

REQUEST FOR DESIGNER SERVICES (RFS)

Town of Andover, MA Andover Public Schools

West Elementary School

June 6, 2019

Invitation: The *Town of Andover* (“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 West Elementary School in Andover, 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 **\$65,000,000 to \$95,000,000** 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.

Pursuant to M.G.L. Chapter 7C, Section 6, the Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO). The amount of participation that shall be reserved for such enterprises shall not be less than seventeen and nine tenths percent (17.9%) of the contract price for combined minority business enterprises (MBE) and women-owned business enterprises (WBE). Applicants must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or do not include a reasonable amount of participation by both MBE and WBE firms to meet the combined goal will not be considered responsive. 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.

The minority and women-owned business enterprises 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 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).

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

A. Background:

As part of the Feasibility Study, the District would like to review the replacement of or an addition to the existing West Elementary School. In addition, as part of the Feasibility Study the District would like to examine an option to add a Pre-Kindergarten program to the school. As a result of the collaborative analysis with the MSBA regarding enrollment projections and space capacity needs, the District has identified that there is significant growth in elementary enrollment district-wide for the Town of Andover and a need for West Elementary School to absorb this growth. The MSBA and the Town agreed that the design enrollment of the proposed project at West Elementary School shall be based on the following:

- Grades K-5: 925 students (plus the potential for Pre-Kindergarten students)

West Elementary School has the second largest population of Andover's ten schools, exceeded only by Andover High School. It currently serves 600 students with a staff of 120 teachers, tutors, instructional assistants and other support staff. The total existing building square footage is 94,000 square feet.

Originally constructed in 1951, West Elementary School received its first addition in 1956 and housed students from kindergarten through grade six. The second addition to the West Elementary School was completed in 1968. It added a media center, cafeteria, auditorium, faculty room, gymnasium, new offices, nurse space, conference room, reception area and two classroom wings (pods) with a large open area in the center of each pod. In 2001, classrooms in the two open pods were walled in, leaving a large open area in the center of each pod, creating heating and ventilation issues in classrooms. In the ensuing years, West Elementary School has added movable partitions to the open area to create small areas; however, the partitions do not reach the ceiling, and therefore, do not provide privacy and do not block sounds from adjoining areas. The partition walls have been used as a last resort but are an unsatisfactory way to create small instructional areas. In September 1988, West Elementary School became a K-5 school when the school system was reconfigured to a K-5, 6-8, and 9-12 model. The facility is a single-story, split-level, K-5 elementary school.

Construction is a steel-framed structure with brick masonry exterior and concrete masonry back-up walls. The brick has been well maintained and shows little sign of deterioration. In 1993, an aluminum perimeter drainage and gutter system was installed. The window assemblies on the 1968 addition (including the two pods) are non-thermally broken single glazed fixed and casement style units. The window assemblies on the original building, representing 40% of the windows in the school, were replaced in 2001 with aluminum framed, double-glazed, fixed and hopper style units. Some of these insulated windowpanes have condensation, indicating that the seal in the glazing has been compromised. The old single-pane windows can allow rooms to feel drafty. The entry doors are aluminum, hollow-core storefront units in aluminum frames with single-panes non-thermally broken glass in anodized aluminum frames. A new PVC roof was installed in phases between 2005 and 2011. The R-values of the insulation in the original parts of the building as well in the 1968 window assemblies meet the codes that were in place at the time but are below today's standards; the roof and windows that were replaced between 2001 and 2011 have higher R-values.

The school site encompasses 11.8 acres of developed and wooded land. The site includes the existing school building, additions, approximately 115 dedicated parking spaces, play structures and outdoor tables, open field, paved play areas and two (2) ball fields. As currently configured, the existing parent and bus drop off and pick up is constrained and limits staff's ability to provide safe and convenient access during the morning arrival and afternoon departure times. The number of parking spaces is inadequate for the 120 personnel assigned to this facility, leaving few spaces for parents, delivery vehicles, district employees, contracted service personnel and community visitors. Main access to the school is off a major road with no parking allowed. One public side street has limited parking space, but it has been restricted by the local residents. Near the school is a small, corrugated metal, temporary structure for snow removal equipment. No other public or private buildings share this site with the school facility.

