



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

Date: September 12, 2025

To: All Prospective Proposers

**Re: Request for Proposals (DSB-1-W6) for Facilities Master Plan – City & WPS
Buildings**

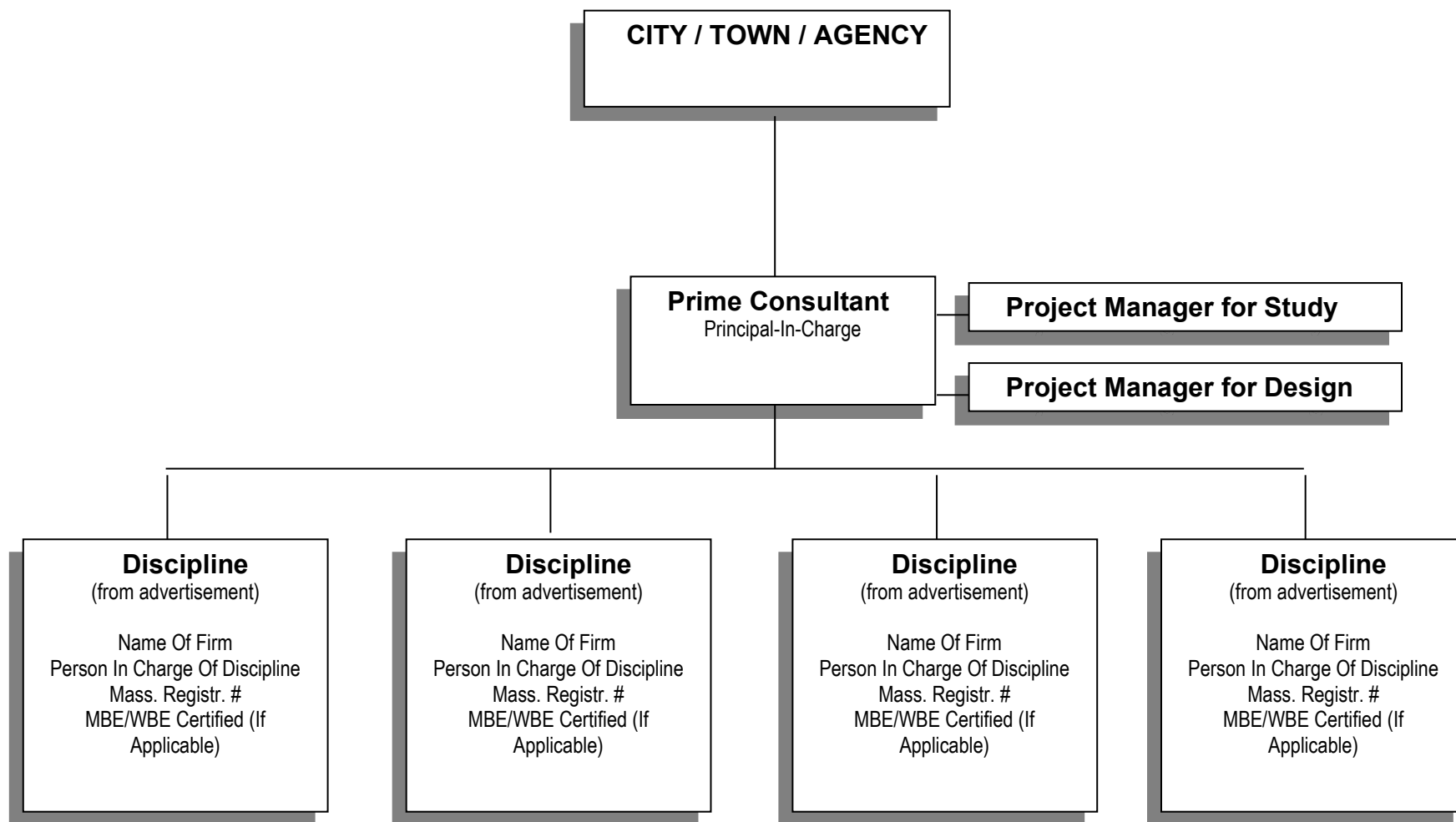
Instructions to all firms interested in submitting a proposal for the above referenced services are as follows:

1. Proposals will be received until 10:00 AM, local time on **October 22, 2025** 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 schedule for services will be negotiated with the City of Worcester Designer Selection Board and/or Department(s) involved in the project. The not to exceed fee amount is \$ 800,000.00
4. Proposals are to be submitted in eight (8) copies to the above address. Please include a PDF version on USB drive.
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
Chair, Designer Selection Board

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)	1. Project Name/Location For Which Firm Is Filing:		2. Project #								
			This space for use by Awarding Authority only.								
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:		3. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)									
3b. Date Present and Predecessor Firms Were Established:		3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:									
3c. Federal ID #:		3g. Name and Address Of Parent Company, If Any:									
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): Email Address: Telephone No: Fax No.:		3. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>									
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):											
Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site Profs.	_____	(_____)	Other	_____	(_____)
Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)		_____	(_____)
Acoustical Engrs.	_____	(_____)	Environmental	_____	(_____)	Planners: Urban./Reg.	_____	(_____)		_____	(_____)
Civil Engrs.	_____	(_____)	Fire Protection	_____	(_____)	Specification Writers	_____	(_____)		_____	(_____)
Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)		_____	(_____)
Construction Inspectors	_____	(_____)	Industrial	_____	(_____)	Surveyors	_____	(_____)		_____	(_____)
Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)		_____	(_____)
Drafters	_____	(_____)	Landscape	_____	(_____)		_____	(_____)	Total	_____	(_____)
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No											

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"/> SDVOBE <input type="checkbox"/> VBE <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"/> SDVOBE <input type="checkbox"/> VBE <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 <u>ONLY</u> 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):
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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. <u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u>																																
Be Specific – No Boiler Plate																																	
11.	Professional Liability Insurance: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 30%;">Policy Number</td> <td style="width: 10%;">Expiration Date</td> </tr> </table>	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: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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b.				e.																													
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14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 20%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
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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. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Submitted by (Signature) _____</td> <td style="width: 40%;">Printed Name and Title _____</td> <td style="width: 10%;">Date _____</td> </tr> </table>	Submitted by (Signature) _____	Printed Name and Title _____	Date _____																													
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City of Worcester & Worcester Public Schools

Request for Qualifications (RFQ) for Facilities Master Plan DSB-1-W6

Christopher J. Gagliastro, MCPPO
Purchasing Director, Chairperson
City of Worcester
Designer Selection Board
(508) 799-1220
gagliastroc@worcesterma.gov

Section 1 - Introduction & Project Overview

1.0 - Worcester, Massachusetts, with a population of over 200,000 and more than 35,000 college students, is the second largest city in New England. Centrally located, it is under an hour from Boston, Providence and Hartford. The City of Worcester (City) is governed by a Council-Manager ("Plan E" form of government) with a popularly elected Mayor, eleven City Council Members and an appointed City Manager. A nine member School Committee, chaired by the Mayor, is also elected to oversee the governance of the Public Schools, which is led by an appointed Superintendent of Schools.

Founded as a town in 1722 and incorporated as a city in 1848, Worcester is known as the "Heart of the Commonwealth." The City is home to a vibrant business, industrial, and educational communities, boasting a deep history not only within the immediate region, but also on the national stage.

1.1 - Public buildings within the City are managed by the various City departments, while the Worcester Public Schools (WPS) manage the school buildings. For the purposes of this Master Plan, the portfolio consists of 34 on the City side, and 56 for the School Department (90 in total). These buildings range in age, diversity of styles, construction types, and size. There is no standard style or approach, and many of the facilities on both the City and WPS sides of the portfolio have been retrofitted to work for modern uses. While the majority of the facilities do retain their original intended use; it is clear that a public school building from the late 1800s lacks many of the required features for a modern learning environment. The same can be said for antiquated City buildings, where modern technology has rendered the existing spaces functionally obsolete.

The City of Worcester and the Worcester Public Schools are dedicated to maintaining, at the highest level, a safe and healthy environment for their building users, the community at large, all employees, students and staff. Accordingly, the City is seeking a qualified consultant, with governmental/municipal and PreK through 12 Master Planning experience, to develop a comprehensive Facilities Master Plan for the City and the WPS. The City and WPS will make use of this Facilities Master Plan to secure future funding, implement strategic maintenance and operational decisions, and develop initiatives based on the findings of the final report.

1.2 - The purpose of this Request for Qualifications (RFQ) is to seek qualifications from experienced architectural firms/consultants interested in conducting a comprehensive physical conditions assessment of 90 existing buildings. The assessment will identify areas including but not limited to, critical maintenance, proposed renovations and recommended building replacements, outlined for the next 15 years. The Facilities Master Plan must include a detailed assessment of current conditions, constraints and capabilities of the City and WPS properties, and include recommendations for renovations or replacement of the facilities as outlined in the following sections.

Section 2 - Scope of Services

2.0 - Scope of services: Fee for services will be negotiated with the firm awarded this contract. Fee shall include all of the services required herein and shall not exceed \$ 800,000.00. Under this RFQ, consultants should address these functional elements in a strategic way that employs systems-thinking, acknowledges complex interrelationship of facilities needs, and highlights locally relevant key themes. The outcomes should be a highly structured document/report that details the City and School facilities through data-driven analysis, industry-standard planning, clear with strategies that can be used to shape policy and capital investment decisions. Action items with timelines, priorities, cost estimates, and key implementers identified shall also be included under this scope.

It is the City's intent that the planning process be comprehensive and lead to adoption of a long-term Facilities Master Plan for the City and WPS that will provide the model for facilities planning for a short-term (1 - 5 years), mid-range (5 - 10 years), and long-range (10 - 15 years).

