

Berlin-Boylston Regional School District



Request for Qualifications (RFQ)

Facilities Conditions Assessment Berlin Memorial School

ADVERTISEMENT

We invite you to submit your qualifications for a **“Facilities Condition Assessment.”** In order for your submission to be considered responsive, this original document must be delivered prior to the time and at the place indicated herein.

Sealed proposals for “Facilities Condition Assessment – Berlin Memorial School” will be received until December 9, 2020, at 2:00 PM at the Office of the Superintendent, 215 Main Street, Boylston, MA 01505. Proposals received after such time will not be accepted. Sealed envelopes containing proposals must be clearly marked in accordance with the Submission Instructions.

The work shall consist of written proposals from qualified consultants to provide a Facilities Condition Assessment to assist in our developing a 10-year Capital Plan.

All proposals for this project are subject to applicable bidding laws of Massachusetts. To the extent applicable, the following sections of Massachusetts General Laws are incorporated herein by reference:

M.G.L. Chapter 30B

In the event of any inconsistency between the Request for Qualifications, Advertisement, Conditions or any other applicable statutes, by-laws or regulations existing on the date on which the proposal is submitted, then the statute, by-laws or regulations shall govern. Such inconsistency shall not be grounds for invalidating the proposals.

The proposer agrees that this proposal shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays and legal holidays excluded after the opening of proposals.

Request for Qualifications (R.F.Q.) documents will be available at 2:00 PM on November 4, 2020. Documents may be requested via e-mail to the District’s Director of Finance and Operations at rconry@bbrsd.org. Include “Facilities Condition Assessment – Berlin Memorial School” in the subject field.

The Owner reserves the right to waive any informalities or to reject any or all proposals.

TIMELINE

Project Name: **Facilities Condition Assessment**

Project Location(s): Berlin Memorial School
34 South Street
Berlin, MA

Awarding Authority: Berlin-Boylston Regional School District
215 Main Street
Boylston, MA 01505

Advertisement: Posted

RFQ Available: November 4, 2020
Email request to rconry@bbrsd.org with subject line:
“Facilities Condition Assessment”

Briefing Session: To be Determined, if needed

Questions Due: December 1, 2020

Email Questions to: rconry@bbrsd.org

Proposals Opening: December 9, 2020 @ 2:00 PM
215 Main Street
Boylston, MA 01505

Est. Award Date: December 15, 2020
Est. Work Start Date: January 4, 2021
Interim Report Due: TBD
Final Report Due: March 1, 2021
Presentation of Findings: TBD

In accordance with Massachusetts General Law, Berlin-Boylston Regional School District (hereinafter “BBRSD”) is seeking the services of a qualified “Designer” within the meaning of G.L. Ch. 7C, §44, to provide professional design services to conduct a comprehensive and detailed study of Berlin Memorial School, located at 34 South Street, Berlin, MA, 01503. The Owner seeks candidates with experience developing an asset inventory, identifying current facility conditions and deficiencies, and cost estimating and capital expense forecasting specifically for school buildings.

BACKGROUND INFORMATION

Berlin Memorial School, constructed in 1998 is a 48,000 square foot one (1) to two (2) story structure with exterior brick masonry wall, punched window openings. Two (2) roofing systems, flat EPDM and sloped Asphalt Shingle. Air Conditioning in the office area only. Classroom heat provided by Uni-Vents fed by a closed glycol loop. Additional heat in other building areas provided by dedicated RTU’s. Recent improvements include the installation of two (2) Froling P4 100 Kw pellet boilers. Supplemental heating provided by backup 2.7 million BTU oil fired boiler. Stand by power provided by Superior 200 kW diesel powered generator.

It is anticipated that this school will remain in use, in substantially the same form as it is currently being used, for the foreseeable future (at least the next 15-20 years). Therefore, the Berlin Boylston Regional School District seeks to study the current structure in order to identify any current deficiencies that require investment as well as the proposed cost of what those investments would be, in order to continue the current use of this building.

