

JOHN R. PIERCE SCHOOL

Brookline, MA



OPM Monthly Project Update Report

September 2020

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of September, Leftfield was selected as the OPM for the Pierce School project. The MSBA approved the Town's selection after the MSBA OPM Review Panel on September 14, 2020. The Building Commission will vote to approve Leftfield's contract at their October meeting.

Designer Procurement was the focus during the month of September. The MSBA issued a timeline that would secure the Town a spot on their Designer Selection Panel on December 1, 2020. A draft of the Designer RFS was submitted to the School Building Committee (SBC) for their review on September 18, 2020, and then to the MSBA for their review on September 24, 2020. A more in depth look at the process was provided by Leftfield at the September 23, 2020 SBC meeting.

The Designer RFS is on schedule to be released to the public on October 7, 2020 and proposals are due to Leftfield by 2:00PM on November 4, 2020.

I. TASKS COMPLETED THROUGH SEPTEMBER 2020

The following tasks were completed in the month of September 2020:

- 09/14/20 MSBA OPM Review Panel
- 09/15/20 MSBA OPM Approval Letter received
- 09/18/20 Leftfield issued draft Designer RFS to SBC for review
- 09/23/20 SBC Meeting to review Designer Procurement process
- 09/24/20 Leftfield submitted Designer RFS to MSBA for review

II. TASKS PLANNED FOR OCTOBER 2020

The following tasks are planned for the month of October 2020:

- 10/01/20 Leftfield submitted Central Register ad for Designer RFS
- 10/02/20 Leftfield received comments from MSBA on draft Designer RFS
- 10/05/20 Leftfield updated Designer RFS, sent to MSBA for final review
- 10/06/20 SBC meeting to review budget and approve Designer RFS
- 10/06/20 Leftfield prepared and submitted the September OPM Monthly Report
- 10/07/20 Central Register ad appears for Designer RFS
- 10/07/20 Designer RFS will be posted to the Brookline Purchasing Agent website
- 10/13/20 October Building Commission Meeting to approve OPM Contract
- 10/20/20 Designer Walkthrough at Pierce School
- 10/21/20 Potential 2nd Designer Walkthrough
- 10/22/20 Leftfield to issue Addendum to Designer RFS to include any questions

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- received to date plus any handouts from the walkthrough(s)
 - 10/26/20 Designer questions due to Leftfield
 - 10/28/20 Leftfield to issue Addendum to address all questions submitted

III. PROJECT BUDGET OVERVIEW

No expenditures were submitted in the month of September. See attached Total Project Budget Status Report.

IV. PROJECT SCHEDULE OVERVIEW

The Pierce Project is currently in MSBA Module 2 – Forming the Project Team. Once a Designer is on board, the Project will move into Module 3 – the Feasibility Study, Module 4 – Schematic Design, and then into Module 5 – Funding the Project. From now to a Town Vote at Town Meeting in May 2022 is a 20-month window in which it will be imperative to hit every milestone to stay on track.

Once a Designer is on board, the Project Team will begin assembling a list of potential solutions, begin developing the Educational Program, analyzing the existing conditions of the Pierce School, and conducting preliminary evaluations of all options available. This will be submitted to the MSBA as the Preliminary Design Program (PDP) for their review and comment. From there, the team will narrow the options down to one that is preferred as they dig into each more closely. The Preferred Schematic Report (PSR), a report highlighting the single preferred solution and outlining the process taken to get to that solution, is then submitted to the MSBA for review and voted on by the MSBA Board of Directors (BOD), a board that only meets every other month.

Once a preferred solution is approved by the MSBA BOD, the team moves into Schematic Design (SD) to further develop the solution. This solution will again be submitted to the MSBA for review and voted on by the MSBA BOD. After the SD submission is approved by the MSBA, the project will need to secure funding through a vote at Town Meeting in May 2022.

See attached Preliminary Project Schedule for more information.

V. COMMUNITY OUTREACH

The first School Building Committee meeting was held on September 23, 2020.

The Pierce School Building Project Website will be used throughout the project to keep the community up to date with the latest information. Approved meeting minutes and presentation materials will be posted to the website as well. To subscribe to project updates, please visit the website: <https://www.brookline.k12.ma.us/Page/2453>.

