



**CITY OF WORCESTER, MA
DESIGNER SELECTION BOARD
455 MAIN STREET
CITY HALL – ROOM 201
WORCESTER, MA 01608**



Date: June 14, 2016

To: All Prospective Proposers

Re: Request for Proposals (DSB-1-W6) for School Facilities Study & Master Plan / WPS

Instructions to all firms interested in submitting a proposal for the above referenced services are as follows:

1. Proposals will be received until 10:00 AM, local time on June 13, 2016 at the City of Worcester Purchasing Division, Room 201, City Hall, 455 Main Street, Worcester, MA. Late submissions will not be accepted.
2. All submissions must comply with the requirements set forth by the Commonwealth of Massachusetts Executive Office for Administration and Finance through the Designer Selection Board (see attached application).
3. The fee for services will be negotiated with the City of Worcester but may not exceed \$ 400,000.00.
4. Proposals are to be submitted in ten (10) copies to the above address.
5. **Questions must be directed in writing to the undersigned by no later than five business days before reply date. E-mail gagliastroc@worcesterma.gov Any attempts to seek answers in any other manner may result in proposal rejection.**

By: _____
Christopher J. Gagliastro, MCPPO - Purchasing Director
Chairman, Designer Selection Board

SCHOOL FACILITIES STUDY & MASTER PLAN / WPS ~ DSB-1-W6

INTRODUCTION

The Worcester Public Schools is dedicated to maintaining, at the highest level, a safe and healthy environment for its students and staff. Accordingly, the Worcester Public Schools is seeking a qualified design firm, with PK-12 Master Planning experience, to develop a **School Facilities Study and Master Plan**. The purpose of this solicitation is to seek qualifications from experienced architectural and/or engineering firms interested in conducting a comprehensive physical and programmatic assessment in twenty-eight (28) schools for critical maintenance, renovations, additions or building replacements for the next 20 years.

The Master Facilities Plan will include current conditions, constraints and capabilities of the Worcester Public Schools properties and include recommendations for renovations, new construction and/or consolidation of school facilities.

The successful firm will provide these services as outlined in the Scope of Services below. The scope of services establishes the minimum requirements to be provided.

SCOPE OF SERVICES

The proposal should demonstrate understanding of this scope and provide a detailed, but straightforward, plan for completing the scope.

1. Identify system level mechanical, plumbing, electrical, and architectural exposures to identify the building's deferred maintenance exposure in concert with the institutional mission.

Implementation Inputs & Outputs:

Inputs:

- On-site Assessment/Walk-Through
- Dialogue with Facilities Management Team
- Interview of Building Occupants
- Off-Site Engineering Analysis
- Off-Site Observation Costing Effort

• Outputs:

- Major Issues Identification
- Detailed listing of Deferred Maintenance
- Project List with Capital Costs
- Facility Condition Index (FCI)
- Phase-out Strategy

Recommendations for improvement or replacement of systems must be included. These systems are listed, but not limited to:

- Building Envelope; structure and systems including roofing, insulation, windows, exterior doors and cladding
 - Mechanical/HVAC; present use, projected life span, controls.
 - Electrical: existing systems and distribution within each building, including, but not limited to, code violations, present lighting layout and fixtures
 - Plumbing: overall condition, non-compliance with DEP regulations.
 - Fire Protection: fire suppression systems including sprinklers, fuel alarms and all fire detection equipment.
 - Accessibility: compliance per 521 CMR
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2. Review and evaluate current demographic and enrollment projections to determine enrollment needs and requirements in increments of 5 years, through School year 2027.
 3. Evaluate educational programs (including PreK and after school activities) and develop future program needs consistent with MSBA requirements.
 4. Evaluate current community use of facilities and develop future program needs.
 5. Determine the required capacity for the school system given the WPS class size and MSBA funding guidelines.
 6. Prepare educational space requirements conforming to MSBA guidelines for each building.
 7. Prepare a draft report, in electronic form, for review and approval.
 8. Upon approval, prepare a final report, in electronic form.

Project Budget

Each recommended improvement or replacement must include a budget. Budgets shall include all costs, including design, engineering, furnishing, delivering, commissioning, etc.

Project Prioritization

The Master Facilities Plan must prioritize all projects, by school, in the plan and include the following:

A review of building systems to determine condition and to define the magnitude and cost of the deferred maintenance need.

Development of system level deferred maintenance observations by categorization and expected capital cost.

Prioritize the deferred maintenance needs to assist in the development of a phase-out strategy that considers cost containment opportunities and programmatic needs.

Summary of findings with a complete set of standard reports organized in an easy to use format for the development of future planning efforts.

A spreadsheet must be created and included in the plan. This spreadsheet must list maintenance and capital projects by school, with priority recommendations. Recommendations must be listed, by school, in the following order: a. urgent; b. short term; c. 5-10 years.

Project Schedule

The Scope of Services shall be performed between August 1, 2016 and June 30, 2017. The final report shall be completed and submitted on or before December 1, 2017.

PLAN OF SERVICES

Prospective firms are requested to include, as part of their submission, information associated with the tasks noted below so that the Board may evaluate the firms depth of knowledge and experience in this regard.

