new school options.

For additional information, respondents may refer to Appendix A, Statement of Interest, and the Lincoln School Building Committee's web site at <http://www.lincnet.org>, under the Lincoln School Committee tab.

B. Project Goals and General Scope:

On or about November 13, 2008, the Owner submitted a Statement of Interest (Attachment A) for the Lincoln School to the MSBA. 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 September 30, 2009 Board of Directors meeting, the MSBA 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 an approved Project.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the Lincoln School.

The Lincoln School occupies a campus site of about 54.4 acres in an environmentally sensitive area which includes a tributary to a public water supply, and is within the Zone 2 of a Town well. The Lincoln School is composed of four buildings totaling 137,452 square feet, several playgrounds, athletic fields and parking areas, built between 1948 and 1994. From the exterior, three of the buildings (the Smith, Link and Brooks Buildings) appear to be one continuous structure, with the Reed Field House adjacent to the Brooks Building but

detached. Interiors are a variety of surfaces, from simple concrete masonry unit walls to gypsum wall board and tile.

Though the facility has been well maintained, many portions of its systems are near or beyond their expected life and need replacement or significant upgrades, including exterior wooden curtain walls, HVAC, plumbing, electrical and sewage disposal. The site may present some permitting issues due to its proximity to protected areas, including wetlands, conservation and historical. The site suffers from a high groundwater table; the septic system is currently operating under a variance from the Mass DEP, and portions of the school, including the Smith boiler room and the Brooks utility tunnels flood frequently. The roofs need immediate attention. There are no structural impediments to renovation, but the facility should be examined and assessed against current lateral-load safety standards. Handicapped accessibility and ADA compliance are mainly absent and will require extensive modifications. Although asbestos abatements have occurred over the years, asbestos-containing materials remain on the site and its abatement should be budgeted. Water bubblers are not used because of reported lead contamination in the supply piping, in excess of allowable levels. The major portions of the buildings have exposed wooden structural elements and are not up to current fire safety codes because they lack sprinkler systems. Numerous other building code issues exist.

In addition to the problems posed by the physical condition of the buildings, the Master Plan study and other reviews identified significant programmatic deficiencies at the Lincoln School. Some of the physical plant issues affecting the educational program are inadequate lighting, poor ventilation and cooling, and some acoustic issues. Others are the size and arrangement of certain spaces, or are simply a lack of the correct type of space. Among the spaces not meeting the minimum MSBA standards current at the time of the study are: selected classrooms in each of the buildings; Special Education classrooms and tutorial rooms; cafeteria and kitchen areas; teacher planning spaces; administrative areas; art and music; health suite; and support/storage areas.

The Lincoln School offers a K-8 program with a current enrollment of 625 students. Lincoln's enrollment projection conducted in October 2007 predicts that enrollment will remain between 625 – 670 for the next ten years

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, MA-CHPS or LEED-S scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

Project objectives under consideration by the Owner include:

1. Provide learning environments designed for today's and tomorrow's educational programs with appropriate lighting, work space, noise controls and ventilation.
2. Provide sufficient teacher workspace, meeting space, special classroom space and a cafeteria/kitchen to support school operations.
3. Develop a design that is high in quality, efficient, cost-effective and meets the needs

- of the educational program.
4. Develop a design that conforms to the Massachusetts High Performance Green Schools Guidelines (MA-CHPS Guidelines) and LEED-Silver standards, and meets the requirements of the Lincoln Town Facilities Energy Performance Standard (2030 Initiative).
 5. Conduct a program visioning session and develop the educational specifications, alternative conceptual designs and construction phasing plans.
 6. Ensure that the Lincoln School meets the Massachusetts Architectural Access Board requirements and ADA regulations.
 7. Develop accurate and complete cost estimates, including life cycle costs of operating the school as it relates to future operational budgets.
 8. Identify community concerns that may impact study options, including septic disposal, conservation and environmental considerations.
 9. Determine whether to proceed with the CM-at-Risk Delivery Method.
 10. Identify specific milestone requirements and/or constraints of the District – e.g. Town votes, swing space, occupancy issues.
 11. Update the documentation of existing conditions at the Lincoln School.

C. Scope of Services:

The required scope of services is set forth in the MSBA's standard Contract for Designer Services (Contract) for a Design/Bid/Build project, a copy of which is attached hereto and incorporated herein by reference. In paragraph 7.3 Feasibility Study Phase, the Contract states that "The Authority's Feasibility Study Guidelines specify the work to be performed during this phase;" the Authority's current guidelines, Module 3 Feasibility Study, dated July 2010, may be found on the Authority's website. If the Owner determines to use a CM-at-Risk delivery method, this contract will need to be amended and/or substituted. Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services 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 that is attached hereto. Designers submitting an application in response to this RFS must specify any exceptions to the Contract at the time of application. The Owner may consider any such exceptions but shall not be bound by any such exceptions. A failure to specify exceptions will be deemed an acceptance of the Contract's terms and conditions.

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/MA-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 for a complete summary of Basic Services.

The Respondent should be aware that the schedule proposed for the Feasibility Study is extended, and the Designer may be required to support three Town Meeting presentations during the Feasibility Study period.

The Respondent should be aware that the Owner will require a Program Visioning session early in the Feasibility Study phase.

Extra and reimbursable expenses are defined in Articles 8 and 9 of the Contract in Attachment B.

The following studies may be useful in providing design services:

- *Physical Needs Facility Study* – LPBA/ Architects, Inc 2000/ September 2004
- *K-8 Master Plan Study* – Symmes Maini & McKee Associates October 2007, which may be found online at
<http://www.lincnet.org/20491061104841180/FileLib/browse.asp?A=374&BMDRN=2000&B COB=0&C=58209>

D. Project Phases and Work Plan:

Work under this RFS is divided into the Project Phases as listed in Article 7 of the Contract and as may be augmented in this RFS. Each Project Phase will consist of one or more required submissions, and may include site visits, meetings with the Owner, Owner's Project Manager, the Authority and others, and other tasks as described.

