



Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson

Tim Hult, Co-Chairperson

Thursday, September 19, 2019

Meeting at Ripley School – Main Conference Room

7:30 am

AGENDA

1. Call to Order
2. Approval of minutes:
 - a. 7/11/19 School Building Committee Meeting Minutes
 - b. 8/6/19 Subcommittee Meeting Minutes
 - c. 8/8/19 School Building Committee Meeting Minutes
 - d. 8/14/19 Subcommittee Meeting Minutes
 - e. 8/15/19 School Building Committee Meeting Minutes
 - f. 8/29/19 Finance Subcommittee Meeting Minutes
 - g. 9/5/19 School Building Committee Meeting Minutes
3. Concord Middle School Project Schedule
4. Designer RFS
5. Project Charter
6. Correspondance
7. New Business
8. Adjourn

The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.

Concord School Building Committee

| | |
|---|---|
| Steven Crane, Town Manager | |
| Jared Stanton, Director of Finance and Operations CPS | Court Booth, School Committee Representative |
| Susan Bates, Select Board | Heather Bout, School Committee Representative |
| Laurie Hunter, Superintendent of Schools | Frank Cannon, Community Volunteer |
| Justin Cameron, CMS Principal | Chris Popov, Community Volunteer |
| Jon Harris, Budgeting and Purchasing Director | Charlie Parker, Community Volunteer |
| Russ Hughes, Facilities Director | Matt Root, Community Volunteer |
| Pat Nelson, Vice Chair | |

REQUEST FOR DESIGNER SERVICES (RFS)

Town of Concord, MA Concord Public Schools

Concord Middle School Project

September 25, 2019

Invitation: The Town of Concord (“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 Concord Middle School in Concord, Massachusetts. Selection of a Designer will be made by the Concord Middle School Building Committee. This project will be proceeding without partnership with the MSBA and is subject to adequate funding authorized by the Town. The project will be following the MSBA’s guidelines and provide MSBA deliverables.

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 specific solutions 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 and addition to the existing Middle School and/or new construction.

The Town is in the process of adopting a resolution regarding sustainability goals (Net Zero Energy Ready; Aligned with LEED Platinum/ Passive House Certification) and these goals will need to be incorporated as part of this design phase.

The estimated **Total Project Cost** may range from \$80,000,000 to \$100,000,000 depending upon the solution that is agreed upon by the Owner. This Total Project Cost translates to a potential **Total Construction Cost** of \$50,000,000 to \$80,000,000. 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 Attachment 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).

A. Background:

The Concord Middle School is currently housed in 2 buildings 1 mile apart: The Peabody Building and the Sanborn Building. The two facilities are responsible for all of Concord Public Schools grades 6-8 in-district students. The enrollment of the two buildings on September 1, 2019 was 718.

The Peabody Building was built in 1967; it was initially intended to be an open floor plan elementary school but was reassigned as a middle school at opening. This open floor plan concept is separated into classrooms by mix material make shift partitions, and some learning areas are without doors. The Peabody Building is approximately 56,500 square feet in size sitting on 8 acres of rocky, uneven land. The building went through elevator and accessibility upgrades in 1994; the roof was done in 3 sections occurring in 1999, 2001, and 2002; the windows were done in 2003, 2004, and 2005; the gym in 2006; paving in 2012; minor science labs in 2012 and 2019; and the boilers and hot water heaters in 2014. The septic system for this building is approximately 0.75 miles down the road and may not be title V compliant. Suspended ceilings were added approximately 20 years ago, however they are low and there is exposed piping for roof drains.

The Sanborn Building was built in 1964 intended to be the only Middle School. The Sanborn Building is approximately 84,438 square feet and sits on 31.29 acres of flat land. The building had windows replaced in 2003, 2004 and 2005; boilers and water heaters were replaced 2015; sections of the roof were replaced in 1997; improvement to the parking lots, drainage and walkways occurred in 2010 and again in 2015; the auditorium was updated in 2010; elevator and accessibility upgrades occurred in 1989; and continuous flooring, painting, IT infrastructure, and lift have transpired over the past 5 years. The Sanborn Building site has 3 modular buildings to address capacity. Each modular building is 1,800 square feet in size with 2 classrooms, and were installed in 2004, 2010, and 2016. Suspended ceilings were added approximately 20 years ago.

The current enrollment results in overcrowding at the Peabody and significant overcrowding at the Sanborn where 3 additional modular units containing 2 classrooms each have been added. Over the course of the summer of school year 2019-20, the Peabody building will be converted to an all 6th grade building and Sanborn will be 7th and 8th grade. Although enrollment projections suggest a relatively stable student population over the next ten years, the completed feasibility studies identify significant educational, spatial, and facilities needs at each building.

The current two campus configuration is inefficient resulting in redundant positions and utility costs and a sub-optimal educational experience. Building infrastructures are beyond their useful lifespan, except for the boilers, hot water heaters, and circulation pumps. The original heating lines are showing signs of corrosion, especially at the Peabody where lines are buried directly in concrete. The plumbing lines are original to the buildings and the joints are made of lead solder. Multiple rounds of testing have proven that the lead is not leaching into the water at detectable levels at this time. The Sarnafil pvc roofs are at the end of their projected lifespan. The septic systems are over 50 years old. In addition, the equipment in the school are aging and many needed parts are often obsolete. The majority of the mechanical and electrical equipment is original to the buildings and is also 50 plus years old and beyond its useful life.

In both buildings asbestos containing materials (ACM) were detected in some vinyl floor tiles, hard joint insulation, coatings and caulking. Fluorescent tubes, thermostats, signs and switches were assumed to contain Polychlorinated Biphenyls (PCB's) or mercury. Both buildings are showing wear on concrete and brick. Repointing and concrete repairs are needed.

B. Project Goals and Objectives:

The Town of Concord submitted Statements of Interest (SOI) to the Massachusetts School Building Authority (MSBA) in 2017 and 2018. Neither SOI resulted in an invitation to the MSBA's eligibility period. On April 8th 2019, Concord Town Meeting passed, by overwhelming majority, an appropriation not to exceed \$1,500,000 to study the feasibility of construction a new Middle School which may be located on the Sanborn Buildings 31.29-acre lot at 835 Old Marlboro Road, Concord. The appropriation includes schematic design of one or more options and the payment of all costs incidental or related to the feasibility study. Additional information can be found on the Attachment A Statement of Interest (SOI).

The Town of Concord has long-been committed to sustainability. For example, Concord established sustainability principles in 2011, has been a Green Community since 2013, and in 2017 committed to a community-wide goal of reducing greenhouse gas emissions 80% by 2050. The Town is seeking to lead by example in prioritizing healthy, sustainable and resilient buildings. The 2019 Town Meeting Article 14 appropriating funds for the feasibility and schematic design was passed with an amendment that urged the School Building Committee to conduct its feasibility study with all-electric and zero net energy-ready as the preferred design. The 2019 Town Meeting Article 14 can be found on Attachment I.

Although the MSBA is not participating in this project, 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 established by the MSBA, 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 typically required by the MSBA'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 (if applicable) outline specifications, cost estimates, project schedule and proposed total project budget.

Project objectives under consideration by the Owner, listed in no particular order, include:

- An understanding and incorporating the Town's educational program and goals into the Project design and construction.
- A Schematic Design for a Concord Middle School project that would house 760 students from grades 6-8.
- As part of the Designer Services and the Feasibility Study, the Design team will assist in consideration of an addition/renovation and new construction project based on direction from the Owner. It is anticipated that the Feasibility Study will review the problems identified in the Statement of Interest and the Facility Study dated June 13, 2017 at the Concord Middle School. Please see Attachment A and E.
- Delivering a school facility that will most cost-effectively address the needs of the school system, the students, and the community at large.
- Creating school facilities appropriate for shared use for non-school and community events.
- Feasibility Study should consider the Concord Middle School Feasibility Study by Finegold Alexander Architects, which is included in Attachment F.
- Identifying specific milestone requirements and/or constraints of the Town votes, swing space, occupancy issues.

- Facilitating a cooperative and collaborative means of working among the Owner, Town, School Building Committee, Owner's Project Manager ("OPM"), and Designer.
- Conducting a process to effectively inform and engage the community, including the process itself, key milestones and decisions. As well as ensuring and facilitating meaningful public participation and input in all applicable phases of the Project, including the Feasibility Study.
- Exploring current and potential alternative sites.
- Providing a comprehensive Traffic Assessment.
- Identifying and responding to community concerns and considering community values in the development of the design.
- Identifying community goals and concerns in conjunction with an Educational Visioning process to guide project decisions and priorities. (Attachment H)
- Creating a Design that is Net Zero Energy Ready.
- The Town is currently considering an all Electric Design.
- The Town expects the building design will be capable of meeting an Energy Use Intensity (EUI) of 20-30.
- The Town may or may not file with the US Green Building Council's LEED for Schools (LEED-S) Rating System, however it is expected that the design follows guidelines to generally align with LEED Platinum Certification.
- The Town may or may not file for "Passive House" Certification, Design Standards when possible.
- The designer should report on and address "Embodied Carbon" as a part of the design.
- The project may or may not participate in "Accelerate Performance", a demonstration energy efficiency incentive program created by the Department of Energy in partnership with National Grid and/or Eversource. The Designer is expected to engage with this program, conduct its own energy modeling throughout design and construction, and report progress toward the EUI requirement and other project goals.
- Assist in the evaluation of CM-at-Risk versus Design-Bid-Build Delivery Methods.
- Establishing a design schedule that strictly adheres to the Project Schedule including milestones and/or constraints on the process.
- Designing to the project budget for construction cost.
- Obtaining all required approvals.
- Identifying life cycle costs of operating the School as it relates to future operational budgets.

C. Scope of Services:

The required scope of services is set forth in the Town of Concord's standard Contract for Designer Services ("Contract"), a copy of which is attached hereto (Attachment B) 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 (MGL. Chapter 149 - Design/Bid/Build or MGL. Chapter 149A - 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 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.

Per the Standard Contract for Designer Services, a minimum of \$2,000,000 of professional liability insurance is required.

Basic Services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, 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 (Net Zero Energy Ready/LEED/Passive House), laboratory, auditorium, library/media center and kitchen space, code consultants, accessibility, energy evaluations, detailed cost estimates 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 the Contract in **Attachment B**.

D. Project Schedule:

Work under this RFS is divided into the Project Phases as listed in 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 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 | 11/18/2019 |
| Feasibility Study Approval..... | March 2020 |
| Schematic Design Approval..... | May 2020 |
| Town Meeting..... | TBD |
| Town Vote | TBD |
| Project Approval & Funding to move forward..... | TBD |
| DD & CDs complete & Approved..... | TBD |
| Construction Start | TBD |
| Substantial Completion of New Building | TBD |
| Move-In New Building..... | TBD |
| Substantial Completion of Project | TBD |
| Project Close out | TBD |

E. Minimum qualifications:

Selection will be made by the Concord Middle School Building Committee. 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. 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. Design Team Identification:

In evaluating proposals, the Owner and Concord Middle School Building Committee 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. *Acoustical Consultant*
18. *Specifications Consultant*
19. *Auditorium*
20. *Library/Media*
21. *Technology Consultant/Audio Visual Consultant*

- 22. *Sustainable/Green Design/Renewable Energy Consultant*
- 23. *Code Consultant*
- 24. *Accessibility Consultant*
- 25. *Traffic Consultant*
- 26. *Furniture, Fixtures and Equipment Consultant*
- 27. *Site Surveying*
- 28. *Security Consultant*

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.

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).

G. Selection Criteria:

The Town of Concord considers the following criteria relevant to the Project and requests that interested firms highlight their relevant experience for each of the following:

- Experience completing projects through the MSBA 963 CMR 2.00: SCHOOL BUILDING GRANT PROGRAM (even though this project is not in the MSBA Grant Program)
- Experience designing public middle schools
- Experience designing large projects of \$50,000,000+ - new or renovation
- Experience with early construction packages and with phased construction.
- Designer's/educational planner's experience completing designs in accordance with 21st century learning and facilities guidelines
- Experience working on occupied campuses and minimize impacts to the operation of the existing facility.
- Administration of projects utilizing both MGL Chapter 149A delivery method (CM@ Risk) and MGL Chapter 149 (DBB)
- Prior similar experience best illustrating current qualifications for the specific project.
- Past performance of the firm, if any with regard to public, private, 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 relationships with contractors, subcontractors, local awarding authority and MSBA staff and local officials.
- Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
- The identity and qualifications of the consultants who will work on the project.

- The financial stability of the firm.
- The qualifications of the key personnel to be assigned to the project.

Please see attachment G for the Concord Middle School Building Committee Scoring Sheet.

H. Proposal requirements

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

1. Applications shall include the “[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, provided as Attachment C. **Applications (one original, twenty (20) hard copies, and three (3) digital copies in PDF format on separate flash drives) must be received on or before 2:00 PM, on October 18, 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:

Hill International c/o Town of Concord
75 Second Ave., Suite 300
Needham, MA 02494
(617) 778-0931
AndyVo@hillintl.com
6. Proposals must be clearly identified by marking the package or envelope with the following:

Concord Middle School
“Name of Applicant”
7. All questions regarding this RFS should be addressed exclusively in writing via email to:

Hill International c/o Town of Concord
Attn: Andy Vo
75 Second Ave., Suite 300
Needham, MA 02494
(617) 778-0931
AndyVo@hillintl.com

I. Pre-Proposal Meeting

All interested parties should attend a briefing session at the Concord Middle School, Sanborn School located at 835/1231 Old Marlboro Road, Concord, MA 01742. This is scheduled for **Thursday, October 03, 2019 at 3:30 PM.**

J. 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.

K. 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.

L. 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.

M. 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

All respondents must submit the following certifications in order to be considered for this project:

- Certificate of Non-Collusion
- Certificate of Corporate Authority
- Certificate of Tax Compliance

Attachment E: CMS Feasibility Study Committee Report (June 13, 2017)

Attachment F: *Finegold Alexander Architects Summary Presentation and Report (May 2017)*

Attachment G: Concord Middle School Building Committee *Scoring Sheet*.

Attachment H: Concord's Education Vision

Attachment I: Town Meeting Article 14

End of Request for Designer Services

**Concord Middle School Designer Selection Committee
Designer RFS Evaluation Criteria Scorecard**



Respondent/Firm Name: _____

| Possible Score | Your Score |
|----------------|------------|
|----------------|------------|

(whole numbers)

Understanding of the Project

| | | | |
|---|--|----------------|--|
| 1 | Designer provides a detailed description of the firm’s proposed approach to the scope of work, including but not limited to design development, construction documents, and cost estimation. | 0 to 15 points | |
| 2 | Designer provides a detailed description of the firm’s methods of communication and the firm’s proposed approach to working with the project’s Owner, OPM, and Construction Team. | 0 to 10 points | |
| 3 | Designer provides a detailed description of the how the firm will engage the district, Superintendent, Principals and staff, to design a building which will meet the educational program. | 0 to 15 points | |
| 4 | Designer provides a detailed description of the how the firm will engage the community. | 0 to 10 points | |
| 5 | Designer demonstrates an understanding of the project’s particular needs and challenges. | 0 to 5 points | |
| 6 | Designer provides a time and task schedule that clearly demonstrates an understanding of the project’s requirements | 0 to 5 points | |

Experience

| | | | |
|----|---|----------------|--|
| 7 | Designer demonstrates experience working on school building projects of similar size and scope. Completing them on time and on/under budget. | 0 to 15 points | |
| 8 | Designer demonstrates experience in sustainable building methods and achieving LEED certification, Passive House, net zero energy design, especially in school building projects. | 0 to 15 points | |
| 9 | Designer demonstrates experience in designing to budget, and managing the design through a value engineering/value management process. | 0 to 10 points | |
| 10 | Designer identified number of public school projects completed in the last 10 years. | 0 to 5 points | |
| 11 | Designer identified number of projects currently under contract. | 0 to 5 points | |
| 12 | Designer demonstrates experience in creating buildings and spaces, that attract and engage people through design. (Private buildings and spaces, such as those for institutional and retail enterprises, may be considered in scoring.) | 0 to 5 points | |

Knowledge of Public School Design, Building, and Construction

| | | | |
|----|--|----------------|--|
| 13 | Designer demonstrates a detailed knowledge of public school operations, technology, professional best practices and standards. | 0 to 15 points | |
| 14 | Designer demonstrates experience with working on occupied campuses and minimize impacts to the operation of the existing facility. | 0 to 10 points | |
| 15 | Designer demonstrates knowledge of public middle school projects. | 0 to 5 points | |

Personnel and Firm Capabilities

| | | | |
|----|---|----------------|--|
| 16 | Designer has the capabilities to commit the firm's complete attention to achieving the project’s milestones, including all scheduled dates for deliverables and associated approvals by the Town. | 0 to 15 points | |
| 17 | Designer's Proposed Project Team demonstrates the capabilities to design a building that meets the objectives of The New Concord Middle School. | 0 to 10 points | |
| 18 | Designer's Proposed Project Team demonstrates the capabilities to be a responsive problem solvers. | 0 to 10 points | |
| 19 | Designer’s Project Manager has a minimum 10 years of experience in the field of architecture, and has demonstrated experience in performing life-cycle cost analyzing, interpreting cost estimations, and recommending and applying value engineering in real-life examples, which resulted in benefits to a municipality | 0 to 15 points | |
| 20 | Designer's Project Manager has experience working with the Proposed Project Team. | 0 to 5 points | |

TOTAL SCORE 0 to 200 Points **0**