VI. ATTACHMENTS

Total Project Budget Status Report, dated September 30, 2020
Preliminary Project Schedule, dated September 23, 2020
Email from MSBA, dated September 17, 2020
Designer Procurement Schedule, dated September 24, 2020
Designer RFS (without attachments), Dated October 7, 2020



JOHN R. PIERCE SCHOOL



PIERCE SCHOOL FEASIBILITY STUDY BUDGET

John R. Pierce School - Brookline, MA

September 30, 2020

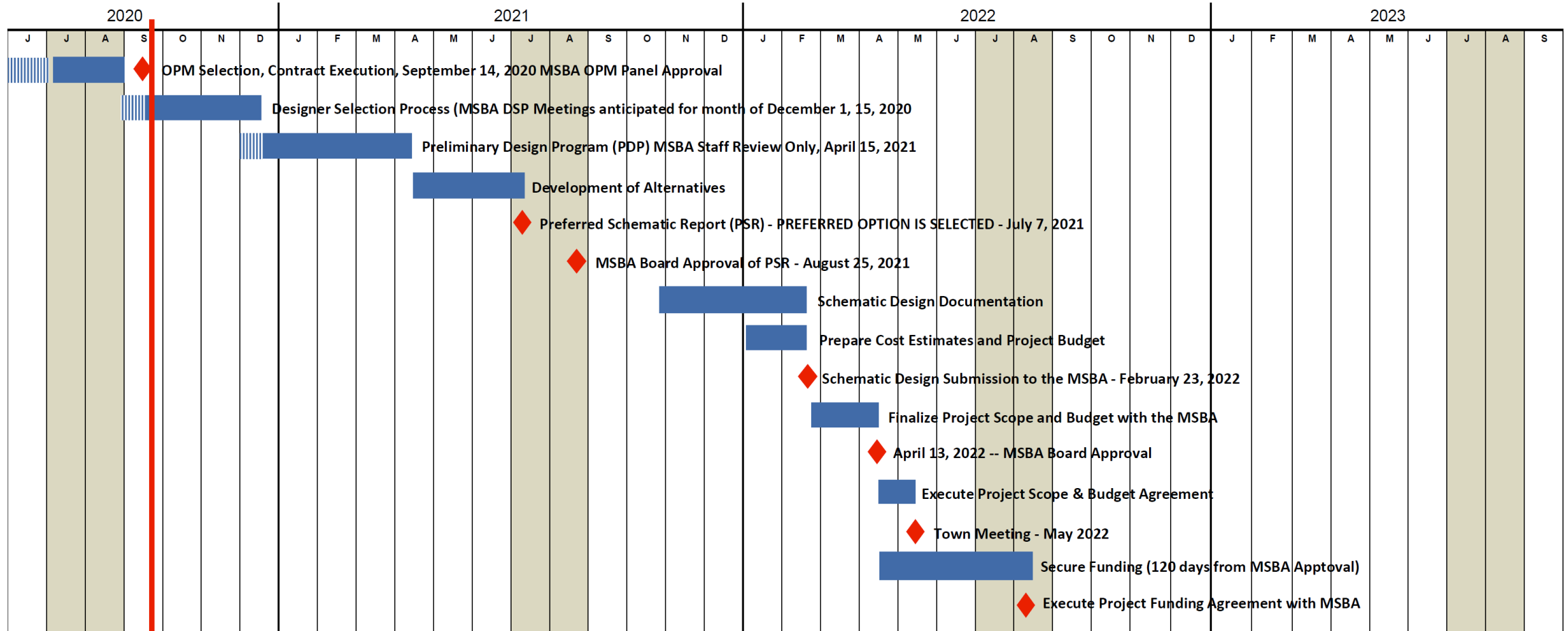
Total Project Budget Status Report

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 100,000		\$ 100,000	\$ -	0%	\$ -	0%	\$ 100,000	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 950,000		\$ 950,000	\$ -	0%	\$ -	0%	\$ 950,000	
0003-0000	Environmental & Site	\$ 150,000		\$ 150,000	\$ -	0%	\$ -	0%	\$ 150,000	
0004-0000	Other	\$ 800,000		\$ 800,000	\$ -	0%	\$ -	0%	\$ 800,000	
	SUB-TOTAL	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -	0%	\$ -	0%	\$ 2,000,000	

**A Budget Revision Request (BRR) will be necessary to reallocate budget to the appropriate line items to reflect the commitment for OPM contract. The above budget report reflects the Feasibility Study Agreement between the MSBA and the Town.