2.1 - Meet with Facilities Master Planning Committee (FMPC): This Committee will be made up of individuals that include the City's (City and School employees) facilities management professionals. The exact composition of this Committee will be determined ahead of the project kickoff date. This task involves meeting with appropriate team members on the FMPC to obtain critical information on the existing facilities and conditions assessment. The FMPC shall meet throughout the Facilities Master Plan process, and also be the primary reviewer of draft reports and the final deliverables.

2.2 - Evaluation of current facilities portfolio/needs assessment. This task involves the consultant completing, utilizing previous Facility Assessments and Master Plans, demographics reports, conducting a physical evaluation of all existing sites and their condition to understand the basis for modernization and/or new construction/replacement based upon the needs as defined by this RFQ. The consultant will evaluate each site based on the context of the buildings, visual definition of the area, and how the indoor and outdoor spaces function independently and together. Once this overall diagrammatic evaluation of the existing facilities has been completed, the consultant will begin to develop a conceptual level Facilities Master Plan by utilizing statistical data that has been gathered to form a basis for the determination of the needs of each site. This will not be limited to architectural elements of the building and site, but shall also include structural, mechanical, electrical, plumbing, civil and landscape consideration. Colorized, graphically categorized floor plans should be generated for all buildings covered in the Facilities Master Plan, with a roll-up summary included for these space usage categories.

2.3 - Develop future facilities needs and alternatives: This task involves the consultant assisting with prioritizing short-term and long-term needs of the City and

WPS, exploring community and joint-use needs, preparing individual site Facilities Master Plans, providing recommendations for energy savings, incorporating deferred maintenance needs into each site, facilitating and documenting FMPC input and assembling all material for presentation to the FMPC.

2.4 - Identification of major strengths and deficiencies: The consultant shall provide a concise summary listing of the critical strengths and weaknesses of each specific site, synthesizing the detailed findings of the investigating and facilities condition assessment period. The consultant shall develop and use a universal grading criteria across all facilities, so that comparisons can be made by City/WPS administration to maximize the usability of the Facilities Master Plan in concert with other long-range planning initiatives. The report should include specific building projects in a hierarchical priority list, identifying urgent repair and reconstruction projects, justified using specific evaluation metrics.

Building systems categories scope of work is listed in *Appendix A* of this RFQ.

2.5 - Capacity and utilization study: Perform an occupancy capacity study for each site/building, using established State and local loading standards for each specific type of facility. Provide general recommendations regarding maximum site/building occupancies sizes into a classification of *"under capacity, at capacity, over capacity, or not applicable."*

2.6 - Facilities equity study: Analyze and compare spaces between the sites of the same category and type. These findings will be compared with the respective industry and governmental guidelines to determine the need for changes or additions in facilities and spaces necessary to accommodate the respective programs contained at each site.

2.7 - Estimate of probable construction cost and general schedule: Identify and project all costs associated with the recommended facility additions, improvements and/or consolidations with minimum project value of \$25,000 or greater. This includes

factors for contingency and escalation based upon projected/estimated timeframes for project implementation. Consultant shall prepare a schedule for project implementation given industry typical assumptions for design, agency approval and construction to align with the beginning of each school year/fiscal year, or as necessary to facilitate construction and occupancy.

2.8 - Presentation of draft report: This task involves the consultant presenting the draft Facilities Master Plan to the FMPC. The presentation shall be comprehensive yet concise, and include an executive summary recap of all critical topics and findings. The consultant should plan on holding this presentation and review at an in-person workshop format.

2.9 - Incorporate owner feedback: This task involves the consultant incorporating feedback from the FMPC after the presentation of the draft report. Feedback shall be provided to the consultant in a timely manner, and be summarized as to facilitate and expedite the preparation of the final report.

2.10 - Presentation of final report: Upon completion of the final report, the consultant shall present to the FMPC. The presentation shall be comprehensive yet concise, and include an executive summary recap of all critical topics and findings. The consultant should plan on holding this presentation and review at an in-person workshop format.

2.11 - Technical appendices: Assemble data, technical and interim reports, documentation of stakeholder input, and other background information in editable digital format.

2.12 - Final report deliverables: The final report shall be furnished digitally, as PDF and word document on USB flash drives. Ten (10) digital flash drives shall be provided, along with a file-share hosted copy, categorized, accessible to the City. The consultant

shall provide ten (10) printed copies of the final report, and any associated backup materials/data developed during the project.

Section 3 - Project Schedule

3.0 - Project schedule: Below is a schedule of anticipated events associated with this RFQ. This is a rough outline schedule. Final dates are subject to change at the discretion of the City, and this table is provided as a guideline for solicitation purposes:

Task	Date(s)	Notes
RFQ posted	September-2025	
RFQ response deadline	October-2025	
Contract award notification	November-2025	
Contract Negotiation / Completion	December - 2025	
Project kick-off	February - 2026	On-site meeting required
Report preparation & investigations	March 2026 – December 2026	
Draft report presentation	December 12, 2026	On-site meeting required
City feedback period	December 12, 2026 – January 31, 2027	
Feedback provided to consultant	February 1, 2027	
Final report preparation	February 2, 2027 – March 30, 2027	
Final report presentation	April 15, 2027	On-site meeting required
Project closeout/wrap-up	April 16, 2027 – May 1, 2027	

Section 4 – Submission Requirements

4.0 - Proposals should be typewritten, concise, straightforward and must address each requirement and question noted herein. Submittals shall be signed by an authorized individual or officer of the firm submitting the proposal. In addition, Materials must be in 8 ½ x 11 format and are required to include the following items:

- **Cover Letter**
- **Business Information**
- **Project Approach**
- **Relevant Project Experience**
- **References**
- **Project Team Summary**
- **Exclusions**
- **Insurance**

4.1 - Cover letter: A cover letter containing an introduction and the name, address, telephone number and e-mail address of the person or persons authorized to represent the firm regarding all matters related to the proposal. The cover letter should also include the number of years in business and date the firm was established. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

4.2 - Business information: Provide the following information for your firm:

- Company name
- Address
- Telephone
- Website URL
- Name and email of main contact
- Federal tax I.D. number
- License information including number and expiration date, if applicable
- Business structure (corporation, partnership, etc.)
- A brief description and history of the firm
- Number of employees (licensed professionals, technical support, etc.)
- Number of current projects and present workload and where possible, projected workload for the period in question, for those individuals proposed to work this specific project
- Location of office where the majority of services will be performed

4.3 - Project approach: Describe approach and methodology for completing the Scope of Services tasks described in *Section 2*. Include anticipated involvement from key stakeholder groups, meeting/workshop facilitation, presentations and approval procedures. Present a preliminary schedule for the same, including key milestones, deliverables and critical path items, along with expected time required to complete each step. There should also be a detailed explanation of how the consultant will provide ongoing quality control for each phase of the project.

4.4 - Relevant project experience: Provide information about similar services provided by your firm on at least three prior Facilities Master Plans at the municipal and/or PK-12 level, completed within the past ten years. Include the following information:

- Project name and location
- Beginning and end dates of project
- Dollar amount of identified need
- SF amount of enclosed space surveyed
- Main program elements
- Size of the district and/or municipality (enrollment, number of sites, grade levels, etc.) key contact, include name, title, phone number and email address
- Provide a sample of at least one (but no more than three) completed Facilities Master Plan(s). Include an electronic file on the flash drive with submittal; hard copies are not required

4.5 - References: Provide the names, titles, and contact information for a minimum of five references of individuals who have worked with the firm within the past three years.

4.6 - Project team summary: Identify the project team members and their specific expertise and experience to ensure suitability for this scope of services. Indicate key team members, years of employment with the firm, and resumes as applicable. A Massachusetts registered design professional shall be required for all applicable disciplines, and they shall possess advanced understanding and knowledge of the policies, procedures, requirements and practices related to the design and construction of public facilities in the Commonwealth of Massachusetts.

The consultant shall have a deep understanding of all applicable state and local Building Codes, Massachusetts Architectural Access Board, federal ADA requirements, and previous experience working with the public government entities in relation to the contracting of professional design services.

4.7 - Insurance: Insurance requirements must meet or exceed the minimums as set forth in the contract template attached to this RFQ and noted below..

Insurance.

Pursuant to Section 51(e) of Chapter 7(C) of the General Laws, the Designer shall obtain professional liability insurance, covering negligent errors, omissions and acts of the Designer or of any person or business entity for whose performance the Designer is legally liable arising out of the performance of this Agreement. The amount of this coverage shall equal the lesser of one million dollars (\$1,000,000) or ten percent (10%) of the Project's estimated cost of construction for the applicable period of limitations. If the coverage is on a "claims made" basis (rather than occurrence basis), the Designer shall obtain from its insurer a six year extending reporting coverage ("tail") policy continuing such coverage.

The Designer shall also obtain and maintain in force at all times during the term of this Agreement, insurance coverages pertaining to general/public liability, property damage, motor vehicle and worker's compensation in the following amounts:

- a. Commercial General Liability, written on an occurrence basis, - \$1,000,000 per occurrence/\$2,000,000 aggregate
- b. Excess/Umbrella Liability, written on an occurrence basis, - \$1,000,000 per occurrence/\$2,000,000 aggregate
- c. Automobile Liability/Combined Single Limit - \$1,000,000 per occurrence/\$2,000,000 aggregate (all owned, scheduled, hired, and non-owned autos)
- d. Workers Compensation - MA Statutory Requirements

The Designer shall furnish certificates of insurance coverage of the types and amounts required above, to the City, prior to the execution of this Agreement. The City shall be named as an additional insured on said coverage and certificates, except professional liability coverage and workers compensation coverage.

The City Manager, Room 306, City Hall, Worcester, Massachusetts, shall be identified as a Certificate Holder. The Designer shall require its insurance company(ies) to notify the Certificate Holder of any reduction or cancellation of the insurance at least thirty (30) days prior to the effective date of such reduction or cancellation.