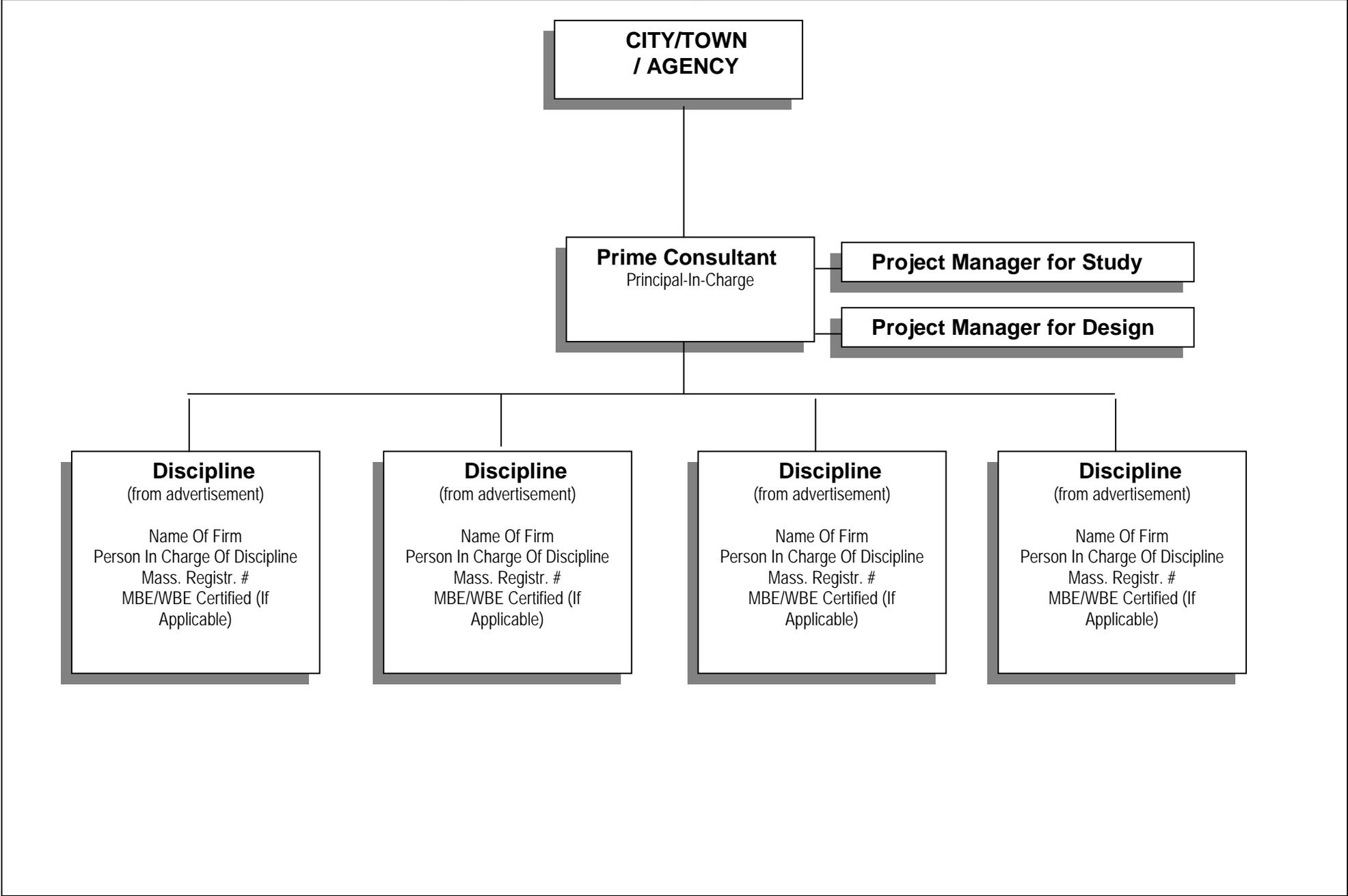
- method for completing the work within stated deadline.
- detailed description of the tasks to be performed
- any other outside resources required to complete each task
- expected time to complete each step.
- time schedules and milestones
- personnel assignments
- other information as necessary to demonstrate ability to complete the project on time.
- assignment of specified personnel with the required skill for each step.
- target dates, highlighted, of all milestones.
- Detailed explanation of how the firm provides quality control in each phase of the project.

FIRM QUALIFICATIONS

Applicants should possess the following minimum qualifications:

- Massachusetts registration and licensing in good standing in all applicable disciplines (listed)
- Thorough knowledge of procedures, requirements and practices of the Commonwealth of Massachusetts and all other agencies related to the design and construction of public schools.
- Thorough knowledge of Massachusetts State Building Code and regulations of the Architectural Barriers Board
- Thorough knowledge of Massachusetts School Building Authority programs, eligibility, policies and initiatives.
- Thorough knowledge of and familiarity with Chapter 579 of the acts of 1980 (Omnibus Construction Reform Act) and Chapter 484 of the Acts of 1984.
- Sufficient staff to complete the project within stated timelines
- Must present a minimum of three (3) similar facility study projects complete for Massachusetts K-12 school buildings. Provide description of the project and the findings from the study.
- Have a good working relationship and access to specialty consultants as needed to support the firm in the performance of the scope of services with the ability to readily use these subconsultants as needed. Provide a list of subconsultants with your submission.

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name:

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be Specific – No Boiler Plate

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
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12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by _____ Printed Name and Title _____ Date _____
 (Signature)