JOHN R. PIERCE SCHOOL



From: Brittany Gomes <Brittany.Gomes@massschoolbuildings.org>
Sent: Thursday, September 17, 2020 8:41 AM
To: Bernard Greene
Cc: MaryEllen_Normen@psbma.org; mkleckner@brooklinema.gov; suzanne_federspiel@psbma.org; lesley_ryan_miller@psbma.org; suzanne_mccormick-deboer@psbma.org; tguigli@brooklinema.gov; Matt_Gillis@psbma.org; jim_marini@psbma.org; Jim Rogers; Jennifer Carlson; Brittany Gomes
Subject: MSBA/Brookline: Pierce School Upcoming DSP Deadlines

Good morning, Mr. Greene:

With the understanding that the executed OPM Contract for the John R. Pierce School is forthcoming, I wanted to provide you with a few target dates for the Designer Selection Panel:

- RFS due to MSBA: September 24, 2020 (two weeks before Ad appears in Central Register)
- Ad placed in "Designer Services" section of Central Register: October 1, 2020
- Ad appears in Central Register: October 7, 2020
- Applications due to District: November 4, 2020
- Applications due to the MSBA: November 12, 2020
- DSP Applications Review: December 1, 2020

Please note that Districts are added to the DSP meeting agenda on a first-come, first-serve basis signified by receipt of the finalized Designer RFS. Please also note that the District will be scheduled to appear at a DSP meeting based on the availability of timeslots for applications/interviews, as determined by the MSBA.

Thank you,

Brittany

Brittany Kenny Gomes

Senior Project Coordinator
Massachusetts School Building Authority
40 Broad Street, Fifth Floor
Boston, MA 02109
617-960-3003 (Direct Line)
brittany.gomes@massschoolbuildings.org

DATE: September 24, 2020
SUBJECT: Procurement Schedule, Designer RFS
PROJECT: Pierce School Project
Brookline, Massachusetts

Thursday	Sept 17	LEFTFIELD reaches out to SDO re: MBE/WBE percentage goals
Friday	Sept 18	LEFTFIELD provides SDO with project information
Friday	Sept 18	LEFTFIELD sends DRAFT RFS to SBC for review
Tuesday	Sept 22	LEFTFIELD receives MBE/WBE goals from SDO
Wednesday	Sept 23	SBC Meeting to designate TOB contact and approve RFS
Thursday	Sept 24	LEFTFIELD sends DRAFT RFS to MSBA for review
Thursday	Oct 1	LEFTFIELD submits notice to the <u>Central Register</u> SBC DRAFT RFS comments due to LEFTFIELD by 5:00 pm
Friday	Oct 2	TOB emails legal notice to <u>The Brookline Tab</u> by 5:00 pm deadline LEFTFIELD sends updated RFS to SBC for final review
Tuesday	Oct 6	SBC votes to approve final RFS TOB posts RFP on http://www.brooklinema.gov/Bids.aspx after 5:00 pm
Wednesday	Oct 7	Notice appears in the <u>Central Register</u>
Wednesday	Oct 7	TOB submits notice to <u>COMMBUYS</u>
Thursday	Oct 8	Notice appears in <u>The Brookline Tab</u>
Tuesday	Oct 20	Site Visit at Pierce School, 50 School Street, Brookline, MA at 3:30 PM
Wednesday	Oct 21	Additional Site Visit at Pierce School, if necessary, at 3:30 PM
Thursday	Oct 22	Issue Addendum on Site Visit include handouts, attendee list and Q & A to date