Section 5 - Selection Methodology

5.0 - Selection process: The City of Worcester Designer Selection Board (DSB) will be responsible for evaluating the proposals. Proposals will be evaluated on the basis of the evaluation criteria listed herein and ranked by the DSB in order from highest to lowest. If deemed necessary by the DSB, the City may schedule interviews with the highest ranked consultants with a minimum of three firms interviewed. The DSB will then vote on the interviewed consultants and confirm the overall rankings by voting again to determine the most qualified offer to the City. The City reserves the right to reject any and all proposals

The DSB meetings are subject to open meeting law requirements and will be posted in accordance with the law.

5.1 - Minimum qualifications: All firms / consultants must meet the minimum qualifications listed below. Submissions must include documented evidence of each.

1. The firm and its team must have at least five years' experience in planning, public policy, and municipal and/or school facilities master planning.
2. Prior experience with similar projects in the evaluation, planning, design and construction oversight of municipal and school facilities. The experience of both the applicant's firm and specific individuals assigned to this project will be evaluated. The experience shall demonstrate knowledge of contemporary theories and practice, how such knowledge has been reflected in past designs, and deep knowledge of the design and construction of public facilities in the Commonwealth of Massachusetts.
3. Past performance on public projects and working knowledge of Massachusetts General Laws Chapter 149 relating to public design and construction projects.
4. The firm must have previous experience in the management of public information processes, conducting assessments, and drafting of both school and municipal facilities master plans. Completion of two similar projects within the last five years is required, and completion of at least five overall is desired.
5. The firm must be financially stable and not subject to outstanding legal proceedings.
6. The volume of the firm's current and projected workload must not adversely affect its ability to immediately initiate work and to follow through with the project in a timely and professional manner. The firm and all team members must be capable of devoting a significant amount of time in this project in order to complete the work within the schedule outlined in this RFP.
7. The firm must include properly licensed personnel. Professional qualifications and licenses of staff and consultants assigned to this project and current workload shall be provided.

8. The firm must have demonstrated ability to prepare and support effective implementation plans, including the ability to accurately estimate costs and meet schedules.
9. Experience developing and implementing public participation techniques, such as holding community stakeholder and/or neighborhood meetings, conducting key persons interviews, and developing end-user surveys.

5.2 Evaluation criteria:

All proposals will be reviewed and evaluated by the DSB based on the minimum qualifications noted above. Additional consideration will be given to the following aspects of each submission:

A. Staffing plan, schedule, and capacity:

A deep, experienced professional project personnel plan with particular attention to training, educational background, and professional experience will be given strong consideration. Demonstrated expertise and experience of the principal in charge project manager and other key personnel, and any consultants to be assigned to the project, including professional registration of the consultants and their qualifications.

B. Team experience:

A Staffing Plan comprised of highly qualified individuals with significant relevant experience in most if not all disciplines listed above and beyond the minimum applicant qualifications will be given strong consideration.

The Consultant has an established track record working with their proposed team members.

C. Project understanding and approach:

Desirability of approach to the project as well as a demonstrated understanding of all project components. The DSB places a premium on thorough and comprehensive approaches to the project and the ability to present a program of services which complies with the required project scope in a manner which is clear, concise, and complete with respect to required activities and creative with respect to including unique or fresh methods of gathering input and presenting concepts.

D. Professional references:

The DSB seeks strong, credible and relevant client references

E. Analytical capabilities:

The quality, completeness, and methodology of the proposed technical approach to address the project goals will be evaluated. The DSB seeks a highly-detailed, logical, innovative and comprehensive approach.

5.4 - Finalist interviews: If deemed necessary by the DSB, they may schedule interviews with the firms who have been shortlisted by the board with a minimum of three firms shortlisted. Interviews will consist of a short presentation by the firm and then a brief question and answer session with board members. Any and all information deemed necessary by the board to determine a firm's qualifications may be discussed at the interview.

Section 6 - Listing of Buildings

6.0 - Buildings to be included in the Facilities Master Plan:

ID	Dept.	Schl. Type	Name	Address	SF
1	WPS	Elementary	Belmont Street Community School	170 Belmont St	92,988
2	WPS	Middle	Burncoat Middle School	135 Burncoat St	147,296
3	WPS	High	Burncoat High School	179 Burncoat St	144,388
4	WPS	Elementary	Burncoat Street Preparatory School	526 Burncoat St	28,255
5	WPS	Elementary	Canterbury Street Magnet School	129 Canterbury St	51,638
6	WPS	Elementary	Chandler Elementary Community School	114 Chandler St	40,916
7	WPS	Elementary	Worc. Dual Language Magnet School (formerly Chandler Magnet)	525 Chandler St	102,000
8	WPS	Elementary	City View Discovery School	80 Prospect St	70,000
9	WPS	K-12	Claremont & Woodland Academies (formerly Accelerated Learning Lab)	15 Claremont St	135,989
10	WPS	Elementary	Clark Street Community School	280 Clark St	38,250
11	WPS	Elementary	Columbus Park Preparatory Academy	75 Lovell St	56,774
12	WPS	High	Doherty Memorial High School	299 Highland St	424,600

13	WPS	Admin	Durkin Administration Building (formerly Central Admin Bldg)	20 Irving St	79,025
14	WPS	Elementary	Elm Park Community School	23 North Ashland St	74,696
15	WPS	Other programs	Challenge & Reach Academy at Harlow Street School	15 Harlow St	27,813
16	WPS	Elementary	Flagg Street School	115 Flagg St	47,400
17	WPS	Middle	Forest Grove Middle School	495 Grove St	142,443
18	WPS	Elementary	Francis J. McGrath Elementary School	493 Grove St	35,845
19	WPS	Elementary	Gates Lane School of International Studies	1238 Main St	96,000
20	WPS	Other programs	Gerald Creamer Center (formerly Granite St)	120 Granite St	26,509
21	WPS	Elementary	Goddard School of Science & Technology	14 Richards St	119,972
22	WPS	Elementary	Grafton Street School	311 Grafton St	41,065
23	WPS	Head Start	Greendale Head Start	130 Leeds St	24,600
24	WPS	Other programs	Dr. James A. Caradonio New Citizen Center (formerly New Ludlow)	1407A Main St	19,232
25	WPS	Admin	Head Start Administration Building	770 Main St	9,960
26	WPS	Elementary	Heard Street Discovery Academy	200 Heard St	23,800

27	WPS	Elementary	Jacob Hiatt Magnet School	772 Main St	27,134
28	WPS	Elementary	Lake View School	133 Coburn Ave	27,918
29	WPS	Elementary	Lincoln Street School	549 Lincoln St	25,766
30	WPS	Elementary	May Street School	265 May St	35,912
31	WPS	Elementary	Midland Street School	18 Midland St	24,623
32	WPS	Head Start	Mill Swan Head Start	337 Mill St	33,756
33	WPS	Head Start	Millbury Street Head Start	389 Millbury St	19,312
34	WPS	Elementary	Nelson Place School	35 Nelson Place	56,300
35	WPS	Elementary	Norrback Avenue School	44 Malden St	113,500
36	WPS	Admin	Dr. James L. Garvey Parent Information Center	768 Main St	50,684
37	WPS	Elementary	Quinsigamond School	14 Blackstone River Rd	118,198
38	WPS	Elementary	Rice Square School	76 Massasoit Rd	36,000
39	WPS	Elementary	Roosevelt School	1006 Grafton St	120,656
40	WPS	Other programs	Fanning Building	24 Chatham St	51,702
41	WPS	High	South High Community School	170 Apricot St	254,144
42	WPS	Middle	Dr. Authur F Sullivan Middle School	140 Apricot St	180,000

43	WPS	Elementary	Tatnuck Magnet School	1083 Pleasant St	42,384
44	WPS	K-12	University Park Campus School	12 Freeland St	15,942
45	WPS	High	Worcester Technical High School	1 Manny Familia Way	400,000
46	WPS	Elementary	Thorndyke Road School	30 Thorndyke Road	36,504
47	WPS	Elementary	Union Hill School	1 Chaplin St	43,216
48	WPS	Elementary	Vernon Hill School	211 Providence St	83,060
49	WPS	Elementary	Wawecus Road School	20 Wawecus Road	23,854
50	WPS	Elementary	West Tatnuck School	300 Mower St	37,164
51	WPS	Elementary	Worcester Arts Magnet School	315 St. Nicholas ave	56,657
52	WPS	Middle	Worcester East Middle School	420 Grafton St	155,392
53	WPS	High	North High School	140 Harrington Way	203,582
54	WPS	Other programs	Alternative School	11 McKeon Rd	9,034
55	WPS	Admin	Finance & Operations Departments	115 Northeast Cutoff	36,690
56	WPS	Other programs	Foley Stadium & Field House	305 Chandler St.	6,460
Total WPS SF					4,426,998

ID	Dept.	Name	Address	SF
57	DPF	DCU Center	1 Worcester Center Blvd	245,748
58	DPF	Frances Perkins Library	470 West Boylston St	3,250
59	DPF	Health & Code/Inspectional Services	25 Meade St	27,756
60	DPF	Emergency Management HQ (RECC)	2 Coppage Drive	12,296
61	DPF	Union Station	2 Washington Square	148,000
62	DPF	Worcester Public Library - Main Branch	90 Franklin Street	124,656
63	DPW Admin	Dept. of Transportation Admin Bldg	76 East Worcester St	29,067
64	DPW Admin	DPW Administration Bldg	20 East Worcester St	37,491
65	DPW Auditorium	Worcester Memorial Auditorium	1 Highland Street	110,688
66	DPW Central Garage	Central Garage	29 Albany St	60,336
67	DPF	City Hall	455 Main St	73,100
68	DPW Filtration	Filtration Plant	71 Stonehouse Hill Rd	30,000
69	DPW Hope Cemetery	Hope Cemetery Buildings	119 Webster St	13,101
70	DPW Parks	Clubhouse	1929 Manny Familia Way	4,800
71	DPW Parks	Crompton Park	50 Canton Street	18,000

