

**INSTRUCTIONS FOR COMPLETING THE
REQUEST FOR DESIGNER SERVICES**

REQUEST FOR DESIGNER SERVICES (RFS)

Town of Amherst, MA

~~Amherst-Pelham Regional Public Schools (ARPS)~~ Amherst Public Schools

Fort River Elementary School

July 15, 2021

Invitation: The Town of Amherst (“Owner”) is seeking the services of a qualified “Designer” within the meaning of M.G.L. Chapter 7C, Section 44 to provide professional design and construction administration services for the Fort River Elementary School in Amherst, Massachusetts. Selection of a Designer will be made by the Designer Selection Panel of the Massachusetts School Building Authority (“MSBA”) in accordance with the MSBA’s Designer Selection Procedures.

The Owner is seeking design services to conduct a Feasibility Study, which will include the development and evaluation of potential alternative solutions and continue through the Schematic Design Phase of the preferred alternative initially. Subject to the approval of a Project by the MSBA and further subject to adequate funding authorized by the Owner, the contract between the Owner and the Designer may be amended to include continued designer services through design development, construction contract documents, bidding, award of construction contract(s), construction administration, final closeout and warranty period of the potential Project. A potential Project may include a renovation of the existing school, a renovation of and addition to the existing school and/or new construction.

The estimated construction budget for a potential Project may range from ~~\$32,000,000~~ to ~~\$64,000,000~~ depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA’s Board of Directors. The Fee for Basic Services will be negotiated.

The Commonwealth's Affirmative Marketing Program (AMP) established under M.G.L. Chapter 7C, §6, and Governors' Executive Orders helps ensure that minority owned business enterprises (MBE) and women owned businesses (WBE) certified by the Massachusetts Supplier Diversity Office (SDO) have opportunities to participate on DCAMM and other public construction and design projects across the Commonwealth. DCAMM and the SDO announced a series of AMP program changes that will be in effect for state funded municipal projects advertised on or after July 1, 2020.

Applicants should subcontract with MBE and WBE, as certified by the SDO. The AMP project specific goals should be set separately, with distinct participation goals set for MBE firm participation and WBE firm participation. Districts should set the project specific MBE and WBE goals prior to advertising for design services and the individual MBE and WBE goals should clearly be set forth in this RFS. This enables participation goals for an individual project to be specifically

tailored to the particular project prior to procurement and ensures the goals more accurately reflect the availability of contractors or design professionals.

The MBE and WBE must be selected from those categories of work identified in Item F of this RFS or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their separate MBE and WBE participation goals. Consultants to the prime Designer can team within their disciplines in order to meet the separate MBE and WBE participation goals but must state this relationship on the organizational chart (Section 6 of the application form). Applications from MBE and WBE firms as prime designers are encouraged. Where the prime Designer is an SDO certified MBE or WBE, the Designer must bring a reasonable amount of participation by a firm or firms that hold the certification which is not held by the prime Designer on the project.

MBE and WBE Participation Goals for the Designer Services Contract:

- 1. **MBE Participation Goals:** ~~{input percentage goals}~~ 15.36%
- 2. **WBE Participation Goals:** ~~{input percentage goals}~~ 5.915%

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

A. Background:

Amherst has a population of just under 40,000 people, with a high proportion of college age students due to the presence of the University of Massachusetts at Amherst, Amherst College, and Hampshire College. The Town has a **T**own council form of government with thirteen (13) councilors and an appointed **T**own **M**anager. A five-member elected School Committee oversees the Town's elementary schools. Middle and high school students attend the Amherst-Pelham Regional Middle and High Schools located in Amherst. The regional schools serve students from Pelham, Leverett and Shutesbury in addition to Amherst. The Amherst elementary schools and the Regional School District share a superintendent and other administrative staff.