BRIEFING SESSION

A non-mandatory briefing session may be held for interested parties, at the discretion of the district. All interest parties will be notified of meeting venue and date/time if this meeting is to occur.

SCOPE OF SERVICES

The service requested in the RFQ for the Facilities Condition Assessment shall be completed by a qualified Assessment Team (AT) to be comprised of architectural and engineering professionals. They will conduct a comprehensive and accurate analysis of the building structure, envelope and building systems to produce an accurate analysis (through non-destructive means) of the current facilities status.

The District seeks to utilize this report as the basis for the facilities portion of its ten (10) year Capital Improvement Plan for Berlin Memorial School. The District seeks to understand (1) the general condition of the building and major components; (2) the annual maintenance costs for the various systems within the building; and (3) the timing and cost of future building component maintenance and replacement.

The District will make available experienced maintenance personnel to escort the contractor through the various buildings. The District will also make available previous reports, building plans (where available), and recent work order history, if available, to the successful firm.

At the completion of the assessment, the firm will present its findings to the Regional School Committee and additionally, upon request, to a governing body of the Town of Berlin. These meetings will be held both in the day time and in the evening.

A. Assessment Team (AT)

The AT will be comprised of the following:

An architecture firm will lead the facilities assessment and will be responsible for assembling a comprehensive team of supporting sub-consultants as needed to evaluate various facilities components. The Principal-In-Charge will be LEED certified.

B. On-Site Assessment

The AT will conduct an evaluation of the existing conditions of the mechanical, electrical, plumbing, fire protection, structural, and building envelope systems, as well as examine accessibility, vertical lifts and possible hazardous materials within the facility. The primary goal of the assessment is to identify all maintenance, repair and or replacement needs for both the short and long term, as well as recommend upgrades and repairs as necessary.

The assessment will include an inventory of all maintainable equipment within each facility, noting any, and all information on the equipment, and outlining the projected life expectancy. It will include entering all accessible crawl and attic spaces.

The assessment will focus on the following facility elements, which include but are not limited to:

- a. Mechanical – heating, ventilation, and air conditioning systems
- b. Plumbing
- c. Electrical – service, distribution, lighting and emergency generation systems
- d. Fire protection systems, health, life safety, egress and emergency lighting
- e. Substructure – structural
- f. Building envelope systems – roofs, walls, windows and doors
- g. Interiors – visible structural components, walls, doors, floors, ceilings and finishes
- h. Accessibility requirements
- i. Vertical lifts - analysis of existing systems

In addition, as part of this project, the facilities assessment will review design drawings for structural work to reinforce the ceiling in the gymnasium, and provide an opinion on the feasibility and adequacy of the drawings. In the event that the drawings as viewed as anything other than professionally competent and comprehensive, alternate drawings will be provided by the project team. In addition, if a much more cost-effective solution is feasible, the project team will prepare an alternate design that provides a solution at that lower cost. These designs will be the basis for an Invitation for Bid to be issued by the District this Fall.

C. Assessment Report

1. The Facilities Condition Assessment report will give a description of the existing conditions and observations noted during the on-site assessment. All noted items shall be categorized in order of priority in the following manor:

Priority 1 – Critical: Conditions in the category require immediate action, cause a safety hazard, are needed to stop further deterioration.

Priority 2 – Necessary - Not Yet Critical: Conditions in the category require attention to deter deterioration or failure.

Priority 3 – Recommended: Conditions in the category will make an improvement to the existing building systems and existing conditions.

Priority 4 – Appearance: Conditions in the category are finishes that have deteriorated and require maintenance or repair to maintain aesthetic standards.

Priority 5 – Does Not Meet Current Code – “Grandfathered”: Conditions in the category do not conform to existing codes but are “Grandfathered” in their current condition. No action is required at this time, but should work be needed on them, required corrections will need to be made to comply with current code.

The data collected shall be presented in a comprehensive report with an executive summary that identifies major areas of concern, and a recommended timeline for replacing primary systems, structures, and non-building infrastructure. The report will detail the existing conditions, support findings with annotated drawings, photographs and summarize priorities by category with the estimated cost associated with the repair or replacement along with an inventory of all maintainable equipment within the facility.

2. The Facilities Condition Assessment report will estimate the remaining useful life of existing building systems and components, for the purpose of developing a capital replacement schedule for the school building.

SELECTION

Selection will be based on the proposer’s experience, team composition, project approach and schedule, and sample report using the evaluation criteria below. Berlin-Boylston Regional School District may decide not to conduct interviews and instead, directly select the firm that best meets the criteria below.

MINIMUM REQUIREMENTS

1. Proposers must have been regularly engaged for at least five (5) years prior to the date of this RFQ in the business of providing facility condition assessments.
2. Proposers must be able to provide all of the system requirements and services described in the Scope of Services.
3. Proposers must have the credentialed staff as described in Assessment Team section.
4. Proposers must have performed and can demonstrate similar assessments for school districts in the past.

PROPOSAL COMPONENTS

All interested parties must include the following information in their proposal.

1. **Experience:** List and describe the firm's past five (5) years of experience developing school facility assessment reports with a similar scope of services. Include the name and telephone number of the reference for all projects on the list.
2. **Team:** Describe and list by name and function all in-house staff, and sub-consultants including engineers, and related specialists that will be used on this project. This shall include resumes and a list of their licenses and certifications where applicable. A project manager must be included as well.
3. **Approach to Project & Proposed Schedule:** Describe in detail the firm's approach to conducting a Facilities Condition Assessment. Submit a proposed schedule for all work required with timeframes for completion showing the ability to meet target dates as outlined in the timeline section.
4. **Report:** Submit one (1) sample report from a prior study of a similar nature.

GENERAL CONDITIONS

- 1) Each firm must demonstrate that it meets minimum qualifications.
- 2) Vendor shall submit a complete list of all contracts performed in the past five (5) years that are similar in scope to this project with contact names and telephone numbers.
- 3) Vendor shall submit a minimum of three (3) references of contracts performed that are similar in scope to this project with contact names and telephone numbers.
- 4) The district reserves the right to randomly select (3) other projects to contact and obtain feedback from.
- 5) Consultant includes a project manager who has a minimum of five (5) years' experience in performing the work described in this RFP and is a registered professional engineer or architect.
- 6) The Consultant shall assure that all personnel, equipment and materials necessary to the performance of this award are available and make provision for contingencies in the scheduling of personnel and equipment necessary for performance of in a timely manner.
- 7) The Consultant agrees at all times to furnish competent and experienced employees. The District expressly reserves the right to disapprove any employee and to require the Contractor to furnish another satisfactory to the District. Liability for the Contractor's personnel while in the performance of duty under this contract shall be the sole responsibility of the Contractor.

- 8) The Contractor will indemnify, defend, and hold the District harmless from any and all claims, loss, cost, expense, or damage of any kind resulting from or arising out of performance of the contract by the Contractor, its officers, agents, or employees.
- 9) The Contractor shall keep in force at all times during the term of this contract, a policy or policies of insurance as specified in the General Laws of Massachusetts. The Contractor shall carry public liability insurance covering each vehicle to at least \$1,000,000 limits and property damage coverage of not less than \$100,000 or more at the discretion of the Contractor in order to protect their interest.
- 10) The Contractor shall provide Worker's Compensation insurance for the payment of compensation and the furnishing of other benefits under M.G.L. Chapter 152 to all persons to be employed under this contract and shall continue such insurance in full force and effect during the term of this contract.
- 11) The Contractor agrees to comply with M.G.L. c.6, 172G and provide information on each employee to do thorough background checks including criminal background (CORI), sex offender (SORI), and fingerprinting. If required Contractor will have employees complete drug and alcohol testing.
- 12) This contract is subject to the laws of the Commonwealth of Massachusetts. Any clause, which does not conform to such laws, shall be void, and such laws shall be operative in lieu of said clause. All disputes shall be settled within the Commonwealth of Massachusetts.
- 13) The contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. No changes or modifications to the contract shall be made thereto other than by means of a writing signed by the District.
- 14) The District reserves the right to terminate the contract if the Contractor violates the terms of the contract or when service is continually poor. In addition to penalties assessed, and all other rights of the District under the contract, the Contractor will be notified in writing of service that is poor or unsatisfactory and will correct such deficiency to the District's satisfaction. The District reserves the right to cancel any resulting contract at any time with 30-days written notice.
- 15) No part of any contract and/or financial interest therein resulting from the response to the Request for Proposal may be assigned to any third party in whole or in part.

SUBMISSION REQUIREMENTS

Describe in narrative form the Consultant's approach and technical plan for accomplishing the

work listed above. The Consultant shall provide a detailed summary of how the Project will be accomplished in accordance with the RFQ, including describing an overall approach to performing the work.

Provide names and complete résumés for all professional members of the project team. Each member's educational background and professional experience shall be provided. Special skills should be summarized. Identify the person(s) who will be the Project Manager(s) with ultimate responsibility for the work. Team members must be available throughout the duration of the project to actively participate.

The proposal shall provide details of experience and past performance of the Project Manager and members of the team on comparable work for government entities. This section should cover, as a minimum, the substantive nature of comparable engagements, the experience of members of the team in working successfully in matters of similar complexity and the record of the members of the project team for timely performance. Contractors are requested to give sufficient information of their experience to permit the District to understand and verify the exact nature of contribution to other projects and entities.

Identify the specific schedule you propose to follow in completing the tasks and benchmarks for evaluating progress.

Consultants shall discuss the means by which adequate and timely attention to this engagement will be assured.

The Consultants shall provide a detailed cost proposal identifying the work to be performed and the contractor or subcontractor responsible for said work. The proposal shall also identify the person hours by task, including personnel, for each section and subsection.

The Consultant shall provide a sample report for a project of similar size and scope.

COMPARATIVE EVALUATION CRITERIA

All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:

- Highly advantageous - 5 points - Response excels on the specific criterion.
- Advantageous - 3 points - Response meets evaluation standard for the criterion.
- Acceptable - 1 point - Response does not fully meet the criterion or leaves a question or issue not fully addressed.
- Does Not Meet - 0 point - Does not address the criterion, proposal is automatically eliminated from further consideration if “0 points” is received in any category.

1. Breadth of Experience/References (25%):

Highly

Advantageous:

Description and list of ten (10) or more school studies of a similar *scope* with references which have been successfully completed within the last five (5) years. Positive reference

feedback.

- Advantageous:* Description and list of five (5) or more school studies of a similar scope with references which have been successfully completed within the last five (5) years. Positive reference feedback.
- Less Advantageous:* Description and list of less than five (5) or more school studies of a similar scope with references which have been successfully completed within the last five (5) years. Mostly positive reference feedback.
- Unacceptable:* Description and list of less than five (5) or more school studies of a similar scope with references which have been successfully completed within the last five (5) years. Significant negative feedback from references, or inability to obtain feedback from references.

2. Team Composition: (25%)

Highly

- Advantageous:* Project Manager has more than 10 years experience in Facility Assessment work, and holds professional certifications (e.g. AIA's, ED's, Professional Engineering, Registered Architect, LEED, etc). Team members are listed and each member's experience is clearly demonstrated by way of resume and listed qualifications.
- Advantageous:* Project Manager has 5-10 years experience in Facility Assessment work, and holds professional certifications (e.g. AIA's, ED's, Professional Engineering, Registered Architect, LEED, etc). Team members are listed and each member's experience is clearly demonstrated by way of resume and listed qualifications.
- Less Advantageous:* Project Manager has less than 5 years experience in Facility Assessment work, and holds professional certifications (e.g. AIA's, ED's, Professional Engineering, Registered Architect, LEED, etc). Team members are listed and each member's experience is clearly demonstrated by way of resume and listed qualifications.
- Unacceptable:* Project Manager has less than 2 years experience in Facility Assessment work, and holds professional certifications (e.g. AIA's, ED's, Professional Engineering, Registered Architect, LEED, etc). Team members are not listed and each member's experience is NOT clearly demonstrated, with no resume or listed

qualifications.

3. Project Approach (25%):

Highly

Advantageous: A well-articulated, start-to-finish project approach with details on how the assessment will be accomplished and a proposed schedule that meets our timeline for completion. Schedule shows scope of services, including milestones and meetings.

Advantageous: A well-articulated project approach and schedule but one that does not as clearly delineate the process - may not show what will happen, and when in a clear concise way.

Less Advantageous: A project approach with a schedule but may not be clearly laid out in terms of major milestones and meetings and may not illustrate specifically what will happen or when.

Unacceptable: A project approach without a clear schedule and terms of major milestones and meetings; may not illustrate specifically what will happen or when.

4. Quality of Sample Report (25%):

Submission of one (1) sample “Facilities Condition Assessment” or “Capital Asset Assessment” for review that would best exemplify the work you are capable of:

Highly

Advantageous: This report sample would include many elements: A table of contents, continuous page numbering so report can be referenced easily, data designed using a pyramid approach (summary information followed by more detailed levels of information). Each section is clearly titled for ease of use. There would be an executive summary that provides a clear snapshot of the plan with recommendations for repairs, major replacements, and a funding schedule or multi-year Capital Plan. This section will be supported with graphs, tables, and charts to aid non technical people in understanding the findings.

This report would provide a detailed analysis of all major building systems with easy to read schedules that clearly spell out current conditions, deficiencies, improvements and upgrades. The detailed schedules that support the executive summary are provided in an orderly, clear, and consistent layout pattern. The detailed sections align to the areas delineated in the scope of work. These sections

summarize the findings for each category (electrical, plumbing, non building infrastructure, etc.). These sections will also provide a schedule for the components that comprise the associated systems in the category that identify the current condition, estimated useful life moving forward, and any comments and cost estimates for repairs and replacement values.

The sample report would include building layouts, pictures and other graphics used to assist in communicating relevant information. This report would be provided in electronic (PDF) format and hardbound version.

Advantageous: The sample report addresses only the most key components and contains an executive summary, elements of the scope of work, summarizes findings for each category, provides a repair/replacement schedule for all areas, assesses current conditions, and projects useful life moving forward. It also incorporates photos and graphics to assist in communicating relevant information.

Less Advantageous: The sample report addresses just some of the key components but misses some of the desired elements listed above.

Unacceptable: The sample report addresses very few of the key components of the desired elements above, or is not provided.

SUBMISSION INSTRUCTIONS

The proposal shall consist of the following items and shall be submitted by each firm desiring consideration:

1. Interested firms shall submit one sealed envelope or container containing two printed and one electronic version on USB of the submission clearly marked on the outside of the envelope "Facilities Condition Assessment -Berlin Memorial School".
2. All proposals shall be delivered to 215 Main Street, Boylston, MA, 01505.
3. Submissions must contain the required Proposal Components and supporting data to meet the Comparative Evaluation Criteria.
4. Deadline for the submission of proposals is December 9 at 2:00 PM. It is the sole responsibility of the proposer to insure that the submission arrives on time and at the designated place. In the event the central office is closed due to inclement weather or other reasons on the date proposals are due, the deadline will be extended until the next business day, and if closed again, until such day as the central office is open again.

AWARD

The evaluation team will review all submitted proposals and will select the most qualified applicant, in accordance with all applicable procedures. All respondents will be notified, in a timely fashion, as to the status of the project. For an estimated date of award, please refer to the timeline section.

The award of this project is subject to the availability of funding.

Consistent with the regulations related to RFQ bid processes, the contracted fee amount will be negotiated with the firm selected for this project. The fee should be similar to the fee received by a firm for similar projects. A cap of \$40,000 has been established for this project budget, and the negotiated fee cannot exceed that amount.

DOCUMENTATION REQUIRED TO BE SUBMITTED WITH PROPOSAL PACKAGE

1. All required items listed within the RFQ