72	DPW Parks	Green Hill Barnyard Zoo Buildings	180 Green Hill Pkwy	6,000
73	DPW Parks	Green Hill Greenhouse/Forestry Building	182 Green Hill Pkwy	4,800
74	DPW Parks	Lake Park Caretakers Building	300 Lake	1,730
75	DPW Sanitation	Sanitation Garage/Sign Shop	26 & 30 Albany St	60,336
76	DPW Water	Water Administration Building	18 East Worcester St	37,491
77	DPW Water	Water Engineering Building	16 East Worcester St	22,479
78	Economic Development	Worcester Senior Center	128 Providence St	94,070
79	Fire	Burncoat Street Fire Station	19 Burncoat St	2,715
80	Fire	Emergency Operations Center	141A Grove St	20,812
81	Fire	Fire Department Headquarters	141 Grove St	20,812
82	Fire	Franklin Street Fire Station	266 Franklin St	15,022
83	Fire	Grafton Street Fire Station	745 Grafton St	4,223
85	Fire	McKeon Road Fire Station	70 McKeon Rd	12,750
86	Fire	Park Avenue Fire Station	424 Park Ave	4,400
87	Fire	Pleasant Street Fire Station	1067 Pleasant St	6,580

88	Fire	West Boylston Street Fire Station	438 West Boylston St	6,840
89	Fire	Webster Square Street Fire	40 Webster St	14,454
90	Police	Worcester Police Headquarters	9-11 Lincoln Square	124,656
Total City SF				1,398,459

6.1 - Total enclosed square feet included in Facilities Master Plan:

Master plan total SF	5,825,457
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Section 7 - Existing plans, studies, reports, and initiatives

7.0 - The following list of plans, studies, reports and initiatives is provided for informational purposes. Report and data availability is not implied by inclusion on this list, and all data found within such documents is subject to consultant verification. Reports are listed in reverse chronological order:

7.1 - Worcester Annual & Capital Budgets: [Link to Worcester Budget Central](#) (2025)

7.2 - Transportation Mobility Action Plan: [Link to DTM Mobility Action Plan](#) (2025)

7.3 - WPS District Map: [Link to WPS District Map](#) (2024)

7.4 - Worcester Now | Next: [Link to Now | Next](#) (2024)

7.5 - City Strategic Plan FY25-29: [Link to Worcester FY25-29 Strategic Plan](#) (2024)

7.6 - WRRB Future of Schools Report: [Link to Building the Future](#) (2024)

7.7 - WPS FY25 Budget: [Link to approved WPS FY25 Budget](#) (2024)

7.8 - WPS IA6 Reports: [Link to Honeywell IA6 WPS Reports](#) (2022)

7.9 - Green Worcester Plan: [Link to Green Worcester Plan](#) (2020)

7.10 - Becoming Worcester Cultural Plan: [Link to Worcester Cultural Plan](#) (2019)

7.11 - WPS 2017 Master Plan: [Link to WPS Master Plan](#) (2017)

7.12 - City of Worc. 1987 Strategic Plan: [Link to 1987 Worcester Strategic Plan](#) (1987)

7.13 - Existing Floor Plans: Current floor plans (available for majority of buildings) will be provided in CAD and PDF format. All available as-built architectural and engineering plans will be provided to the consultant upon award via digital file share.

Appendix A - Building Systems Investigation Criteria

The Master Plan should be comprehensive of all aspects of the facilities which shall be inclusive of the following systems.

This analysis should include narrative and photographic evidence to support the report. Photos of each building system are critical for inclusion in the end product.

Summary reports of condition and prioritization of systems conditions should be included for the stakeholders to make informed capital improvement decisions.

- **Roofing:**
 - The plan should reflect the following as it relates to roofing:
 - Size/area
 - Type
 - Condition and quantity of visible repairs
 - Age
 - Solar/PV system, “yes” or “no”
 - Anticipated remaining life span
 - Approximate replacement cost (based on industry standards)
- **Exterior Windows:**
 - The plan should reflect the following as it relates to the windows:
 - Quantity & Size
 - Type (Double Hung, Hopper, etc.)
 - Condition and quantity of visible deficiencies
 - Age
 - Anticipated remaining life span
 - Approximate replacement cost (based on industry standards)
- **Boilers:**
 - The plan should reflect the following as it relates to boilers:
 - Size & Type
 - Make & Model
 - Fuel Source
 - Age

- Controls integration
 - Approximate energy consumption
 - Anticipated remaining life span
 - Approximate replacement cost (based on industry standards)
- **Heating, ventilation, and air conditioning (HVAC):**
 - The plan should reflect the following as it relates to the HVAC components:
 - Quantity, size, and type of various internal components
 - Quantity, size, and type of roof top equipment
 - Quantity, size, and type of air conditioning system
 - This should include whole building systems as well as smaller room units.
 - Scope and condition of piping
 - Scope and condition of controls
 - Scope and condition of exhaust systems
- **Structural Soundness:**
 - The plan should reflect the following as it relates to structural soundness:
 - Building foundation condition
 - Building structural members condition
 - Fireproofing of structural members condition, if applicable
 - Cracking in structural walls and flooring
- **Exterior Doors:**
 - The plan should reflect the following as it relates to exterior doors:
 - Quantity, size, and style of all exterior doors
 - Condition and operability of all exterior doors
 - Condition and operability of all exterior door hardware
 - Condition and operability of all overhead doors
 - Condition of weatherization systems of all doors
 - Enhanced Security features of all exterior doors, if applicable
- **Exterior Walls:**
 - The plan should reflect the following as it relates to exterior walls:
 - Condition of all exterior walls
 - Condition of various types of siding and precast facades

- Description of the visual condition of the exterior walls to include peeling paint, cracking brick, graffiti, etc.
- **Interior Floors:**
 - The plan should reflect the following as it relates to interior floors:
 - Condition of all interior floors
 - Condition of various sub floorings including but not limited wood, concrete, etc.
 - Condition of various types of surface flooring materials
 - Description of the visual condition of the interior floors including but not limited to exposed concrete, VCT, ACT, marmoleum, terrazzo, granite, carpeting, etc.
- **Interior Walls:**
 - The plan should reflect the following as it relates to interior walls:
 - Condition of all interior walls
 - Types of interior wall materials
 - Description of the visual condition of the exterior walls to include peeling paint, cracking and damaged wallboard, glazed block, exposed CMU's, wallpaper, etc.
- **Interior Ceilings:**
 - The plan should reflect the following as it relates to interior ceilings:
 - Types of interior ceilings
 - Condition of all interior ceilings
 - Description of any water damaged identified
 - Description of discoloration or other types of damage
- **Interior: Other (doors, hardware, etc.):**
 - The plan should reflect the following as it relates to interior hardware:
 - Condition of doors
 - Condition of door hardware
 - Existence of door locking mechanisms
 - Functionality of door locking mechanisms
 - Fire rating of doors and openings
- **Electrical Service and Distribution:**
 - The plan should reflect the following as it relates to electrical service and distribution. This shall include a survey of any solar/PV systems installed:

- Make, model, and size of all electrical service and distribution systems
 - Age of all equipment and infrastructure
 - General condition of all receptacle and switching/control devices
 - Make, model, quantity, age and condition of switchgear
 - Make, model, quantity, age, and condition of transformers
 - Make, model, quantity, age and condition of panel boards
- **Electrical Lighting:**
 - The plan should reflect the following as it relates to electrical lighting:
 - Make, model, and size of all electrical lighting systems
 - Age of all equipment and infrastructure
 - Quantity and types of fixtures
- **Plumbing:**
 - The plan should reflect the following as it relates to plumbing service and distribution
 - Condition of all plumbing service and distribution systems
 - Age of all equipment and infrastructure
 - Make, model, quantity, age and condition of pumps
 - Make, model, quantity, age, and condition of tanks
 - Make, model, quantity, age and condition of fixtures
- **Fire / Life Safety:**
 - The plan should reflect the following as it relates to fire / life safety:
 - Make, model, age, and condition of fire alarm system
 - Make, model, age, and condition of fire suppression systems
 - Make, model, age, and condition of sprinkler systems
 - Make, model, age, and condition of security systems
 - Make, model, age, and condition of card reader systems
 - Make, model, age, and condition of security cameras
 - Make, model, age, and condition of door buzzers
 - Make, model, age, and condition of exit signage
 - Make, model, age, and condition of generators, inc. fuel type
 - Make, model, age, and condition of emergency lighting
- **Accessibility:**
 - The plan should reflect that following as it relates to accessibility:

- The plan will provide a field review of all facilities to identify physical barriers and provide high-level options for future compliance
- The plan will provide a general compliance evaluation to including recommendations for possible modifications and costs for proposed modifications.
- Provide a rough order of magnitude cost estimate that addresses barrier mitigation and capital budgeting, and addresses issues such as the “30%” trigger for MAAB requirements.
- **Site Conditions Analysis:**
 - The plan should reflect the following as it relates to site conditions:
 - Condition and size relative to need of parking lot / driveways
 - Condition and size relative to need of walkways / student drop-off areas
 - Condition and availability to age appropriate playgrounds / playfields
 - Condition and placement of site lighting
 - Condition of appropriate fencing on school property
 - Condition of existing site drainage

See sample “**Appendix B**” for guidance on potential report summary deliverable. Exact format shall include all sections described above, and is subject to development by the awarded firm, in conjunction with the Owner.