The Owner currently has three elementary schools: Wildwood (built 1970), Fort River (built 1973), and Crocker Farm (built 1966, renovated 2002). All three schools currently serve a total of 1,040 students in kindergarten through sixth grade, with a projected average annual enrollment of 1,105 for the decade beginning in fall 2021. Since fall 2019, a dual language program has operated at Fort River. Crocker Farm also includes a small pre-school program. Fort River Elementary School is in the East Village of Amherst on a thirty-acre site and currently serves 306 students in K-6. Wildwood Elementary is in north central Amherst and currently services 368 students in K-6. Amherst serves a highly diverse student population, which requires a significant level of differentiation and intervention. Thirty-four percent (34%) of students are income eligible, twenty-two percent (22%) are eligible for special education, and thirteen percent (13%) are English language learners.

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Commented [KD2]: I can't add a comment to the actual section, but it appears that information inserted by the OPM below starting on page 5 (in the box) is redundant to what's stated just under the background title and highlighted in yellow. Please review and consider combining all information into the background section.

Both Wildwood and Fort River Elementary Schools were built in 1973 with open classrooms at a time when this floor plan was the prevailing educational model: the area of each of these buildings is 82,000 square feet. ~~Since that time, it has been proven that this model does not provide a successful learning environment for all students.~~ The open floor plan environment includes multiple classroom spaces per unit, which is noisy and easily disrupted. At both schools, the open floor plan layout has been reconfigured so that students must pass through other classrooms in order to enter bathrooms or the hallway. This is disruptive for all students, particularly students with hearing impairments and those diagnosed with attention deficits and sensory disorders.

Commented [KB3]: The paragraph above says Wildwood was built in 1970. Please clarify.

A key issue to the Owner during the feasibility study is the target enrollment size and grade configuration of a consolidated school. Since the failure of a prior building project with the MSBA in 2016 for the Wildwood Elementary School, ~~which that~~ would have built a 750-student school for second through sixth grade, ~~consolidating the Wildwood Elementary School and the Fort River Elementary School and with~~ the Crocker Farm Elementary School serving pre-Kindergarten and first grade, the School Committee and ~~the~~ Superintendent created an Enrollment Working Group of community members and staff. This committee was formed to evaluate areas of concern that were raised during the last ~~failed~~ building project. The Owner also implemented a self-funded feasibility study of the Fort River Elementary School to learn more about the Fort River Elementary School site to determine if it was a feasible location for a new or renovated building.

The School Committee also created a space study group that worked with a consultant to assess whether it might be possible for the sixth grade to move into the Regional Middle School. This study concluded that there was adequate space to accommodate the sixth grade with minimal investment. This would result in elementary schools with kindergarten through fifth grade in Amherst. This reconfiguration would require additional work with the School Committee on curriculum design.

In 2019, the Amherst Public Schools began a dual language program at Fort River ~~Elementary School~~ known as Caminantes. The program started in ~~in~~ kindergarten and adds a grade level each school year. It supports students to become bilingual and biliterate in Spanish and English. The program also promotes cultural understanding and high academic achievement for all. There is also a separate track at Fort River ~~Elementary School~~ for those who prefer to be in English (monolingual) classes. The feasibility study will need to ensure that the design of the building project supports ~~theis~~ dual language program.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the Fort River Elementary School while also considering an option for bringing together the Fort River and Wildwood Elementary Schools on one site. In the 2020-2021 school year, Fort River Elementary School served 306 kindergarten through sixth grade students. The MSBA and the Owner have agreed upon two enrollment study options:

Enrollment for Grades K-6 at Fort River Elementary School	Combined Enrollment for Grades K-5 for Fort River and Wildwood Elementary Schools
320 students	575 students

Prior to the 2019 submission of a ~~S~~atement of ~~I~~nterest to the MSBA for the Fort River Elementary School, the School Committee engaged the community around a proposed framework that would

replace the Fort River Elementary School and the Wildwood Elementary School with one elementary school serving approximately 600 students in kindergarten through fifth or sixth grade. These community meetings used surveys and listening sessions designed to engage the larger community and have informed these proposed options.