In 2016, MGT of America Consulting, LLC (MGT) assessed the condition of each school's grounds,

measuring the amount of capital needs or deferred maintenance for each site, including driveways and walkways, parking lots, playgrounds, utilities, fencing, etc. West Elementary School received a score of 65.18, which equates to a rating of “Poor” defined as “The site and/or a significant number of its systems are in poor condition and will require major repair or renovation.” This information can be found in Attachment F.

The facility is generally well maintained and clean; the systems, however, do not meet the needs of a modern facility. Code changes over the years have resulted in existing systems that do not meet today’s electrical codes. Most of the existing systems are incompatible with new technologies. Replacement parts are no longer available for many of the systems. Replacement of all portions of the electrical systems would be required under any potential renovation program. The current electrical system does not provide an adequate number or types of outlets for modern technology needs. Most classrooms have only two or three duplex outlets; teachers must use extension cords or power strips to enable multiple students to plug in at the same time. This situation poses the risk of overloading the circuits and also presents tripping hazards. Power strips are widely used in the office area because there are an insufficient number of outlets. Because of its age, the building lacks a fire suppression (sprinkler) system; such a system would have to be installed if the building underwent a major renovation in the future. The fire alarm system has been updated over the years to a visual and audible system, but it does not offer voice evacuation. Most of the plumbing fixtures date from the original construction and do not meet current code for water conservation. The temperature controls for the individual classrooms are outdated and generally ineffective.

Plumbing pipes and fixtures date from the original construction, with the exception of items repaired over time. The number of bathroom facilities meets plumbing codes for the total number of students in the school; however, the location of the facilities does not correspond to the ages and groupings of the students according to where they must be served, thereby causing inconvenience, “accidents” and loss of instructional time on a daily basis. Some student restrooms and some adult restrooms are ADA compliant, but others are not. Each classroom has a sink.

In terms of Instructional Technology (IT), most rooms have two data drops, which is increasingly insufficient as the district implements the Andover 1:1 technology program. The school’s network cabling is Cat5, which is still operational, although districts are moving to Cat6 to support gigabit connections. The District has installed VoIP in all schools. Any room that has a computer has a telephone. Currently, all standard classrooms have intercom communication to the office; closets and other spaces that have been converted into SPED/small instruction rooms do not have intercom access.

West Elementary School offers a comprehensive education program to students in grades K-5. The building’s space and physical condition limit teachers’ ability to create innovative teaching spaces and apply the most up-to-date instructional approaches. Spaces that were not intended to be used for student instruction are now used with regularity. Small classroom spaces can no longer be expanded in size or increased in number, even as enrollment continues to rise and the student population becomes more differentiated. The educational program is rich, and the school strives to grow academically, but lack of adequate space constrains this growth. Students often wait to access computers, there is only one small maker space and it was carved out of the media center, and there is virtually no space for project-based learning.

The current cafeteria seats 150 and the auditorium seats 350. With 600 students, plus faculty and staff, neither room is large enough for a total school assembly; therefore, programs must be presented twice to reach all students, which distracts from the sense of unity the school administration is trying to build as part of their school climate initiative. Special education (SPED) spaces are overcrowded, shared among teachers, and regularly have students in different grade levels working on different lessons. Spaces that were planned as administrative offices and tutorial rooms now house guidance counselor/school psychologist, speech/language and occupational therapy, and academic remediation services. In addition to lacking appropriate privacy, these spaces regularly house four or more students. There is a lack of common space for teachers to work or have grade level or data meetings. The space limitations of the current building make it increasingly challenging to conduct these programs effectively. There is a lack of storage space in the classrooms, and limited counter space to spread out

projects, or places to have accessible instructional materials for the students. The administrative offices are in the center of the building, not located near a door. Even though there is a buzzer system with cameras in the halls and at the two main entrance doors, the location of the offices makes it difficult to monitor and control access to the building. In addition, once visitors enter the front door, they must then proceed down a hallway and around the corners to find the maze of offices in the building's interior.

B. Project Goals and General Scope:

On or about April 6, 2017, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for *West* Elementary 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 December 12, 2018 Board of Directors meeting, the MSBA Board voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest to identify and study possible solutions and, through a collaborative process with the MSBA, reach a mutually-agreed upon solution. The MSBA has not approved a Project and the results of this feasibility study may or may not result in a Project approved by the MSBA.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the West Elementary School. Some of the problems identified in the Statement of Interest dated April 6, 2017 include overcrowding, poor site conditions, systems that are past their functional life, heating and ventilation issues, outdated classrooms, and inadequate security conditions.

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, NE-CHPS or LEED-S scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

Project objectives under consideration by the Owner include:

- Assist the District with refining and finalizing the Education Program, along with incorporation of the Education Program and the District's priorities into the project, including potential incorporation of an Auditorium space within the school;
- Consideration for community concerns and gathering support from the community as well as valuable input that could impact Construction;
- Evaluation of traffic concerns with the increased enrollment and site considerations;
- Analysis of alternative project site options;
- Planning for the significant enrollment growth projected for Grades K-5;
- Potential project be sensitive to the needs of the community, i.e. noise, traffic;
- CM-At-Risk Delivery Method;
- Potential participation in MSBA Model School program;
- Life cycle costs of operating the School as it relates to future operational budgets;
- Potential project that meets or exceeds the Town of Andover's Department of Facilities Construction guidelines (see Attachment F);

- Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System, and other sustainable and high-performance building initiatives;
- A potential Project may include a renovation of the existing school, a renovation of and addition to the existing school and/or new construction. If new construction is chosen, the MSBA Model School Program may be considered;
- Preference for the existing school to remain occupied for the duration of the project (phasing and/or utilizing swing space will likely be required). Collaboration will be crucial with the school and local officials to safely operate the school during all phases of the project;
- Address site challenges, such as wetlands and adjacency to residences and a busy street, and address site security concerns;
- Examine and address overcrowding and privacy concerns with the existing school;
- Evaluation of adding a Pre-Kindergarten program;
- Evaluation of increasing SPED spaces as well as incorporation of adequate STEM and project-based learning spaces;
- Establishment of a design schedule that adheres to the Master Project Schedule, including milestones and/or constraints associated;
- Design to the budgeted construction cost for the project;
- Perform all tasks required for applying and securing all applicable permits and approvals for the project.

C. Scope of Services:

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

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

Basic Services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, architecture, civil, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning (including wetlands) 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; assisting with closeout requirements; and other design and consulting services incidental and required to fulfill the project goals. Please refer to the Contract and amendments for a complete summary of Basic Services.

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

D. Project Schedule:

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

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

<u>Milestone</u>	<u>Projected Date</u>
Designer Contract Executed	09/10/2019
MSBA Board of Directors Meeting – Preferred Schematic Report Approval	04/08/2020
MSBA Board of Directors Meeting - Project Scope and Budget Approval	10/28/2020
Feasibility Study Agreement expiration	07/01/2020
Local Project Funding Authorization.....	11/27/2020
Construction Start	10/01/2021
Substantial Completion of Construction	05/30/2023
Move-In	08/01/2023

Notwithstanding the Milestones and Projected Dates above, the Designer will be asked to look for opportunities to improve upon these durations and complete the Feasibility Study and Schematic Design and present to the MSBA Board of Directors for approval in advance of an anticipated Town Meeting in November 2020.

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 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. Pursuant to M.G.L. Chapter 7C, Section 6, the Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO). The amount of participation that shall be reserved for such enterprises shall not be less than seventeen and nine tenths percent (17.9%) of the design contract price for combined minority business enterprises and women-owned business enterprises. Applicants must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal.

F. Selection Criteria:

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

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

**** N.B. –**

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

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

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

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

The minority and women-owned business enterprises must be selected to perform services addressing the categories of work listed above or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Consultants other than those proposed for the categories of work listed above or required to perform Basic Services may not be used for purposes of meeting M/WBE requirements. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the application form).

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

1. Prior similar experience (both new construction and renovations with additions) 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. Project size, indicating all projects with similar design enrollment figures.
 - c. Quality, clarity, completeness and accuracy of plans and contract documents.
 - d. Ability to meet established program requirements within allotted budget. Indicate whether projects in the last 10 years have been over or under approved budget.
 - e. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
 - f. Coordination and management of consultants.
 - g. Working relationship with contractors, subcontractors, local awarding authority and MSBA staff and local officials. Please indicate percent of change orders during Construction, and for any projects with greater than 5% changes, please indicate the origin of the changes.
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 as well as other projects they have worked on together.
5. The financial stability of the firm. **Indi**cate any litigation over the last 10 years.
6. The qualifications of the personnel to be assigned to the project.
7. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
8. **Exp**erience with and participation in the MSBA Model School Program.
9. Experience with the challenges associated with school sites, including wetlands, abutting residential areas, busy roads, etc.
10. Experience with designing schools with energy efficiency measures and experience with MSBA's Green Schools Program.

11. Experience with designing and constructing a new school adjacent to the existing school that remained operational during construction of the new school, including phasing, swing space, etc.
12. Experience with designing a school for a significant increase in future enrollment and for adaptable space, taking into account population shifts.
13. Experience with the CM-at-Risk Project Delivery Method on publically funded projects in Massachusetts (MGL Chapter 149A).
14. Experience with projects where a new school or renovation or addition to an existing school occurred while the existing school remained operational and in session.
15. Experience with designing innovative instructional space for STEM, engineering and maker spaces, as well as small group and differentiated instruction. Similarly, experience with integrating technology and the concept of universal design for learning strategies, architecturally and instructionally.
16. 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, thirty (30) hard copies, and two (2) digital copies in PDF format on flash drives) must be received on or before 12:00 PM, Tuesday, July 2, 2019.** Applications should be printed double-sided and bound on the long edge, landscape orientation, in order that the pages lie and remain flat when opened. It is recommended that the proposal be laid out in such a manner that the reader doesn’t need to be constantly rotating the proposal. Applications should not be provided with acetate covers.
3. Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application. The cover letter must include the certifications as noted in Section E of this RFS. (A copy of the MCPPO certification should be attached to the cover letter as well as any SDO letters.)
4. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project **subject to the page limitations as set forth in the Standard Designer Application Form.**
5. Proposals shall be addressed to:

Brian DeFilippis, Owner’s Project Manager
PMA Consultants, LLC
35 Braintree Hill Office Park, Suite 300
Braintree, MA 02184
(781) 519-1092
WestES@pmaconsultants.com

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

West Elementary School
“Name of Applicant”

7. All questions regarding this RFS must be received on or before **5:00PM, Monday, June 24, 2019** and should be addressed exclusively in writing to:

Brian DeFilippis, Owner's Project Manager
WestES@pmaconsultants.com

H. Pre-Proposal Meeting

All interested parties should attend a briefing session at West Elementary School, 58 Beacon Street, Andover, MA 01810 scheduled for **Thursday, June 20th, 2019** at **10:00 AM**. The tour will continue at Bancroft Elementary School located at 15 Bancroft Rd, Andover, MA 01810.

I. Withdrawal

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

J. Public Record

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

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

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

L. Rejection of Responses, Modification of RFS

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

ATTACHMENTS:

Attachment A: Statement of Interest

Attachment B: Contract for Designer Services - Base Contract for Design Bid Build or CM-at-Risk Project
(http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/Base%20Contract%20v_02_25.pdf)

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.doc)

Attachment D: Certifications

- Certificate of Non-Collusion
- Tax Compliance Certification
- Certificate of Authority Vote
- Statement of Non-Debarment
- Certificate of No Conflict of Interest

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

Attachment F: Supplemental Information

- Development of Comprehensive Facility Plan for the Town of Andover and Andover Public Schools Report
- AHERA Report
- IAQ Report
- Investigation of Slab and Wall Movement Report
- Site Improvement Investigation Master Plan
- Additional Parking, Signage and Circulation Alternative Drawing
- Town of Andover Department of Facilities Construction Guidelines

End of Request for Designer Services