Building Evaluation Score: Based on a review of the Building Systems Investigation Criteria, each building should be provided one of the following scores:

Score	Description of Score	Potential Future Action
1	The building is in good condition with few or no building systems needing attention.	General Maintenance
2	The building is in generally good condition with a few building systems that may need some attention.	Minor Repair or Renovation
3	The building is in fair to poor condition with some building systems needing repair or replacement.	Moderate Repair or Renovation
4	The building is in poor condition, many building systems require attention, and further study is required to determine the extent of renovations or potential replacement	Major Renovation or Potential Replacement
5	The building is in extremely poor condition and failure is imminent.	Building in need of immediate Replacement.

Appendix B - Sample Report

Existing Facilities | Sample Middle School

1980, Reno 2000, 2017
155,000 SF
14 Acres



SAMPLE MIDDLE SCHOOL

Property Data

Address	123 Any Street, Worcester, MA 01609
Use	Middle School, Grades 7-8
Date Built	1958 — Original Building
Additions	1989 — Library Addition 2000 — Classroom wing, expansion of library addition, portable classroom addition (6 units) in courtyard
Renovations	2017 — Classroom wing, kitchen expansion, removal of portable classrooms 2017 — HVAC renovations to 1958 building except auditorium and gymnasium (87,400 SF) 2017 — Building renovations — Former cafeteria and kitchen (36,700 SF)
Occupancy Group	E — Educational
Construction Class	Original Building — Type IIB Non-combustible/unprotected



Building Data

No. Floors	Two-story classroom wings. One-story existing gymnasium, teacher workroom (former cafeteria), new cafeteria, renovated kitchen, library and administration.
Gross Area	170,000 GSF — Including additions, renovated areas and existing building
Foundation/Frame	Original 1958 Building + Addition: Concrete foundations with spread footings, exterior load bearing masonry walls, concrete floor slabs (slab-on-grade and rib slab), and perimeter crawl space 1989 Addition: Concrete foundations with spread footings, exterior load bearing masonry walls steel framed roof with metal decking
Exterior Walls	Brick with concrete masonry unit backup
Roofing	Existing Roofs: Adhered EPDM Existing kitchen, low roofs at auditorium, locker rooms, teacher work rooms: Adhered PVC New Roofs: Adhered PVC
Window Systems	Aluminum with operable vents and insulated glazing 1958 Building: Double hung operable 1989 Building: Double hung operable 2000 Building: Double hung operable 2017 Building: Projecting vents 2017 Building: HM frame and sidelight, painted wood automatic hold-open doors at stairs and building separation
Exterior Doors	Aluminum with single pane glass lites in aluminum frames
Interior Doors	Typical: Flush solid core wood, natural finish with HM frames

Building Data (Cont.)

Interior Walls	Typical: Painted gypsum wallboard (GWB) 1958 Building: Glazed brick at auditorium corridor / CMU painted 1989 Building: GWB painted 2000 Building: Ceramic tile (CT) at administration corridors. 2017 Building: Painted GWB, some natural finish wood at corridors. CT corridor walls in cafeteria corridor. CT wainscot in cafeteria.
Floors	Typical: Vinyl composite tile (VCT) typical at classrooms and corridors. Rubber floor tiles at stairs and fitness room. Epoxy resin in kitchen, concrete in mechanical area, toilet rooms, and locker rooms. Carpet in administrative areas, offices, teacher planning, and library. 1958: Gymnasium – Wood floor 2000: Administration and library – Carpet
Ceilings	Typical: Suspended, lay-in acoustical tile 2 x 2 (ATC) 1958: Painted exposed steel and decking in gymnasium 2017: Painted exposed concrete in locker rooms and teacher planning (partial ATC). Metal 2 x 2 ATC in fitness room. Suspended 2 x 2 ATC.
HazMat	Asbestos (ACM): 2017 renovation work removed ACM as required to interface with existing conditions only. 1958: Pipe insulation in wet walls, piping throughout and crawl spaces 2017: None
Sprinklers	Fully sprinklered building
HVAC	Hot water distribution 1958: New induction system (2-pipe) and HW perimeter radiation (2017) 2000: Existing Unit ventilators 2017: New induction system (2-pipe)
Sewerage	Town Sewerage
Electric	277/480V, 3 phase 800 AMP

GENERAL

The Sample Middle School is located between Any Street and Faraway Road. The site is bounded by extensive wetlands to the north and residential neighborhoods to the east and west. Steep conservation land rises to the south. A large playfield separates the building from Hathaway Road.

The original building was built in 1958 with a two-story classroom wing, gymnasium, locker rooms, auditorium, and cafeteria/kitchen. In 1989 a one-story library was built to close in the open walk way between the classrooms and the gymnasium.

In 2000 a classroom wing was added adjacent to the gymnasium including a new administration area and expansion of the library. At some point after the 2000 addition, a six portable classroom cluster was added west of the library.

In 2017 a two-story classroom addition was added to the northeast including a new entry, new cafeteria, and retrofitted teacher planning (in the former cafeteria). With the exception of the 2000 addition, gymnasium, and auditorium the rest of the building received HVAC renovations, new corridor ceilings, and lighting. Portable classrooms were removed.

SITE

Site Access — Vehicular

The site has two entries and parking, one from Hancock Street and the other from Sedge Road. With the exception of the Hancock driveway and pedestrian walkway (fair to poor condition) all other bituminous concrete is new.

Parking

There are (97) striped parking spaces to the east and (42) spaces to the west. Curbing is a combination of vertical granite and bituminous concrete.

Site Access — Pedestrian

New hardscape, pedestrian paving materials are a combination of concrete and bituminous paving most of which is new in 2017 (including bicycle racks).

Playfields

The existing playfields, including the baseball field, are in good condition. The existing softball field was replaced in 2017.

Miscellaneous

New site lighting was added along driveway to Sedge Road and the west entry plaza. Existing utility pole lighting to the west is unsightly and in poor condition.

Water Supply System

The site is served by an existing 6" water main from Hancock Street south of the building, and enters the mechanical room near the loading dock.

Sanitary Sewer

2017 classroom additions and kitchen connect to an existing 30" sewer.

Gas Utility

Natural Gas

The existing gas service originates from Hancock Street, continues south of the building, and enters the mechanical room at the loading dock. The service is 4" – 1646" high pressure plastic.

ARCHITECTURAL SYSTEMS

Exterior Walls

1958 Building: Exterior walls consist of 4" brick veneer and 8" unreinforced concrete masonry units (no cavity) on all elevations. No work was done in 2017 addition except for connecting new to existing. Condition of exterior walls is fair to good.

2000 Addition: Exterior walls consist of 4" brick veneer and 8" unreinforced concrete masonry cavity walls. No work was done during 2017 addition. Condition of exterior walls is good.

2017 Addition: Exterior walls consist of 4" brick veneer on metal studs, rigid insulation and interior gypsum wallboard. Condition of exterior walls is new.

Roofing

1958 Addition: EPDM adhered roofing, rigid insulation over concrete roof or steel roof deck. Date of current roofing is unknown. Roof slope is good with minimal standing water. Roofing condition is good. Existing kitchen, low roofs at auditorium, locker rooms, teacher work rooms—adhered PVC in 2017. Condition is new.

2000 Addition: EPDM adhered roofing, rigid insulation over steel roof deck. Date of roofing is presumed to be 2000. Condition of roofing is good.

2017 Addition: PVC adhered roofing, rigid insulation over steel roof deck. Condition of roofing is new.

Windows

1958 Building: Insulated aluminum (double-hung, fixed and awning windows) date unknown. Condition of windows is fair.

2000 Addition: Condition of original double-hung and fixed insulated aluminum windows is fair to good.

2017 Addition: Aluminum, pre-finished windows (2" projecting vent and fixed). Condition of windows is new.

Exterior Doors

1958 Building: Exterior entry doors have been replaced with aluminum doors in aluminum frames. Doors are weather stripped and have insulated glazed vision panels.

2000 Addition: Original exterior entry doors are in good condition.

2017 Addition: Exterior entry doors at stair exits and vestibule are aluminum curtainwall. Doors are insulated glass and weather stripped. Condition of curtainwall is new.

Interior Walls

1958 Building: Interior partitions (classroom demising walls, corridors, etc.) are typically unreinforced concrete block (CMU), painted. The existing interior walls are in fair condition.

2000 Addition: Interior partitions are gypsum wallboard.

2017 Addition: Interior walls are typically metal studs with gypsum wallboard, painted. Certain corridors feature hardwood panels and benches. Condition is new.

Interior Doors

1958 Building: The interior doors are solid core flush wood, some with vision panels, in hollow metal frames. All are in generally fair condition.

2000 Addition: Original interior doors are solid core flush wood with natural finish in hollow metal frames. Condition is good.

2017 Addition: Interior doors are solid core flush wood with natural finish in hollow metal frames. Condition is new.

ARCHITECTURAL SYSTEMS (CONT.)

Floors

1958 Building: Lobby, corridor, and cafeteria floors are 12" x 12" vinyl composite flooring (VCT) which is in fair condition. The wood gymnasium floor is in fair to good condition. Renovated locker room floors are epoxy resin (2017). Condition is new. Rubber floor tiles in fitness room in 2017. Condition is new.

1989 Addition: Library was re-carpeted in 2018. Condition is new.

2000 Addition: VCT flooring in corridors and classrooms is in good condition.

2017 Addition: VCT flooring in classrooms, corridors and cafeteria. Rubber flooring on stairs and landings. Epoxy resin flooring in kitchen and toilet rooms. Condition is new.