The estimated total duration of the Contract for Designer Services from Feasibility Study through the approval of Schematic Design, inclusive of review and approval time, is estimated to be 56 weeks as follows:

Preliminary Program through Final Design Program	30	weeks
Schematic Design Phase	26	weeks
Design Development through 100% CD	24	
Bidding	8	
Construction Administration Phase	106	weeks
Estimated Total Duration (Exclusive of Completion Phase)	192	weeks

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

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

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

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

	<u>Within/Weeks</u>	
• Attend a "Kick-Off" meeting	<u>2</u>	Execution of a contract with the Owner
• Attend Program Visioning	<u>4</u>	Execution of a contract with the Owner
• Preliminary Program	<u>6</u>	Execution of a contract with the Owner
• Development of Alternatives	<u>8</u>	Execution of a contract with the Owner
• Preliminary Evaluation of Alternatives	<u>4</u>	Approval of Alternatives
• Final Evaluation of Alternatives	<u>10</u>	Approval of Preliminary Evaluation
• Recommendation of Preferred Solution	<u>2</u>	Approval of Final Evaluation
• Final Design Program	<u>2</u>	Approval of Preferred Solution
• Schematic Design	<u>18</u>	Approval of the Final Design Program
• Design Development	<u>TBD</u>	Approval of the Schematic Design
• 60% Construction Documents	<u>TBD</u>	Approval of Design Development
• 100% Construction Documents	<u>TBD</u>	Approval of Design Development

E. Minimum qualifications:

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

1. Be a qualified Designer within the meaning of M.G.L. Chapter 7, Section 38A½, employing a Massachusetts registered architect responsible for and being in control of the services to be provided pursuant to the Contract.
2. The Massachusetts registered architect responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program seminar "Certification for School Project Designers and Owner's Project Managers" as administered by the Office of the Inspector General of the Commonwealth of Massachusetts.
3. Pursuant to M.G.L. Chapter 7, Section 40N, the Designer must agree to contract with minority and women-owned businesses as certified by the State Office of Minority and Women Business Assistance (SOMWBA). The amount of participation that shall be reserved for such enterprises shall not be less than eight percent (8%) of the design contract price for minority business enterprises and four percent (4%) of the design contract for women-owned business enterprises. The minority and women-owned business enterprises must be selected to perform services addressing 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.

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 SOMWBA certified as an MBE and/or WBE).

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

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 2005" as developed by the Designer Selection Board of the Commonwealth of Massachusetts (http://www.mass.gov/Eoaf/docs/dcam/dlforms/dsb/dsb_app_munic_2005.doc). Applications (one original and twenty (28) copies) must be received on or before 2:00 PM, November 3, 2010. Applications should be printed double-side and bound in such a manner that the pages lie and remain flat when opened. The specific organization and orientation of the proposal is at the applicant's discretion, but its recommended that the proposal be laid out in such a manner that the reader doesn't need to be constantly rotating the proposal. Applications should not be provided with acetate covers.
3. Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application. The cover letter must include the certifications as noted in Section E of this RFS. (A copy of the MCPPO certification should be attached to the cover letter as well as any SOMWBA letters.)
4. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project **subject to the page limitations as set forth in the Standard Designer Application Form.**
5. Proposals shall be addressed to:

Buckner Creel, Administrator for Business and Finance
Lincoln Public School

6 Ballfield Road
Lincoln, MA 01773
phone 781-259-2623
fax 781-259-9246
bcreel@lincnet.org

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

Revitalization of the Lincoln School
"Name of Applicant"

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

Buckner Creel, Administrator for Business and Finance
Lincoln Public School
6 Ballfield Road
Lincoln, MA 01773
phone 781-259-2623
fax 781-259-9246
bcreel@lincnet.org

H. Pre-Proposal Meeting

All interested parties should attend a non-mandatory briefing session at the Hartwell Building on the Lincoln Campus, 6 Ballfield Road, Lincoln, MA 01773, scheduled for October 18, 2010 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

1. Costs. Neither the Owner nor the MSBA will be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an Owner's Project Manager approved by the MSBA.
2. Compliance with Procurement Laws. All respondents submitting qualifications agree to abide by all relevant provisions of Massachusetts General Laws as they apply to procurement of project management services for public buildings by municipalities.

ATTACHMENTS:

Attachment A: Statement of Interest

Attachment B: Contract for Designer Services

([http://www.massschoolbuildings.org/uploadedFiles/Capital Planning/Model Contracts and Forms/MSBA%20design%20contract%20revd%207.13.09.pdf](http://www.massschoolbuildings.org/uploadedFiles/Capital%20Planning/Model%20Contracts%20and%20Forms/MSBA%20design%20contract%20revd%207.13.09.pdf))

Attachment C: Designer Application Form - DSB_App_2005

(http://www.mass.gov/Eoaf/docs/dcam/dlforms/dsb/dsb_app_munic_2005.doc)

Attachment D: Certifications

Attachment E: MSBA's Designer Selection Panel's Procedures

([http://www.massschoolbuildings.org/uploadedFiles/About MSBA/MSBA%20Designer%20Selection%20Procedures%2010_10.pdf](http://www.massschoolbuildings.org/uploadedFiles/About%20MSBA/MSBA%20Designer%20Selection%20Procedures%2010_10.pdf))

Attachment F: Plan of Lincoln Ballfield Road Campus

End of Request for Designer Services