After submission of the statement of interest, Amherst was invited into the MSBA process on December 11, 2019. The Owner submitted the required building conditions and projected enrollment documents to MSBA. On December 23, 2020, MSBA issued enrollment certification, which Amherst signed on January 6, 2021, to proceed with next steps.

The Elementary School Building Committee will oversee the building project, working closely with the School Committee and School leadership. The 13-member committee includes the Town Manager, Town Finance Director, Superintendent of Schools, the Principals and Assistant Principals of two elementary schools, the School Building Maintenance official, a member of the School Committee, two Town Councilors, three residents, and the Procurement Officer.

Applicants responding to this RFS can find MSBA enrollment projections, certifications of school enrollments and configuration, the Fort River feasibility study, Crocker Farm space and facility study, Middle School space study, zero net energy and wage theft bylaws, and other reference documents at <https://www.amherstma.gov/3586>.

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Amherst has a population of just under 40,000 people, with a high proportion of college age students due to the presence of the University of Massachusetts at Amherst, Amherst College, and Hampshire College. The Town has a town council form of government with thirteen (13) councilors and an appointed town manager. A five member elected School Committee oversees the Town's elementary schools. Middle and high school students attend the Amherst Pelham Regional Middle and High Schools located in Amherst. The regional schools serve students from Pelham, Leverett and Shutesbury in addition to Amherst. The Amherst elementary schools and the Regional School District share a superintendent and other administrative staff.

The Owner currently has three elementary schools: Wildwood (built 1970), Fort River (built 1973), and Crocker Farm (built 1966, renovated 2002). All three schools currently serve a total of 1,040 students in kindergarten through sixth grade, with a projected average annual enrollment of 1,105 for the decade beginning in fall 2021. Since fall 2019, a dual language program has operated at Fort River. Crocker Farm also includes a small pre-school program.

Both Wildwood and Fort River Elementary Schools were built with open environment classrooms at a time when this floor plan was the prevailing educational model. Since that time, it has been proven that this model does not provide a successful learning environment for all students. Amherst serves a highly diverse student population, which requires a significant level of differentiation and intervention. Thirty four percent (34%) of students are income eligible, twenty two percent (22%) are eligible for special education, and thirteen percent (13%) are English language learners. The open floor plan environment includes multiple classroom spaces per unit, which is noisy and easily disrupted. At both schools, the open floor plan layout has been reconfigured so that students must pass through other classrooms in order to enter bathrooms or the hallway. This is disruptive for all students, particularly students with hearing impairments and those diagnosed with attention deficits and sensory disorders.

A key issue to the Owner during the feasibility study is the target enrollment size and grade configuration of a consolidated school. Since the failure of a prior building project with the MSBA in 2016 for the Wildwood Elementary School that would have built a 750 student school for second through sixth grade with the Crocker Farm Elementary School serving pre-Kindergarten and first grade, the School Committee and Superintendent created an Enrollment Working Group of community members and staff. This committee was formed to evaluate areas of concern that were raised during the last building project. The Owner also implemented a self-funded feasibility study of the Fort River Elementary School to learn more about the Fort River Elementary School site to determine if it was a feasible location for a new or renovated building.

The School Committee also created a space study group that worked with a consultant to assess whether it might be possible for the sixth grade to move into the Regional Middle School. This study concluded that there was adequate space to accommodate the sixth grade with minimal investment. This would result in elementary schools with kindergarten through fifth grade in Amherst. This reconfiguration would require additional work with the School Committee on curriculum design.