Ceilings

Classrooms: Suspended acoustical tile (ATC) and grid 2 x 2

Corridors: Suspended acoustical tile (ATC) and grid 2 x 2

Cafeteria: Suspended acoustical tile (ATC) and grid 2 x 2

Gymnasium: Exposed steel structure and perforated steel decking (painted)

Locker Rooms: Exposed concrete ceiling (painted)

Teacher Workroom: Exposed concrete ceiling (painted) and ATC

Lockers

1958 Building: Locker room renovation 2017. Lockers are surface mounted, double tier with sloped top. Condition is new.

2000 Addition: Recessed full height corridor lockers. Condition is good.

2017 Addition: Recessed full height corridor lockers. Condition is new.

Science Classroom Casework

2017 Addition: New laboratory stations, base and wall hung casework at new science classrooms.

2017 Renovation: New laboratory stations, base and wall hung casework at Classroom 233.

HVAC

Note: Unless otherwise noted, the HVAC system and components are new or were replaced in 2017.

Fuel Source

Natural gas for all HVAC components. Electric cooling.

Heating Plant

(4) high efficiency hydronic boilers

Chillers

(2) 250-ton air cooled chillers

Roof Top Units (RTU) (6)

- Gymnasium (2)
- Teacher Planning
- Cafeteria
- Auditorium
- Administration (DX/HW system)

Energy Recovery Units (ERU) (5)

- 1958 classrooms (2)
- 2000 classrooms (1)
- 2017 classrooms (2)

Distribution System

- New piping through corridors
- New ductwork (except administration area)
- New VAV boxes in administration
- Existing ductwork in auditorium

Typical Systems

- Two-pipe induction in all classrooms
- VAV in administration offices and teacher planning
- FCU in corridors

Perimeter Radiation

Radiant ceiling panels or HW baseboard radiation in 1958, 1989, and 2000 buildings.

Automatic Temperature Controls (ATC)

New ATC system for 2017 addition and existing systems. Condition is new.

ELECTRICAL

Note: Unless otherwise noted, electrical systems are new or were replaced in 2017.

Electrical Service

The building has an 800 ampere, 277/480V, 3-phase service. Primary cabling from an exterior utility pole extends underground to utility owned exterior transformer.

Electrical Distribution

Many branch panels are located in corridors and some are original to the building. Some panels have been replaced or retrofitted in place where upgraded during previous renovations.

Emergency Generator and Electrical Panels

The Sample Middle School is served by one diesel generator with day tank, rated at 50 KW, 120/208V, 3-phase which is presumed to have been installed in the 1980's. The generator visually appears to be in fair condition which is downgraded to poor condition due to reports that the generator has previously failed to start during testing.

A new generator was installed in 2019.

Lighting and Receptacle Systems

Lighting throughout existing classrooms, corridors, and other areas is new LED direct/ indirect fixtures.

Exception: Lighting systems in the administration offices, library, gymnasium, and auditorium was not replaced. The administration offices and library were built in 1989. The gymnasium and auditorium are original (1958) but presumed to have been upgraded since then. Condition is fair.

All lighting is controlled by the building management system (BMS).

Fire Alarm System

The building is equipped with an addressable fire alarm system consisting of a control panel, annunciator, manual pull stations, heat detectors, smoke detectors, and horn/strobe notification devices. Fire department notification is provided through a master box located inside the building.

Classroom Communications

An integrated administrative and classroom communication system includes Voice over IP. The system consists of individual speakers in corridors, classrooms and all occupiable spaces. All classrooms are equipped with telephone sets for initiating and receiving calls to/from the existing main administrative console located in the main office. The existing system is Tyco Simplex Grinnell system (date unknown).

Sound Reinforcement System

2017 Addition: Classrooms have a speech reinforcement system consisting of amplifier, IR sensor, and speakers. Speakers are compatible with the existing system.

Master Clock

Existing master clock system with secondary clocks in classrooms and all occupiable areas is Tyco Simplex Grinnell (date unknown).

The 2017 addition system is compatible with the existing system.

Data/Voice Cabling

Typical: Voice/data outlets located in all offices, classrooms, and occupiable areas. All classrooms are equipped with a short throw projector.

ELECTRICAL (CONT.)

Security Systems

The building currently has security systems (dates unknown) consisting of the following:

- Intrusion detection for the exterior doors
- Card access control points for exterior doors
- CCTV surveillance system

The 2017 addition Aiphone model is compatible with the main system.

1. Intrusion Detection

Intrusion detection devices consist of motion detectors

2. Door Access

The door access system consists of DSX control panel and card readers at exterior doors.

3. Bi-Directional Amplifiers

A new bi-directional amplifier (BDA) system was installed in August of 2019.

PLUMBING

Domestic Cold Water Service

2017 Addition: Including the cafeteria, connects to an existing domestic water service. Water piping is type "L" copper (insulated). Valves are gate, butterfly, and ball types.

Domestic Hot Water Service

Existing gas fired domestic water heaters (2) and master mixing valve (date unknown).

Soil Waste and Vent

2017 Addition: A 6" sanitary line connects to an existing line east of the cafeteria.

A dedicated 4" grease waste line connects west from appliances and fixtures and connects to an exterior grease trap and the 6-inch sanitary line.

A 6" sanitary line connects to an existing 30" line north of the classroom addition.

Rain Water Discharge

2017 Addition: A new roof drain system collects rain water and primary roof drains and dual level promenade drains extend as scuppers through the roof parapet.

Natural Gas

Existing 4" main enters the existing building at the mechanical room.

Fixtures

- Plumbing fixtures in toilet rooms are low-flow (1.6 ga), wall-hung water closets with flush valves. Lavatories are electronic sensor activated.
- Drinking fountains are stainless steel.
- Janitor closet service sinks are precast terrazzo mop basin type.
- All fixtures are ultra-low (30%) water conserving type.

Acid Neutralization System

2017 Addition: Acid waste and vent piping connects to an acid neutralization system under casework in new science classrooms.

FIRE PROTECTION

Sprinklers

2017 Addition: A new system extends the existing 4-inch standpipe system and wet automatic fire suppression system.

Standpipes

New standpipes are located in egress stairs and include a 2½" fire department hose valve with 1½" reducer at stair floor landings.

Fire Protection System

An existing dedicated water service for standpipes and sprinklers runs to each stairway and through each stairway as a standpipe.

All valves controlling the flow of water have supervisory devices that report to the existing fire alarm system. The kitchen hood is protected with a dry agent "Ansul R-102" package hood suppression system.

DESIGN SERVICES AGREEMENT

This Agreement made this ____ day of _____, by and between the City of Worcester, a municipal corporation duly established under the laws of the Commonwealth of Massachusetts (hereinafter "City"), and _____ a Massachusetts corporation having a principal place of business at _____ (hereinafter "Designer").

WITNESSETH:

WHEREAS, the City seeks to obtain design services for the development of a master facilities study and plan for twenty-eight schools, including identification of critical maintenance, renovations, additions or building replacements over the next twenty years; and

WHEREAS, the City Manager, pursuant to Article Five, Section Ten of Part II of the Revised Ordinances of 2015, requested the Designer Selection Board to solicit and recommend a designer qualified for such purpose; and

WHEREAS, the Designer Selection Board issued a request for proposals, Project No. _____ dated _____; and

WHEREAS, the Designer Selection Board, after publicly soliciting proposals and interviewing a number of designers, recommended the Designer to the City Manager as the selected designer; and

WHEREAS, the Designer possesses the expertise, experience and capacity to perform this service;

NOW THEREFORE, the parties mutually agree as follows:

1. Designer's Services.

The Designer shall provide the architectural, design and engineering services necessary to conduct a comprehensive physical and programmatic assessment of the twenty-eight schools identified by the City and to prepare a long-term master facilities plan. The Designer's services shall be performed in accordance with Exhibit A. Scope of Work, attached hereto and incorporated herein by this reference.

2. Term.

The Designer shall perform the services required by this Agreement in accordance with the deadlines and schedule contained in Exhibit B, Project Schedule, attached hereto and incorporated herein by this reference.

3. Fee.

The City shall pay the Designer for all services performed pursuant to this Agreement an amount not to exceed _____ in accordance with the procedures set forth herein and in accordance with Exhibit C, Project Fee Breakdown, attached hereto and incorporated herein by this reference.

The above sum includes all labor, overhead, profit, transportation, and direct expenses. The City shall pay the Designer for services performed under this Agreement only on the basis of written invoices or official documentation evidencing in complete detail, the propriety of the charges. Payments by the City shall be made within thirty (30) days after receipt of such invoice, excluding any review and approval period performed by the Commonwealth of Massachusetts as may be required as a condition to the receipt of funds for this project.

Pursuant to Section 38H(j) of Chapter 7 of the General Laws, the Designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the executive head of the public agency responsible for administering the design contract. For purposes of this paragraph, "public agency" shall have the meaning as set forth in G. L. c.7, section 39A.

4. Information Furnished by City.

The City shall, so far as the work under this Agreement may require, furnish the Designer with any relevant information it may have concerning the subject matter of this Agreement.

It is mutually agreed that nothing in this Agreement shall be construed to obligate the Designer to prepare for or appear in litigation or hearing in behalf of the City or, obtain or provide extensive assistance in obtaining approvals from governmental agencies concerned with environmental protection, except in consideration of additional payment for the Designer.

5. Definition of the Probable Construction Cost.

The Probable Construction Cost, as herein referred to, shall be the total cost to the City of all elements of the Project as designed by the Designer. The cost shall include at current established wage rates, including a reasonable allowance for overhead and profit, labor and materials necessary to construct the project in accordance with the construction documents and any equipment which has been designed, specified, selected or specially provided for by the Designer as well as demolition expenses. Cost does not include the Designer's, or any special consultant's fees or reimbursements, land acquisition, or the cost of a clerk-of-the-works.