Monday	Oct 26	Questions, attention Jen Carlson – jcarlson@leftfieldpm.com , must be received by 5:00 pm at LEFTFIELD
Wednesday	Oct 28	LEFTFIELD issues Addendum in response to questions, if any, for TOB to post by 12:00 noon on website, http://www.brooklinema.gov/Bids.aspx
Wednesday	Nov 4	Proposals, must be received by 2:00 pm Attention: Jen Carlson, 800 Hingham Street, Office 101AN, Rockland, MA
Tuesday	Nov 10	Selection Committee meets to review Proposals
Thursday	Nov 12	Proposals and Reference Check information due to the MSBA
Tuesday	Dec 1	1st DSP Meeting - Proposal Review
Tuesday	Dec 15	2nd DSP Meeting – Interviews
Wednesday	Dec 16	DSP issues official ranking and letter
Monday	Jan 4	Complete fee negotiations
Tuesday	Jan 5	SBC votes to recommend contract to Building Commission Contract sent to Building Commission for review and approval
Tuesday	Jan 12	Building Commission votes on Designer Contract
Wednesday	Jan 13	Execute Designer Contract
Friday	Jan 22	Send proposed work plan to SBC for review
Tuesday	Jan 26	SBC votes to approve proposed work plan
TBD	TBD	MSBA/District kick off meeting

REQUEST FOR DESIGNER SERVICES (RFS)

The Town of Brookline Brookline Public Schools

John Pierce School Feasibility Study

October 7, 2020

Invitation: The Town of Brookline (“Owner”), acting through the Brookline School Building Committee 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 John R. Pierce School in Brookline, 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 \$94,000,000 to \$118,000,000 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.

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: 5.1%**
- 2. WBE Participation Goals: 10%**

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

A. Background:

John Pierce School Background

Located in the heart of Brookline Village, the John R. Pierce School is named after John Pierce, noted pastor of the Walnut Street church during the mid-19th century. The original four-classroom Pierce School was built in 1854. This original structure is still used as part of the John R. Pierce School's historic building, and remains the oldest school building in Brookline and one of the oldest still in use in Massachusetts. In 1904, an addition was built onto the original building, expanding the school by eight classrooms, creating what is now known as the Pierce Historic Building. These 12 classrooms continue to serve the school today as early elementary and middle school classrooms.

In 1974 the Town of Brookline finished construction of the Pierce Main Building. Considered a model example of the open-space design popular in the 1970s it consists of three wings or units. The building is centered around a two-story library or resource center, which encourages collaborative teaching and has proven to be an effective learning environment for an innovative and challenging academic program. However, the design, material used, space, and layout have proved to be challenging acoustically, to maintain, and in terms of accessibility.

The Historic Building is still occupied today and has a long history of being maintained with the latest major projects being brick repointing in 2016, roof replacement and repairs in EPDM in 2002 and the slate shingles in 2014. In the early 1990s, the Main Building roof had many leaks and repair and replacement of EPDM roofing was completed in 1993. This building has been maintained with minor repairs being completed as needed, but the majority of systems and fixtures are from the original 1974 structure. The 1970s design was opened well before the current educational program delivery and ADA laws and regulations were in place.

The school consists of two buildings with a total combined square footage of 198,000 gsf and was originally designed as a three section per grade building in what has large open floor design component to it and has evolved into serving four and five sections per grade in 2019-2020. The new John R. Pierce School will be a four section Pre-K to Grade 8 school, to relieve overcrowding challenges and to replace or renovate obsolete buildings.

Site

Per the Town Assessor's map, both buildings, Pierce Historical (1854) and Pierce Main Building (1974), are on the same parcel of land totaling 138,055 SF. The playground, owned and operated by the Town of Brookline Parks & Open Space division, is located across the street and students access the playground via a footbridge. The footbridge is only accessible by stairs, so it does not meet current ADA standards. The playground was renovated in 2016 and consists of 67,665 SF of dedicated (little league field, basketball court, playground areas) and passive (natural grass and trees) play space.

The John R. Pierce School currently serves 842 students in grades K-8. The MSBA and the Town of Brookline's agreed upon design enrollment for the John R. Pierce School is 725 students to serve grades K-8. Additional information on the enrollment for this feasibility study can be found in the MSBA enrollment letter dated March 21, 2020, herein attached as Attachment G.

B. Project Goals and General Scope:

On or about April 6, 2018, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for the John R. Pierce 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, 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 John R. Pierce 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 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 v4 scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

Project objectives under consideration by the Owner include:

- Analysis of potential solutions and how said solutions will operate/function with the entire site campus;
- As a component of potential addition/renovation or full renovation options, the Designer will be required to participate in the feasibility process and analysis of determining swing space [modular trailers] for said solutions;
- Identification of ADA and MAAB issues within the existing facility as part of the code upgrade and renovation options;
- Identification of community concerns that may impact study options;
- Building systems that meet and potentially exceed the energy efficiency requirements of the state and various options for life-cycle costs as they relate to the efficiency of building methods and

systems. Examine options of energy and functional efficiencies in order to maximize building performance while limiting operational expenses for the life of the building;

- Life cycle costs of operating the school as it relates to future operational budgets and for evaluation purposes as various options shall be considered;
- The Town is interested in achieving a level of energy efficiency and performance to receive 2% of additional reimbursement. That said, it is the intent for this project to exceed the level of energy efficiency required in the current Massachusetts (base) energy code by 20%, using the LEED v4 Energy/Atmosphere (“EA”) “Optimize Energy Performance” credit submittal or the NE-CHPS “Energy Efficiency” credit submittal to demonstrate said performance.
- Chapter 149A - CM-at-Risk may be considered; if this method is selected, the designer's ability to provide early release bidding packages such as utility infrastructure and superstructure scopes of work for a potential fast track project;
- The designer’s ability to adhere to a strict balance of design and construction budget expectations during all phases of the project;
- Identification of alternative sites; for each site identified, the designer shall include a Phase 1 Initial Site Assessment conforming to 310 CMR 40.00 and performed by a licensed site professional;
- Identification of specific milestone requirements and/or constraints of the District – e.g. Town votes, swing space, occupancy issues/concerns;
- Analysis of geotechnical and geoenvironmental conditions, including recommendations for a cost-effective soil management plan;
- Brookline’s Town Meeting typically convenes in May and again in November. **However, it shall be understood that the overall Feasibility – Schematic Design Study schedule is based on a May 2022, Brookline Town Meeting.**
- Assistance with and attendance at public forums and other similar public outreach meetings presenting the project; options and preferred solution.
- Technology and FF+E consultants as provided through the Designer [or provided in-house directly by the Designer] shall:
 - Develop a list of all anticipated FF+E items and provide an estimated cost for said items; and,
 - Develop the anticipated technology system infrastructure and loose technology that would be procured as part of the preferred solution. In addition, provide an estimate for said technology scope.
- Fossil Fuel Free Design and Construction.

C. Scope of Services:

The required scope of services is set forth in the MSBA’s standard Contract for Designer Services (Contract), a copy of which is attached hereto and incorporated herein by reference. If the Owner decides to proceed with the Project beyond the Schematic Design Phase and when the project delivery method is decided (Design/Bid/Build or Construction Manager at Risk), the Contract will be amended accordingly. Copies of Designer Services Contract Amendments for Design/Bid/Build and Construction Manager at Risk are also attached hereto and incorporated herein by reference. Unless specifically excluded, the Designer’s Basic Services consist of the tasks described in the Contract for Designer Services as amended and this RFS including all investigative work (to the extent provided for in the Contract), feasibility study, schematic design, and, at the Owner’s option, design work, preparation of construction documents, bidding period administration, construction administration, and other related work reasonably inferred in the opinion of the Owner and the Authority as being necessary to meet the project’s stated scope and goals.

This RFS will be appended to and become part of the Contract for Designer Services. Any Designer selected as a result of this RFS will be required to execute the Contract for Designer Services and applicable amendment that are attached hereto.

Basic Services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, architecture, civil, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning and landscape architecture, basic environmental permitting, graphics, lighting design, acoustics, data and communication, educational consultants, any specialty consultants for sustainable design (LEED-S/NE-CHPS), laboratory, library/media center and kitchen space, code consultants, accessibility, energy evaluations, detailed cost estimates; preparation of construction documents; bidding and administering the Construction Contract Documents and other design and consulting services incidental and required to fulfill the project goals. Please refer to the Contract and amendments for a complete summary of Basic Services.

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

D. Project 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	01/12/2021
MSBA Board of Directors Meeting – Preferred Schematic Report Approval	10/27/2021
MSBA Board of Directors Meeting - Project Scope and Budget Approval	04/13/2022
Feasibility Study Agreement expiration	10/15/2022
Local Project Funding Authorization	05/31/2022
Construction Start	05/01/2023
Substantial Completion of Construction	06/30/2025
Move-In	09/01/2025

E. Minimum qualifications:

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

1. Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered *architect* responsible for and being in control of the services to be provided pursuant to the Contract.
2. The Massachusetts registered *architect* responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program (“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 Consultant*
24. *Code Consultant*
25. *Accessibility Consultant*
26. *Traffic Consultant*
27. *Furniture, Fixtures and Equipment Consultant*
28. *Site Surveying*
29. *Security Consultant*
30. *Hardware Consultant*
31. *Historical 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 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 flash drives) must be received on or before Wednesday, November 4, 2020, 2:00 PM.** 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.
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:

Town of Brookline
c/o Jen Carlson
Leftfield, LLC
800 Hingham St
Office 101AN
Rockland MA 02370

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

Designer Qualifications for the:

John R. Pierce School Feasibility Study
Town of Brookline

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

Jen Carlson
Project Manager
Leftfield, LLC
jcarlson@leftfieldpm.com

By 5:00pm, on Monday, October 26, 2020. Phone calls will not be accepted.

H. Pre-Proposal Meeting

All interested parties should attend a briefing session at John R. Pierce School, 50 School Street, Brookline MA 02446; scheduled for October 20, 2020 at 03:30 PM. Please be advised social distancing will be required and all attendees will be required to provide their own Personal Protective Equipment (PPE). Each firm should only send one member of their team to the walkthrough, the Town of Brookline reserves the right to limit number of attendees per firm if number of attendees is above this limit. Depending on level of interest and how many people can be accommodated, there may be a second session on October 21, 2020 at 3:30 PM at the sole discretion of the Town of Brookline. Any questions received will be answered in writing, said questions and responses will be shared with all Respondents.

I. Withdrawal

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

J. Public Record

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

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

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

L. Rejection of Responses, Modification of RFS

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

ATTACHMENTS:

Attachment A: Statement of Interest for the John R. Pierce School

Attachment B: [Contract for Designer Services - Base Contract for Design Bid Build or CM-at-Risk Project](https://www.massschoolbuildings.org/sites/default/files/edit-contentfiles/Building_With_Us/Project_Team/Designer/DSP_Base_Contract_2020-1.pdf)
[https://www.massschoolbuildings.org/sites/default/files/edit-contentfiles/Building_With_Us/Project_Team/Designer/DSP Base Contract 2020-1.pdf](https://www.massschoolbuildings.org/sites/default/files/edit-contentfiles/Building_With_Us/Project_Team/Designer/DSP_Base_Contract_2020-1.pdf)

Designer Services Contract Amendment for Design/Bid/Build
[https://www.massschoolbuildings.org/sites/default/files/edit-](https://www.massschoolbuildings.org/sites/default/files/edit-contentfiles/Building_With_Us/Project_Team/Designer/DSP_Base_Contract_2020-1.pdf)

[contentfiles/Documents/Contracts_Procurement_Forms/Designer/Designer_Contract_Amendment_DB_B_2_25_11.pdf](#)

Designer Services Contract Amendment for CM-at-Risk

<https://www.massschoolbuildings.org/sites/default/files/edit->

[contentfiles/Documents/Contracts_Procurement_Forms/Designer/Designer_Contract_Amendment_CM-R_2_25_11.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)

Attachment D: Certificate Non-Collusion
Certificate of Compliance
Certificate of Prevailing Wage Compliance
Certificate of Tax Compliance

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

Attachment F: John R. Pierce School Designer Procurement Schedule
John R. Pierce Floor Plans

Attachment G: MSBA enrollment certification letter dated March 21, 2020

End of Request for Designer Service