Finally, before the submission of a statement of interest to the MSBA in 2019 for the Fort River Elementary School, the School Committee engaged the community around a proposed framework that would replace the Fort River Elementary School and the Wildwood Elementary School with one elementary school serving approximately 600 students in

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(Provide background information regarding the City or Town or District, School Building Committee structure, District's grade configuration, school facility inventory and/or any other information that may be helpful to understand the context of the potential project. Refer to the MSBA letter to the

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B. Project Goals and General Scope:

On ~~or about~~ (March 21, 2019) ~~date~~, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for ~~the Fort River Elementary School~~ *identify prioritized school*. The MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA's grant program is discretionary, and no city, town, or regional school district has any entitlement to any funds from the MSBA. At the ~~February 11, April 11~~ ~~2021~~ ~~20XX~~ Board of Directors meeting, the MSBA Board voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest to identify and study possible solutions and, through a collaborative process

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with the MSBA, reach a mutually-agreed upon solution. On June 5, 2021 the MSBA Owner's Project Manager panel approved Anser Advisory- as the OPM for the project. The MSBA has not approved a Project and the results of this feasibility study may or may not result in a Project approved by the MSBA.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the -Fort River Elementary School. *(Identify prioritized school)*

The Feasibility Study shall include a study of all alternatives and contain all information required by 963 CMR 2.10(8) and any other applicable rules, regulations, policies, guidelines and directives of the Authority, including, but not limited to, a final design program, space summary, budget statement for educational objectives, and a proposed total project budget. The Schematic Design shall include, but not be limited to, the information required by the Authority's Feasibility Study Guidelines, including, but not limited to, a site development plan, environmental assessment, geotechnical assessment, geotechnical analysis, code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, Northeast Collaborative for High Performance Schools (NE-CHPS) or US Green Building Council's LEED for Schools Rating System (LEED-S) scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

-Project objectives under consideration by the Owner include:

Excellence in Design for Educational Programming:

- A warm, child-centered environment appropriate for young children; design to make the building feel small
- Modern classroom environment that address the needs of all students
- Thoughtful and integrated spaces for special programs and special populations
- Flexible multi-functional space for school-wide assemblies, performances and productions
- Good air quality and ventilation, temperature control, and lighting that supports learning
- Natural light throughout building, especially daylight and views in the classrooms
- Use of outdoor space for creative play
- Design to and to encourage outdoor learning and climate awareness

Commented [KB4]: Consider deleting reference to "school-wide" assemblies. The MSBA space summary guidelines don't provide any single space large enough for the entire school enrollment, unless the gym and cafeteria are combined.

Excellence in Design for Community Engagement, Use, Art and Access:

- Space for community purposes after school hours with controlled access
- Coordination with the Town's Percent for Art Program
(https://www.amherstma.gov/DocumentCenter/View/56534/General-Bylaws-of-the-Town-of-Amherst-June-4-2021_p.96)
- Broad engagement with the public in all phases of the Project, beginning with Feasibility

Excellence in Design for Safe and Cost-Effective Building Operations:

- Student security via improved building layout and access controls
- School design that reflects best practices in light of the COVID-19 pandemic
- Minimized operating and maintenance life cycle costs -including design for net-zero energy operations

Excellence in Sustainable Design

- Compliance with Amherst Zero Net Energy Bylaw (https://www.amherstma.gov/DocumentCenter/View/56534/General-Bylaws-of-the-Town-of-Amherst-June-4-2021_p_92) and zero net energy ready projects.
- Compliance with Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System

Excellence in Design for Cost Control

- Cost effective design which achieves project objectives
- Design to minimize change orders

Excellence in Workforce Diversity and Wage Compliance:

- A project team with diverse leadership and staffing, as well as a diverse team of consultants
- Compliance with the Town's [Responsible Employer Bylaw \(General Bylaw 3.55\)](#), p. 109-111

Support Community Engagement During Feasibility/Design

- Broad engagement with the public in all phases of the Project, beginning with Feasibility
- Participate in public presentations and/or forums to discuss/present design choices
- Strong communication and clear visual presentation skills

Broad engagement with the public in all phases of the Project, beginning with Feasibility

C. Scope of Services:

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

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

Review with Town Counsel:

The MSBA Standard Contract For Designer Services, Article 15, requires a minimum of \$2,000,000 of professional liability insurance. The Owner may determine that due to the complexity and risk factors associated with the project that a higher level of professional liability coverage may be required. If so, the Owner should identify these additional insurance requirements in the RFS. See suggested sentence:

In lieu of the minimum professional liability insurance specified in Article 15, the successful Respondent will be required to provide a certificate of professional liability insurance, at the time of contract execution, indicating minimum coverage in the amount of \$ _____ per occurrence, \$ _____ aggregate.

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

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

A key issue to the Owner during the feasibility study is the target enrollment size and grade configuration of a consolidated school. Since the failure of a prior building project with the MSBA in 2016 for the Wildwood Elementary School that would have built a 750-student school for second through sixth grade with the Crocker Farm Elementary School serving pre-Kindergarten and first grade, the School Committee and Superintendent created an Enrollment Working Group of community members and staff. This committee was formed to evaluate areas of concern that were raised during the last building project. The Owner also implemented a self-funded feasibility study of the Fort River Elementary School to learn more about the Fort River Elementary School site to determine if it was a feasible location for a new or renovated building.

The School Committee also created a space study group that worked with a consultant to assess whether it might be possible for the sixth grade to move into the Regional Middle School. This study concluded that there was adequate space to accommodate the sixth grade with minimal investment. This would result in elementary schools with kindergarten through fifth grade in Amherst. This reconfiguration would require additional work with the School Committee on curriculum design.

Finally, before the submission of a statement of interest to the MSBA in 2019 for the Fort River Elementary School, the School Committee engaged the community around a proposed framework

that would replace the Fort River Elementary School and the Wildwood Elementary School with one elementary school serving approximately 600 students in kindergarten through fifth or sixth grade. These community meetings used surveys and listening sessions designed to engage the larger community.

Following up on these community discussions, the Owner conducted an initial study of the Crocker Farm Elementary to determine the condition of the building and the cost and design considerations if it were to expand to serve additional students.

After submission of the statement of interest, Amherst was invited into the MSBA process on December 11, 2019. The Owner submitted the required building conditions and projected enrollment documents to MSBA. On December 23, 2020, MSBA issued enrollment certification, which Amherst signed on January 6, 2021, to proceed with next steps.

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Commented [BK6]: This section is very similar to what was previously said in the Background section. Please compare and delete any redundancies.

(Provide specific information regarding the identified school including, but not limited to, total square footage, site information, age of building, building conditions and problems, current grade structure and enrollment.)

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D. Project Schedule:

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

The milestone dates listed below are estimates only. Actual dates may vary depending upon the agreed upon solution, the extent of required document revisions, the time required for regulatory approvals, and the construction contractor’s performance. Such variances will not, in and of themselves, constitute a justification for an increased Fee for Basic Services.

<u>Milestone</u>	<u>Projected Date</u>
Designer Contract Executed	10mm/8dd/2021yyyy
MSBA Board of Directors Meeting – Preferred Schematic Report Approval	7mm/6dd/2022 (9 months)yyyy
MSBA Board of Directors Meeting - Project Scope and Budget Approval	8mm/24dd/2022 (7 weeks)yyyy
Feasibility Study Agreement expiration	11mm/24dd/2022 (120 days from 4/12/21) 5/3/2024
Local Project Funding Authorization	11mm/8dd/2022 (3 months)yyyy
Construction Start	8mm/1dd/2024 (21 months)yyyy
Substantial Completion of Construction	6mm/30dd/2026 (24 months)54yyyy
Move-In	7mm/1dd/2026 (1 month)54yyyy

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- Commented [KB7]: MSBA Board meetings are 2 months apart so one month between PSR and PS&B Board approval is not correct - it takes an average of 9 months; 4 months is an absolute minimum. OPM adjust this schedule accordingly.
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- Commented [BK8]: Updated to reflect 913 days from Feasibility Study invitation per the Feasibility Study Agreement
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E. Minimum qualifications:

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

1. Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered *architect* responsible for and being in control of the services to be provided pursuant to the Contract.

2. The Massachusetts registered *architect* responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program (“MCPPO”) seminar “Certification for School Project Designers and Owner’s Project Managers” as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and must maintain certification by completing the “Recertification for School Project Designers and Owner’s Project Managers” seminar every three years thereafter. Proof of recertification or registration in the next recertification seminar for which space is available must be provided.
3. Applicants shall subcontract with MBEs and WBEs, as certified by the SDO. Applicants must include a reasonable representation of both MBE and WBE firms that meet or exceed the MBE and WBE participation goals established by the District for this Project.

F. Selection Criteria:

In evaluating proposals, the Owner and Designer Selection Panel will consider the members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work: (Firm’s name, individual’s name and professional registration or license number, as applicable, must be listed in the application for each category of work, as well as whether the firm is SDO certified as an MBE and/or WBE).

1. *Architecture*
2. *Educational Programming*
3. *Civil Engineering*
4. *Landscape Architecture*
5. *Structural Engineering*
6. *Fire Protection Engineering*
7. *Plumbing Engineering*
8. *HVAC Engineering*
9. *Electrical/Lighting*
10. *Data/Communications*
11. *Environmental Permitting*
12. *Geotechnical Engineering*
13. *Geoenvironmental Engineering*
14. *Hazardous Materials*
15. *Cost Estimating*
16. *Kitchen/Food Service Consultant*
- ~~17. *Laboratory Consultant*~~
- ~~18-17. *Acoustical Consultant*~~
- ~~19-18. *Specifications Consultant*~~
- ~~20-19. *Library/Media*~~
- ~~21-20. *Technology Consultant/Audio Visual Consultant*~~
- ~~22. *Theatrical Consultant*~~
- ~~23-21. *Sustainable/Green Design/Renewable Energy Consultant*~~
- ~~24-22. *Code Consultant*~~
- ~~25-23. *Accessibility Consultant*~~
- ~~26-24. *Traffic Consultant*~~

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Commented [JS10]: Not needed

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~~27-25.~~ Furniture, Fixtures and Equipment Consultant

~~28-26.~~ Site Surveying

27. Security Consultant

~~29-28.~~ Historic Preservation

**** N.B. –**

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).

The members of the team for each of the categories of work listed above must be identified including the firm’s name, individual’s name and professional registration or license number, as applicable, as well as whether the firm is SDO certified as an MBE and/or WBE.

Failure to address each category may result in the elimination of the applicant from consideration on this project.

Applicants should not list any consultants other than those for the categories of work listed above.

The minority and women-owned business enterprises must be selected to perform services addressing the categories of work listed above or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended.

Consultants other than those proposed for the categories of work listed above or required to perform Basic Services may not be used for purposes of meeting M/WBE requirements.

Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the application form).

The Owner and Designer Selection Panel will consider the following additional criteria in evaluating proposals:

1. Prior similar experience best illustrating current qualifications for the specific project.
2. Past performance of the firm, if any with regard to public, private, DOE-funded, and MSBA funded projects across the Commonwealth, with respect to:
 - a. Quality of project design.
 - b. Quality, clarity, completeness and accuracy of plans and contract documents.
 - c. Ability to meet established program requirements within allotted budget.
 - d. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
 - e. Coordination and management of consultants.
 - f. Working relationship with contractors, subcontractors, local awarding authority and MSBA staff and local officials.
3. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
4. The identity and qualifications of the consultants who will work on the project.
5. The financial stability of the firm.
6. The qualifications of the personnel to be assigned to the project.

Commented [KB11]: OPM - curious why this was added - since the school was built in the 1970s. Is there some historical element to the site? If so, should this be noted in the background information above?
If not, consider eliminating this additional sub-consultant

- 7. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
- 8. Additional criteria that the MSBA Designer Selection Panel considers relevant to the project.

G. Proposal requirements

Persons or firms interested in applying must meet the following requirements:

- 1. **Applicants must have an up-to-date Master File Brochure on file at the Massachusetts School Building Authority.**
- 2. Applications shall be on “Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)” as developed by the Designer Selection Board of the Commonwealth of Massachusetts. **Applications (one original, twenty (20) hard copies, and two (2) digital copies in PDF format on separate compact disks or flash drives) must be received on or before ~~2:00~~ ~~AM~~ ~~PM~~, ~~Wednesday~~, ~~August 18th~~, ~~2021~~~~XX~~.** Applications must be completed using no smaller than the same font size as in the application (10 font Arial Narrow). Applications should be printed double-sided and spiral bound on the left short edge, landscape orientation, in order that the pages lie and remain flat when opened. Applications should not be provided with acetate covers.

Commented [KB12]: Please utilize the provided template addendum that reduces the standard 20 hard copies to six, for use during remote DSP meetings. This is a preferred method to address this temporary modification rather than changing the RFS template.

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The number of copies to be submitted must be sufficient enough such that a minimum of 15 copies are forwarded to the MSBA.

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- 3. Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application. The cover letter must include the certifications as noted in Section E of this RFS. (A copy of the MCPPO certification should be attached to the cover letter as well as any SDO letters.)
- 4. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project **subject to the page limitations as set forth in the Standard Designer Application Form. Electronic links to supplemental information are prohibited.**
- 5. Proposals shall be addressed to:

Josh Luttrell
Answer Advisory Name
98 Magazine Street, Boston, MA 02119Address
Phone Number

Email

Fax #

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

Fort River Elementary SchoolName of Project
 “Name of Applicant”

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

Commented [MD13]: Please include a date and time by which proposals will no longer be accepted, if applicable.

Josh Luttrell, Anser Advisory
Address
Phone Number
Josh.luttrell@anseradvisory.com
Email
Fax #

H. Pre-Proposal Meeting

All interested parties should attend a briefing session at the Fort River Elementary School, 70 East Street, Amherst scheduled for Wednesday, July 28th, 2021 at 10:00 AM.

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I. Withdrawal

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

J. Public Record

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

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

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

L. Rejection of Responses, Modification of RFS

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

M. Additional Information

ATTACHMENTS:

Attachment A: Statement of Interest [for Fort River Elementary School](#)

Attachment B: [Contract for Designer Services - Base Contract for Design Bid Build or CM-at-Risk Project](#)

Designer Services Contract Amendment for Design/Bid/Build
(http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/DBB%20v_02_25.pdf)

Designer Services Contract Amendment for CM-at-Risk
(http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/CM-R%20v_02_25.pdf)

Attachment C: Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)
(https://www.mass.gov/files/citiestownsapplication2016_1.dochttps://www.massschoolbuildings.org/sites/default/files/edit-contentfiles/Building_With_Us/Project_Team/Designer/Designer%20Applications%20Non%20DSB%20Juris%202016.docx)

Attachment D: Certifications ~~(To be developed by the Owner)~~

Attachment E: [MSBA's Designer Selection Panel's Procedures](#)

[Attachment F: SOI-Wildwood Elementary Schools](#)

[Attachment G: Site Survey, Fort River Elementary School](#)

[Attachment H: Site Survey, Wildwood Elementary School](#)

[Attachment I: Existing Condition Drawings, Fort River Elementary School](#)

[Attachment J: Existing Condition Drawings, Wildwood Elementary School](#)

[Attachment K: Phase I Environmental Site Assessment, Wildwood Elementary School](#)

[Attachment L: Hazardous Materials Identification Study, Wildwood Elementary School](#)

[Attachment M: Geotechnical Investigation, Fort River Elementary School Site](#)

[Attachment N: Geotechnical Investigation, Wildwood Elementary School Site](#)

[Attachment O: ARPS Listening Sessions Report dated March 8, 2019](#)

End of Request for Designer Services