6. Ownership of Documents.

Drawings, documents, reports and specifications as instruments of service are the property of the City, whether the work for which they are made be executed or not, and are not to be used on other work except by agreement with the City.

7. Successors and Assignments.

The City and the Designer each binds itself, its partners, successors, legal representatives and assigns of such other party in respect to all covenants of this Agreement.

8. Consultants, Subcontracting, Successors & Assignments.

Except for those listed on Exhibit D, which is attached hereto and made a part hereof by reference, the Designer shall not employ consultants, subcontract, assign or transfer any part of its services or obligations under this Agreement without the prior approval of and written consent of the City. The City shall not unreasonably withhold such approval. The written consent shall not in any way relieve the Designer from its responsibility for the professional and technical accuracy and the coordination of all data, designs, specifications, estimates and other work or materials furnished.

9. Professional Responsibility and Services to be Performed.

A. The Designer shall be responsible for the professional and technical accuracy and the coordination of all designs, drawings, specifications, estimates and other work furnished under this Agreement. The Designer shall staff its office with sufficient personnel to complete the services required under this Agreement in a prompt and continuous manner, and shall meet the submittal dates established during the course of this Agreement.

B. The Designer shall furnish appropriate competent professional services for each of the phases to the point where detailed checking or reviewing by the City will not be necessary.

C. The Designer shall thoroughly acquaint its employees with the provisions of General Laws Chapter 30, Section 39M, which provides in part: "for each item of material, the specifications shall provide for either a minimum of three named brands of material or description of material which can be met by a minimum of three manufacturers or producers, and for the equal of any one of said named or described materials."

D. Neither the City's review, approval or acceptance of, nor payment for any of the services furnished shall be construed to operate as a waiver of any rights under this Agreement or any cause of action arising out of the performance of this Agreement.

10. Indemnification.

The Designer agrees to indemnify and hold harmless the City and its officers, agents and employees from and against all suits, actions or claims of any character brought because of any injury or damage received or sustained by any person, persons or property arising out of, or resulting from, any asserted negligent act, error or omission of the Designer or its agents or employees occurring in the performance of this Agreement. The Designer is not required hereunder to defend the City, its officers, agents, or employees, or any contractor or subcontractor retained by the City from assertions that they were negligent or indemnify and save them harmless from liability based on their negligent acts, errors or omissions. The indemnifications required hereunder shall not be limited by reason of the specification of any particular insurance coverage under this Agreement.

11. Insurance.

Pursuant to Section 38H(f) of Chapter 7 of the General Laws, the Designer will obtain professional liability insurance, covering negligent errors, omissions and acts of the Designer or of any person or business entity for whose performance the Designer is legally liable arising out of the performance of this Agreement. The amount of this coverage shall equal the lesser of one million dollars or ten percent of the Project's estimated cost of construction for the applicable period of limitations. If the Designer provides Professional Liability, Commercial General Liability Insurance and/or Excess/Umbrella Liability coverage on a "claims made" basis, it shall maintain such "claims made" coverage for a minimum of 3 years from the expiration or

termination of this Agreement and shall provide the Certificate Holder with a certificate evidencing the renewed coverage. If the Designer fails to maintain or cancel/non-renew such coverage the Designer shall purchase appropriate tail coverage in order to fully maintain coverage (including the City's status as additional insured as to Commercial General Liability and Excess/Umbrella coverage) for 3 years from the expiration or termination date of this Agreement.

The Designer shall also obtain and maintain in force at all times during the term of this Agreement, insurance coverages pertaining to general/public liability, property damage, motor vehicle and worker's compensation in the following amounts:

- a. Commercial General Liability, written on an occurrence basis, - \$1,000,000 per occurrence/\$2,000,000 aggregate
- b. Excess/Umbrella Liability, written on an occurrence basis, - \$1,000,000 per occurrence/\$2,000,000 aggregate
- c. Automobile Liability/Combined Single Limit-\$1,000,000 per occurrence/\$2,000,000 aggregate (all owned, scheduled, hired, and non-owned autos)
- d. Workers Compensation - MA Statutory Requirements

The Designer shall furnish certificates of insurance coverage of the types and amounts required above, to the City, prior to the execution of this Agreement.

12. Termination of Contract.

A. Termination of Contract for Cause. If either party shall fail to fulfill in a timely and proper manner its obligation under this Agreement for any cause, or if either party shall violate any of the terms, covenants and conditions of this Agreement, then in such event the initiating party shall have the right to terminate this Agreement by giving written notice to the breaching party of such termination and specifying the effective date thereof, said written notice to be given at least five (5) days before the effective date of such termination. In such event, all records, documents, assets, property and equipment, of any nature whatsoever, or wheresoever situated, prepared, or purchased by the Designer with Federal, State or City funds under this Agreement shall, at the option of the City of Worcester, become its property.

B. Termination for Convenience of the City of Worcester. The City of Worcester may terminate this Agreement, in whole or in part, at any time by giving at least thirty (30) days notice in writing to the Designer.

In such event, all records, documents, assets, property and equipment, of any nature whatsoever, or wheresoever situated, prepared, or purchased by the Designer with Federal, State or City funds under this Agreement shall, at the option of the City of Worcester, become its property.

C. Survival of Claims, Right to Set-off. In the event the Agreement is terminated, for either cause or convenience, said termination shall not affect the rights or remedies of either party against the other then existing or which may thereafter accrue. Furthermore, if the City, at the time of termination, sustains or has sustained damages for personal injury or property damage, the City may withhold any payments to the Designer for the purpose of set-off, until such time as the exact amount of damages owing to the City from the Designer are determined. Any such retention of payment of monies due the Designer by the City will not release the Designer from liability.

D. Termination Expenses. In the event of any termination of this Agreement, the Designer shall be paid in accordance with the appropriate invoicing procedure defined in Section 3 herein, for all services performed up to and including the termination date. No other termination expenses shall be allowed.

13. Records.

Records shall be maintained in accordance with requirements prescribed by the City of Worcester with respect to all matters covered by this Agreement. Except as otherwise authorized, such records shall be maintained for a period of six (6) years after receipt of the final payment under this Agreement.

14. Reports and Information.

At such times and in such forms as the City of Worcester may require, the City may request and the Designer shall not unreasonably refuse to provide such statements, records, reports, data and information, pertaining to matters covered by this Agreement.

15. Audits and Inspections.

At any time during business hours and as often as the City may deem necessary, the Designer shall make available to the City or its representatives for examination all non-confidential records with respect to all matters covered by this Agreement and will permit the City or its representatives to audit, examine and make

excerpts of transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

16. Records - Confidentiality.

The City reserves the right of access to the non-confidential records of the Designer and its sub-contractors in accordance with provisions of the Massachusetts General Laws and Federal Regulations. Those records classified confidential shall be provided with the informed written consent of the individual involved.

17. Independent Contractor.

The Designer is an independent contractor and not an employee of the City of Worcester.

18. Discrimination Prohibited.

A. In all hiring or employment made possible by or resulting from this Agreement, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin, and (2) affirmative action will be taken to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.

B. No person in the United States shall, on the ground of race, color, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Agreement. The Designer and each employer will comply with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964.

19. Compliance with Laws.

In the performance of this Agreement, each party shall comply with all federal, state and local laws, rules, ordinances, regulations and all administrative and judicial positions known to it, except for such period as it may in good faith be contesting the validity or application thereof.

20. Conflict of Interest.

The Designer warrants that it has complied with all provisions of law regarding the award of this Agreement and that it, or its employees, agents, officers, directors or trustees have not offered or attempted to offer anything of any value to any employee of the City in connection with this Agreement.

The Designer further warrants that no employee of the City of Worcester, including unpaid members of City boards and commissions, serves as an officer, director, trustee or employee of Designer, and that no employees of the City of Worcester have or will have a direct or indirect financial interest in this Agreement.

Violation of this section shall be a material breach of this Agreement and shall be grounds for immediate termination of this Agreement by the City without regard to any enforcement activities undertaken or completed by any enforcement agency. Termination of this Agreement pursuant to this section shall not waive any claims for damages that the City may have against the Designer resulting from its violation of the terms of this section.

21. Certifications Required by Law.

The Designer, by executing this document, certifies the following:

(a) it has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of this Agreement for design services;

(b) that no consultant to or subcontractor for the Designer has given, offered or agreed to give any gift, contribution or offer of employment to the Designer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the Designer;

(c) that no person, corporation or other entity, other than a bona fide full time employee of the Designer, has been retained or hired by the Designer to solicit for or in any way assist the Designer in obtaining this Agreement for design services upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of this Agreement to the Designer; and

(d) with respect to contracts which exceed ten thousand dollars or which are for the design of a building for which the budgeted or estimated construction costs exceed one hundred thousand dollars, that the Designer has internal accounting controls as required by subsection (c) of thirty-nine R of chapter thirty of the General Laws and that the Designer has filed and will continue to file an audited financial statement as required by subsection (d) of said section thirty-nine R.

(c) that the Designer, and any consultant to or subcontractor for the Designer, represents, warrants and certifies that it has complied with all laws of the Commonwealth of Massachusetts relating to taxes and all Ordinances and Orders of the City of Worcester relating to taxes, fees and charges, or is lawfully contesting the validity of the same. The Designer, and any consultant to or subcontractor for the Designer, further represents, warrants and certifies that it will remain in such compliance during the term of this Agreement, including any amendments or extensions hereto. Breach of any of these provisions shall be deemed a material breach which shall entitle the City to immediately terminate this Agreement pursuant to Article 12(A) and take any other action authorized by law to collect any amounts due the City.

22. Applicable Law.

The law of the Commonwealth of Massachusetts shall govern the validity, interpretation, construction and performance of this Agreement.

