

REQUEST FOR OWNER’S PROJECT MANAGEMENT SERVICES (“OPM RFS”) #017/01-19/185

1. Introduction

The Town of Andover, (“Owner”) is seeking the services of a qualified OPM “Owner’s Project Manager” as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for the design, construction, addition to and /or renovation of the West Elementary School in Andover, Massachusetts (“Project”).

The Owner is requesting the services of an OPM to represent the Owner during the feasibility study and schematic design phases of the project initially. Subject to the approval of the Project by the Massachusetts School Building Authority (the “MSBA”) and further subject to continued funding authorized by the Town of Andover, the contract between the Owner and the Owner’s Project Manager may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project. A potential approved Project may include a renovation of the existing School, a renovation and addition of the existing School and/or new construction. The estimated total project costs of an approved potential Project may range from \$84,000,000.00 to \$105,000,000.00 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 Board of Directors.

2. Background

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 included 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. Much of the school was built according to the open-space concept, without walls to separate classes. This style of construction proved to be a major detriment because it offered an abundance of visual and auditory distractions for students and provided no privacy for confidential meetings. 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, 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. 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 building square footage is 94,000.

3. Project Description, Objectives and Scope of Services

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 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 an approved Project.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the West Elementary School. 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 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 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 (115) 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. There are no known existing conditions that would impact a potential project at this site.

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."

West Elementary School was originally built in 1951 and in 1956, the school received its first addition. A second addition was completed in 1968. 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 facility is generally well maintained and clean; the systems, however, do not reflect nor do they 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 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.

In addition to significant building issues related to outdated building systems and inadequate educational space, enrollment projections completed by MSBA indicate a significant growth in elementary enrollment district-wide and the need for West Elementary School to absorb this growth in enrollment. The MSBA and the Town agreed that the design enrollment of the proposed project at West Elementary School shall be based on an enrollment of no more than 925 students in grades K-5 with the potential of a preK addition to the building design and construction.

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 Cat6e to support gigabit connections. The District is in the process of installing VoIP in all schools. Any room that has a computer will be able to have 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 not 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 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 we try to build as part of our school climate initiative. Special education spaces (resource rooms) 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.

The MSBA and the Town subsequently agreed that the design enrollment of the proposed project at West Elementary School shall be based on the enrollment of no more than 925 students in grades K-5.

Project Objectives under consideration by the Owner include:

- Potential project be sensitive to the needs of the community, i.e. noise, traffic
- CM-At-Risk Delivery Method;
- The Town expects to go to Town Meeting for a vote for full project funds on or around May 2020;
- Life cycle costs of operating the School as it relates to future operational budgets;
- Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System; and;
- 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.

The required scope of services is set forth in Article 8 of the standard contract for Owner's Project Management Services for a Design/Bid/Build project that is attached hereto as Attachment B and incorporated by reference herein. If the Owner determines to use a CM-at-Risk delivery method, this contract shall need to be amended and/or substituted. The work is divided into the Project Phases as listed in Attachment A of this contract. The durations of the Phases shown below are estimates only, based on the Owner's experience. Actual durations may vary depending upon the Project agreed upon by the Owner and the MSBA. The total duration of the Contract is estimated as follows:

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|---|----------------------|
| 1. Feasibility Study/Schematic Design Phase; | <i>12-24 months*</i> |
| 2. Design Development/Construction Documents/Bidding Phase; and | <i>8-12 months*</i> |
| 3. Construction Phase. | <i>24-36 months*</i> |

(*These ranges for scheduling timeframes are provided as guidelines only and are based upon schedules established by other Owners.)

4. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify that it meets the following minimum requirements. Any Response that fails to include such certification in its response, demonstrating that these criteria have been met, may be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program (the "MCPPO") as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least five years' experience in the construction and supervision of construction and design of public buildings;
- or,**
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least seven years' experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of K-12 schools in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

- 1) Past performance of the Respondent, if any, with regard to public, private, Department of Education funded and MSBA-funded school projects across the Commonwealth, as evidenced by:
 - a) Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions; **(Max. point value 10)**
 - b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials. **(Max. point value 10)**
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project. **(Max. point value 5)**
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws, including knowledge and experience with CM at Risk Procurement. **(Max. point value 10)**
- 4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project for new construction of 134,125 square feet or renovation of 94,000 square feet; proposed project management systems; effective information management; and examples of problem-solving approaches to resolving issues that impact time and cost. **(Max. point value 10)**
- 5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered. **(Max. point value 10)**
- 6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants. **(Max. point value 10)**

- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million. **(Max. point value 5)**
- 8) Familiarity with Northeast Collaborative for High Performance Schools criteria or US Green Building Council's LEED for Schools Rating System. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., NE-CHPS or LEED-S), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for NE-CHPS or LEED-S prerequisites. **(Max. point value 10)**
- 9) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners. **(Max. point value 10)**
- 10) Knowledge of the purpose and practices of the services of Building Commissioning Consultants. **(Max. point value 5)**
- 11) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract. **(Max. point value 5)**

In order to establish a short-list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews. In addition, the Owner will conduct at least three reference checks for each short-listed firm.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion, and such other relevant criteria as the MSBA may request. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFS, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the sub-consultants identified in the response shall take place without the prior written approval of the Owner and the MSBA.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

5. Selection Process and Selection Schedule

Process

- 1) The West Elementary School Building Committee Subcommittee will be responsible for the initial review of the responses. The responses will be reviewed to determine if the minimum requirements as outlined in Section 4 above are met. Failure to meet the minimum requirements will disqualify the response from further consideration. Responses that meet the minimum criteria will be further evaluated using the evaluation criteria contained within. All scoring will be documented in writing.
- 2) The West Elementary School Building Committee Subcommittee members voted at the January 11, 2019 meeting of the West Elementary Building Committee Meeting are: Janet Nicosia, Ihor Raniuk, Paul Rollins, Mark Johnson, Siggy Pfendler, and Theresa Peznola (non-voting member). The Subcommittee members will rank the responses based on the weighted criteria identified in the previous section of this RFS on individual scoring sheets, and will short-list a minimum of three Responses, provided that at least three Respondents have made it past the minimum requirements phase of this process. At least three reference checks from past school building projects will be checked for all short-listed firms. Those reference checks will be scored as outlined below, on a 0-5 scale, and included in the rankings of interviewees. The short-list firms will be invited for a presentation and interview by the Subcommittee members.
- 3) The invitation letter sent for a presentation and interview will include an agenda that describes the interview process. Interviewees will be ranked numerically, (0-5 scale), on the following categories: Key personnel, experience with past similar projects, references from past school building projects, and answers to specific questions asked by the Subcommittee.
- 4) The Owner will commence negotiations with the first-ranked selection.
- 5) The Owner will require the hourly rates for all proposed professional personnel assigned to the project by the first-ranked selection. The Owner will consider fee structures from similar projects from other awarded contracts.
- 6) If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with the second-ranked selection, and so on, until a contract is successfully negotiated and approved by the Owner.
- 7) The Subcommittee will then recommend a finalist to the West Elementary School Building Committee for approval. The West Elementary School Building Committee will then recommend the finalist to the MSBA.
- 8) The selected firm may be asked to participate in a presentation to the MSBA and/or submit additional documentation, as required by MSBA, as part of the MSBA approval process.
- 9) The Owner reserves the right to re-advertise if less than three responses are received or to re-advertise if fee negotiations fail.

The following is a tentative schedule of the selection process, subject to change at the Owner's and MSBA's discretion.

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| <u>1/23/2019</u> | RFS appears in Central Register of the Commonwealth of Massachusetts and in the <i>Eagle Tribune</i> . |
| <u>1/30/2019 10AM</u> | Informational meeting and site inspection |
| <u>2/6/2019 4PM</u> | Last day for questions from Respondents |
| <u>2/13/2019 4PM</u> | Responses due |
| <u>2/20/2019</u> | Respondents short-listed |

2/25-26/2019 Interview short-listed Respondents
3/1/2019 Negotiate with selected Respondent
3/6/2019 Final selection submitted to the MSBA for review and approval
4/1/2019 Anticipated MSBA OPM Review Panel Meeting
4/3/2019 Anticipated execution of contract

The RFS may be obtained from:

Theresa Peznola, Purchasing Agent
Town of Andover
36 Bartlet Street
Andover, MA 01810
978-623-8951
theresa.peznola@andoverma.gov
www.andoverma.gov/bids

On or after Wednesday, January 23, 2019

Any questions concerning this RFS must be submitted in writing to:

Theresa Peznola, Purchasing Agent
Town of Andover
36 Bartlet Street
Andover, MA 01810
978-623-8951
theresa.peznola@andoverma.gov

By 4PM on Wednesday, February 6, 2019

Sealed Responses to the RFS for OPM services must be clearly labeled “Owner’s Project Management Services for West Elementary School” and delivered to:

Theresa Peznola, Purchasing Agent
Town of Andover
36 Bartlet Street
Andover, MA 01810
978-623-8951

no later than 4PM on Wednesday, February 13, 2019. The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

6. Requirements for content of response:

Submit *fifteen (15)* hard copies of the response to this RFS and one electronic version in PDF format on CD. All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required forms in Attachments C and D
- Must include all required Attachments and certifications;
- Must include the following information:

1. Cover letter shall be a maximum of two pages in length and include:

- a. An acknowledgement of any addendum issued to the RFS.
- b. An acknowledgement that the Respondent has read the RFS. Respondent shall note any exceptions to the RFS in its cover letter.
- c. An acknowledgement that the Respondent has read the Contract for Project Management Services. Respondent shall note any exceptions to the Contract for Project Management Services in its cover letter.
- d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFS to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification must be attached to the cover letter).
- e. A description of the Respondent's organization and its history.
- f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.
- g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.

2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (including Attachment C only but excluding Attachments A, B and D) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt" for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½" x 11" pages, double-sided.**

Response Attachment D shall include: MCPPO Certifications, OSHA 30 Certifications, Truth in Negotiations Certificate, Notice of Intent to Sign, Signature Page, Corporate Vote Page, Conflict of Interest Certificate, Certificate of Good Faith and Tax Compliance

7. Payment Schedule and Fee Explanation:

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

8. Other Provisions

A. 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.

B. 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.

C. Communications with the Owner

The Owner's Procurement Officer for this RFS is:

Theresa Peznola, Purchasing Agent
Town of Andover
36 Bartlet Street
Andover, MA 01810
978-623-8951
theresa.peznola@andoverma.gov

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business, and must not relate to this RFS. In addition, such respondents shall not discuss this RFS with any of the Owner's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

D. Costs

Neither the Owner nor the MSBA will be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an OPM approved by the MSBA.

E. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

F. 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.

G. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

FURTHER INFORMATION

ATTACHMENTS:

Attachment A: Statement of Interest

Attachment B: Contract for Owner's Project Management Services

Attachment C: OPM Application Form – March 2017

Attachment D: Required Certifications

Attachment E: Background Information on Subcommittee Members

ATTACHMENT A
STATEMENT OF INTEREST

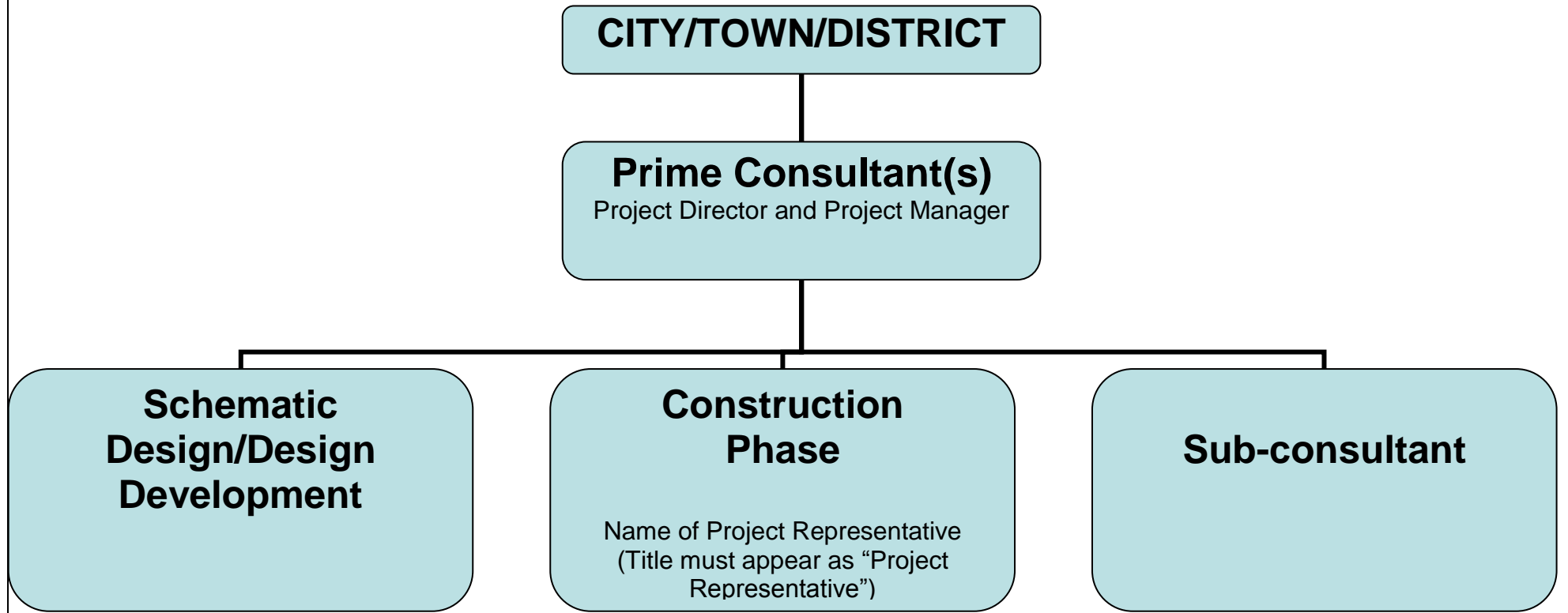
(DISTRICT TO ATTACH)

ATTACHMENT B
MSBA STANDARD CONTRACT
(Design/Bid/Build or CM-at-Risk)

Owner's Project Manager Application Form – March 2017			
1. Project Name/Location for Which Firm is Filing:			
1a. MSBA Project Number:			
2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:	2b. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:		
2c. Date Present And Predecessor Firms Were Established:	2d. Name And Address Of Parent Company, If Any:		
2e. Federal ID #:	2f. Name of Proposed Project Director:		
3. Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline):			
Admin. Personnel _____	Cost Estimators _____	Other _____	
Architects _____	Electrical Engrs. _____	_____	_____
Acoustical Engrs. _____	Environmental Engrs. _____	_____	_____
Civil Engrs. _____	Licensed Site Profs. _____	_____	_____
Code Specialists _____	Mechanical Engrs. _____	_____	_____
Construction Inspectors _____		Total _____	_____
4. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No			

5.

List **ONLY** Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:



6. Brief Resume for Key Personnel ONLY as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 6a Resides:	c. Name And Address Of Office In Which Individual Identified In 6a Resides:
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Date of MCPPO Certification:	f. Date of MCPPO Certification:
g. Applicable Registrations and Certifications :	g. Applicable Registrations and Certifications:
h. Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):	h. Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):
i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):	i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):

7a Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.									
a. Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Project Dollar Value	d. Completion Date (Actual Or Estimate)	e. On Time (Yes Or No)	f. Original Construction Contract Value	g. Change Orders	h. Number of Accidents and Safety Violations	i. Dollar Value of any Safety fines	j. Number And Outcome Of Legal Actions
(1)									
(2)									
(3)									
(4)									
(5)									

7b. Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform (cont) Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a. Project Name And Location Project Director	b. Original Project Budget	c. Final Project Budget	d. If different, provide reason(s) for variance	e. Original Project Completion	e. Actual Project Completion On Time (Yes or No)	f. If different, provide reason(s) for variance.
(1)						
(2)						
(3)						
(4)						
(5)						

8. **Capacity:** Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Sub-consultants. Identify project participants and highlight any work involving the project participants identified in the response.

Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Original Project Budget	d. Current Project Budget	d. Project Completion Date	e. Current forecast completion date On Time (Yes Or No)	f. Original Construction Contract Value	g. Number and dollar value of Change Orders	h. Number and dollar value of claims
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

9. References: Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a.	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person
	1)		5)		9)	
	2)		6)		10)	
	3)		7)		11)	
	4)		8)		12)	

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

10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By _____ Printed Name And Title _____ Date _____
(Signature)

Attachment D
Required Certifications

MCPPO Certifications
OSHA 30 Certifications
Truth in Negotiations Certificate
Notice of Intent to Sign
Signature Page
Corporate Vote Page
Conflict of Interest Certificate
Certificate of Good Faith and Tax Compliance

Truth in Negotiations Certificate

The OPM hereby certifies and agrees to the following:

- a) The OPM certifies that the wage rates and other costs, if any, used to support the OPM’s compensation are accurate, complete, and current at the time of contracting; and
- b) The OPM agrees that the Basic Fee, fees for Additional Services, and reimbursements for costs and expenses specified in this Contract as it may be modified from time to time may be adjusted within one year of completion of the Contract to exclude any significant amounts if the Owner determines that the fee was increased by such amounts due to inaccurate, incomplete, or noncurrent wage rates or other costs.

OPM: _____

By: _____
duly authorized

Print Name: _____

Date: _____

Notice of Intent to Sign

To be considered for award of this Contract, it is required that all Bidders/Proposers agree to sign and execute the Town of Andover's Contract, which is included in this IFB/RFP. The terms of this Contract are non-negotiable and must be accepted without modification.

By signing below, the authorized official of the Bidder/Proposer acknowledges this requirement and agrees to accept the terms of the Town of Andover Contract and all related Exhibits, Supplements and Contract Documents included in the IFB/RFP without modification.

Failure to sign this Notice of Intent to Sign will result in disqualification from further consideration for award of this Contract.

(Print) Name of Authorized Individual

Date

(Print) Title of Authorized Individual

(Original Signature) Authorized Individual Signature

Legal Name of Firm

SIGNATURES

(IF AN INDIVIDUAL)

Date _____, 20____

Signature of Bidder _____ (SEAL)
(Owner and Proprietor)

Business Name D/B/A _____

Business Address _____

(IF A CO-PARTNERSHIP)

Date _____, 20____

Firm Name _____ (SEAL)

By _____ (SEAL)

Business Address _____

Names and Addresses _____

of all _____

Members of Firm _____

(IF A CORPORATION)

Date _____, 20____

Corporate Name _____

By _____
President or Authorized Agent*

Business Address _____

*Statement of authorization, duly signed by proper authority, to be attached hereto.

CORPORATE VOTE

At a duly authorized meeting of the Board of Directors of _____
_____ held on _____ at which all the Directors
were present or waived notice, it was voted that _____,
_____ of this company, be and he/she hereby is authorized to execute contracts
and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such
execution of any contract or obligation in this company's name on its behalf by
_____, shall be binding upon this company.

A TRUE COPY ATTEST:

Clerk,

Date of this Contract

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

Clerk Corporate Seal

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____,

Notary Public

If a corporation, complete above or attach to each signed copy of the bid/written request/quotation, a
notarized copy of vote of corporation authorizing the signatory to sign this bid/written request/quotation
form. If attesting clerk is the same person as the individual executing this contract, have signature
notarized above.

CERTIFICATION REGARDING CONFLICT OF INTEREST

The Respondent hereby certifies that it is in compliance with the provisions of General Laws Chapter 268A whenever applicable. The Respondent covenants that (1) he/she presently has no financial interest and shall not acquire any such interest direct or indirect; which would conflict in any manner or degree with the services required to be performed under the Contract with the Owner or which would violate M.G.L. Chapter 268A, as amended from time to time; (2) in the performance of the Contract with the Owner no person having such interest shall be employed by the Respondent; and (3) no partner or employee of the Respondent is related by blood or marriage to any officer, official, or employee of the Owner, unless approved by the State Ethics Commission.

Signature of Respondent

CERTIFICATION OF GOOD FAITH & NON-COLLUSION

The undersigned certifies under pains and penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

CERTIFICATE OF STATE TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of authorized individual submitting bid/proposal

Printed Name

Name of Business (if applicable)

Social Security or Federal Tax Identification Number

ATTACHMENT E

Background on Selection Subcommittee Members

Paul Rollins

Paul Rollins has a Bachelor of Science in Civil Engineering from West Point. He is a registered Professional Engineer and is a LEED Accredited Professional. LEED stands for Leadership in Energy and Environmental Design and is a rating system devised by the United States Green Building Council (USGBC) to evaluate the environmental performance of a building and encourage market transformation towards sustainable design.

Paul has worked in the engineering and construction field since 1997. He has wide-ranging experience as a project manager working on commercial buildings and buildings used in higher education. His commercial projects have ranged from a \$2.5 million dollar Data Center and Chiller Plant Upgrade building for Boston Scientific to a \$321 million dollar building for Brigham and Women's Hospital; and everything in between.

He has recently acted as a Project Executive, building new residence halls for Brandeis University and Boston College, as well as a faculty office building and additions to a student center for Bentley University. As a Project Executive Paul has extensive experience managing all phases of a building project from initial analysis of a client's needs, through phasing, to the end of the construction phase.

Siggy Pfendler

Siggy holds a Bachelor of Science in Civil Engineering and Master of Science in Civil Engineering/Construction Engineering and Management from Stanford University. She has worked in the construction industry for 17 years, first in the San Francisco area and, since 2007, in the Boston area. For many years she has worked as a field/project engineer and then as a project manager. For the past seven years her focus has been on technology in construction.

Siggy currently works for Columbia Construction as Director of Virtual Construction. Columbia is one of the top 10 largest construction firms in Massachusetts (as ranked by the Boston Business Journal). Siggy's focus has been on commercial projects.

Some of Siggy's projects include: A headquarters relocation project for Boston Scientific Corporation. The overall project included several projects to transform the multi-building site into a vibrant, 160,000 sf campus with open concept offices, a fitness center, an employee cafeteria, a parking area, and a daycare center. This project achieved LEED Gold Certification.

A new, 4-story office building located on FM Global's campus in Norwood, MA. The scope included 160,000 sf of rentable office and medical office space, as well as an on-site fitness center, conference center, corporate dining, and surface parking. Also LEED Gold Certified. And a 3-story, 45,000 sf new Field Office Building for the MA Division of Fisheries and Wildlife. This building included office space, classroom facilities, a multi-purpose meeting room. A reception area, a library, along with storage and support areas. The building is one of the Commonwealth's first commercial Net Zero Energy Buildings.

Mark B. Johnson

Mark B. Johnson is an attorney who has practiced law in Andover since 1981 and has lived in Andover for over 33 years. He is a graduate of BU School of Law (JD and LL.M) and is admitted to practice law in Massachusetts, New Hampshire and Washington, DC. His practice includes real estate development, land use planning and permitting and litigation involving permitting and property title disputes.

He was Chairman of the *Town of Andover Elementary and Middle School Building Committee* (Wood Hill Middle School and High Plain Elementary School) (1999 to 2004); Chairman of the *Town of Andover School Facilities Task Force* (February 2007 to March 2008); and Chairman, *Town of Andover Bancroft School Building Committee* (August, 2008 – through permitting in November, 2012).

He is currently a member of the *Town of Andover Permanent Town Building Advisory Committee* and Chairman of the *Town of Andover High School Facilities Study Committee*.

He has worked closely with the MSBA while chairing the Wood Hill and High Plain Building Committee and the Bancroft Building Committee.

Ihor Raniuk

Construction Project Manager, Town of Andover

Bachelor of Science in Architectural Engineering Technology – Wentworth Institute 1975

Associates Degree in Building Construction – 1972

Since starting work with the Town of Andover Department of Facilities, formerly known as Plant & Facilities, Ihor has been involved in all major and numerous minor construction projects including site work, utility work and roof repairs to our Public Schools as well as budget development, architect selection and bid package completion. More than 200 projects have gone out to bid under his project management. Construction of the new Bancroft Elementary School the Cormier Youth Center, where he served as the Owner's Project Manager, are a couple of his more recent major construction projects. In addition to his project management expertise, Ihor is extremely skilled in project estimating and his knowledge of construction costs is a very valuable asset to the department and the Town.

Prior to working for the Town of Andover Ihor utilized his project management, engineering and estimating skills in both the public and private sectors on projects ranging from \$500,000 to \$450,000,000 including the Central Artery Tunnel, Logan Airport Terminal E, the MBTA Aquarium Station, the MBTA Riverside Green Line and the Veterans Administration Hospitals.

Ihor was also responsible for a variety of projects on public buildings throughout the city of Boston including Fire Stations, Police Stations, community buildings, libraries, and school buildings' roofing systems. Site work projects of note included the L Street Bathhouse, Boston Latin School, Mattapan Police Station, Jamaica Plain Police Station and Latin Academy.

Janet Nicosia

Director of Facilities- Town of Andover

Janet oversees the facilities management, maintenance and construction responsibilities for all Town and School Buildings. She is also responsible for managing all major building-related capital projects and capital improvements, maintains the Town's Green Community designation and energy efficiency programs, and procures energy contracts for supply and renewable energy.

Janet is a Certified Energy Manager and prior to becoming the Director of Facilities, was that department's Business Manager, as well as the Town's Energy & Utilities Manager.

Janet was directly involved with the MSBA funded Bancroft Elementary School project, as well as the Town of Andover's new Municipal Services Building slated to open in the Spring of 2019.

Theresa Peznola

Massachusetts Certified Public Purchasing Officer (MCPPO) - Town of Andover

Bachelor of Science in Education/History – Salem State University 2012

Associate of Science in Business Administration – Northeastern University 1999

Massachusetts Teaching License- History- 2012

Theresa has been involved with the solicitation and award of all major and minor construction projects since she began working for the Town of Andover. She has overseen the selection of OPMs, Architects, Engineers, and Contractors and moved all of those projects to successful contract execution.

Prior to working for the Town of Andover, Theresa worked for the Town of Saugus where she was involved in MSBA Project for a new middle/high school, which is currently under construction and expected to open in September of 2020.