23. Rights Reserved.

The City reserves the right to change policy expounded herein due to policy changes dictated by Federal, State or Municipal agencies. The Designer agrees to comply with any and all regulations, rules or law of the U.S. Government, Commonwealth of Massachusetts or the City of Worcester that control, as may be issued from time to time.

24. Notices.

Any formal notices necessary under this contract shall be given by certified mail, return receipt requested, and addressed to the City at the City Manager, Room 306, City Hall, Worcester, Massachusetts 01608 and addressed to the Designer at the address appearing in the first paragraph of page 1 of this contract.

25. Severability.

If any provision of this Agreement is held invalid by any court or body of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect.

26. Headings.

The section headings in this Agreement are for convenience and reference only and in no way define or limit the scope or content of this Agreement or in any way affect its provisions.

27. Amendments.

This Agreement may be amended or modified only by a written amendment hereto duly executed by the parties.

28. Entire Agreement.

This Agreement contains the entire understanding of the parties and supersedes all prior agreements, representations, proposals and undertakings of the parties.

[Remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have caused this Agreement to be executed as a sealed instrument by their duly authorized representatives the day and year first above written.

RECOMMENDED:



Christopher J. Gagliastro, Purchasing Director
DSB Chairman

By:
Title:

WORCESTER PUBLIC SCHOOLS:

Superintendent

APPROVED AS TO FORM:

CITY OF WORCESTER

Deputy City Solicitor

City Manager

I certify that funds for this Agreement are available
in Account No. _____.

Administration & Finance

EXHIBIT A SCOPE OF WORK

The Designer shall furnish the following services relative to the Project:

Task 1 – Project Definition

The Designer shall meet with the City to ascertain and develop a mutual understanding of the facility conditions assessment, educational program, space parity, flexibility, class size, and design enrollments. The Designer and City will establish project goals and set progress review meetings.

Task 2 – Facility Condition Assessment

The Designer shall obtain as much existing data (studies, plans etc.) as possible for the existing twenty-eight (28) buildings. The Designer's assessment team will meet with the facilities head at each building prior to conducting the assessment to understand current issues. The Designer shall tour each building to assess the current physical condition of the systems and finishes. The review will include Civil, Architectural, Mechanical, Plumbing / Fire Protection and Electrical and will include a focus on fire and safety regulation compliance; school safety and security; and emergency communications. The Designer shall identify building component and systems conditions and develop a list of building deferred maintenance issues. This process will include:

- Interviews with the Facilities Management Team and building occupants
- Identification of major and deferred maintenance issues including: urgent, short term and long term (5-10 year) items
- Report out using a Facility Condition Index (FCI) model
- Cost estimate of identified issues

Areas for review will include but not be limited to: Building envelope; Mechanical / HVAC; Electrical; Plumbing, Fire Protection and accessibility.

Task 3 – Demographic and Enrollment Projections

The City will provide the demographic and enrollment projections. Designer shall review and evaluate the information provided to determine enrollment needs and requirements in increments of 5 years through the school year 2027.

Task 4 – Enrollment Programming and Capacity Analysis

The Designer shall conduct meetings and interviews / discussions with the City and educational leaders including the Superintendent, Principals, senior staff, and other key stakeholders to understand the program and pedagogy of the various departments and programs offered relative to Study schools. Designer shall develop program assessments based on projected populations for each school and make recommendations regarding capacities using the Massachusetts School Building Authority (MSBA) guidelines and program deliveries, which may identify needs for renovation, new construction and or consolidation of school facilities. MSBA's Summary of Spaces will be developed for each school. The evaluation will include PreK and after school activities. This work

will be conducted in the context of 21st Century teaching and learning methodologies and environments.

Task 5 – Community Use

The Designer shall evaluate current community use of facilities and future needs. This will be conducted with school department and school personnel as part of the interviews identified above.

Task 6 – Development of Options

The Designer shall propose up to three conceptual capital master plan alternatives that meet the needs for each school with respect to program and existing conditions requirements, size and location based upon enrollment projections. These shall comprise of options for: maintenance only; renovation and addition or new construction.

Task 7 – Conceptual Cost Models

The Designer shall develop a conceptual cost model for each planning option at each school, the cost model will include construction costs and indirect costs normally part of a Massachusetts school project.

Task 8 – 20 Year Capital Plan

Working with the leadership team, the Designer shall assist the City in selecting a preferred option and prioritizing the needs to develop a 20 year capital plan with timelines and costs. The Designer shall identify issues foreseeable beyond the 20 year period and advise where state reimbursement or other funding might be appropriate.

The plan will include recommendations for: urgent; short term and long term maintenance and capital needs by school.

Task 9 – Draft and Final Reports

The Designer shall incorporate all relevant information and recommendations into a draft report for comments and approvals. Upon receipt of comments, the Designer shall create a final report for distribution. Both versions will be in electronic format.

The Designer will attend up to 10 project meetings during the course of the study, up to 4 City/Community meetings and up to 4 meetings specifically for presentation development and preparedness. The Designer shall prepare documents for public presentations to the community, boards and committees.

**EXHIBIT B
PROJECT SCHEDULE**

The Designer shall complete the tasks authorized by this Agreement within ten (10) months of the Notice to Proceed, and in accordance with the following schedule.

<u>Tasks</u>	<u>Time to Complete</u>
Notice to Proceed	Early October, 2016
Gather Existing Documents	Early October, 2016
Kick Off Meeting	Mid October, 2016
Review of Demographics	Early November, 2016
Facilities	
Facilities Assessments	Mid-October, 2016 – Mid December, 2016 (includes maintenance estimating)
Educational Programming	November, 2016 – January, 2017
Options Development	January, 2017 – April, 2017
Options Cost Estimating	April, 2017– May, 2017
Preferred Alternative	May, 2017 – June, 2017
Report Development	Throughout the Contract term

**EXHIBIT C
PROJECT FEE BREAKDOWN**

The City shall pay the Designer for services authorized under this Agreement in accordance with the procedures set forth in herein and in accordance with the following Project Fee Schedule:

Task

FEE

Task 1 — Project Definition: (1) project start up meeting, existing building photography, collection and copy all existing necessary drawings and studies

Task 2 — Facility Condition Assessment

Task 3, 4 & 5 — Demographic and Enrollment Projections
Educational Programming and Capacity Analysis, Community Use
Includes (28) meetings at each school with stakeholder group, during this time a confirmation of room uses, sizes and program will be completed for capacity analysis

Program charts to determine number of spaces needed for increased population based on WPS master schedule, enrollment data and discussions with educators; MSBA Summary of Spaces form based on projected population

Task 6 through 9 — Development of Options. Cost models, 20 year capital plans and reports

Final report in electronic format; meetings as noted above for presentations and presentation development; coordination with cost estimator for options developed; preparation of PowerPoint presentations

Total Not to Exceed Amount:

Assumptions:

- City has existing conditions drawings for all 28 schools
- City will provide a list of Capital Repairs / Renovations / Investments conducted over the past 10 years as well as those currently in the planning

EXHIBIT D

SUBCONSULTANTS

Name of Person/Firm

Discipline/Project Role

None

TAX CERTIFICATION

THE MASSACHUSETTS REVENUE ENFORCEMENT AND PROTECTION PROGRAM OF 1983
REQUIRES THAT THE FOLLOWING CERTIFICATION BE SUPPLIED IN ORDER TO CONTRACT WITH
THE CITY OF WORCESTER:

DATE: _____

Pursuant to Mass. G.L.c. 62C, Section 49A, I certify under the Penalties of Perjury that
the below listed corporate entity has, to my best knowledge and belief, filed all
Massachusetts State Tax Returns and paid ALL Massachusetts State and City Taxes
Required under Law.

Company Name

Street & No

City

State

Telephone No.

SOCIAL SECURITY NUMBER (if applicable) OR
FEDERAL IDENTIFICATION NUMBER:

Signature, Title

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the _____
(name of corporation)
held on _____ Directors were present or waived notice,
(date)
it was voted that _____ of this company be and hereby is
(officer and title)
authorized to execute contracts and bonds in the name and behalf of said company, and affix its
Corporate Seal thereto, and such execution of any contract or bond of obligation in this company's name
shall be valid and binding upon this company.

A TRUE COPY, ATTEST:

[Signed]

[Company Name and Address]

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)
that _____ is the duly elected _____
(Name of Officer) (Title)
of said company, and the above vote has not been amended or rescinded and remains in full force and
effect as of the date of this contract.

Signature: _____

Name/Title: _____

Date: _____
(Corporate Seal)

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS. _____, 2016

On this ____ day of _____, 2016, before me the undersigned notary public, personally
appeared _____, who proved to me through satisfactory evidence of
identification, which was/were _____, to be the person whose name is
signed on the preceding or attached document, and acknowledged to me he/she signed it voluntarily
for its stated purpose.

Notary Public
My commission expires:

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the _____
(name of corporation)
held on _____ Directors were present or waived notice,
(date)
it was voted that _____ of this company be and hereby is
(officer and title)
authorized to execute contracts and bonds in the name and behalf of said company, and affix its
Corporate Seal thereto, and such execution of any contract or bond of obligation in this company's name
shall be valid and binding upon this company.

A TRUE COPY, ATTEST:

[Signed]

[Company Name and Address]

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)
that _____ is the duly elected _____
(Name of Officer) (Title)
of said company, and the above vote has not been amended or rescinded and remains in full force and
effect as of the date of this contract.

Signature: _____

Name/Title: _____

Date: _____
(Corporate Seal)

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS. _____, 2016

On this ____ day of _____, 2016, before me the undersigned notary public, personally
appeared _____, who proved to me through satisfactory evidence of
identification, which was/were _____, to be the person whose name is
signed on the preceding or attached document, and acknowledged to me he/she signed it voluntarily
for its stated purpose.

Notary Public

My commission expires: