

# REQUEST FOR DESIGNER SERVICES (RFS)

## Town of Cohasset, MA Cohasset Public Schools

### Cohasset Public Schools Existing Conditions Study

**December 8, 2021**

**Invitation:** The **Town of Cohasset** (“Owner”) is seeking the services of a qualified “Designer” within the meaning of M.G.L. Chapter 7C, Section 44 to provide professional design services for the Joseph Osgood School, Deer Hill School and the Cohasset Middle-High School in Cohasset, Massachusetts. Selection of a Designer will be made by the Cohasset School Facilities Committee.

The Owner is seeking design services to conduct an existing conditions study of its existing buildings. With the information gained to be utilized in the submission of a Statement of Interest (SOI) by the Town to the Massachusetts School Building Authority.

The Fee for Basic Services will be negotiated.

#### **A. Background:**

The Town of Cohasset currently operated the following buildings as part of its school system:

- Joseph Osgood School                      Grades PreK-2                      366 students
- Deer Hill School                              Grades 3-5                              315 students
- Cohasset Middle-High School
  - Grades 6-8                              318 students
  - Grades 9-12                              424 students

While certain buildings are newer than others, the Town wanted to ascertain the needs in all of its facilities prior to submission of any Statement of Interest to the MSBA. The Town will complete any SOI itself, the Designer will not be involved in that process.

#### **B. Project Goals and General Scope:**

The Town is considering submitting Statement of Interest to the MSBA for the Cohasset Middle-High School. However, prior to any submission, the Town is looking to ascertain the current condition of all of its buildings. The main goals of this Request for Services are to help the Town gather current data on its buildings and the Town use that information (where applicable) to help prepare a SOI.

#### **C. Scope of Services:**

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) 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.

The Owner would expect the following items to be assessed at each building:

Site Development: Observe site topography and visually assess site drainage conditions. The condition and function of site pavements, sidewalks, retaining walls, fences, signage, loading/delivery docks, dumpster/compactor areas, exterior lighting and landscaping features and utility supply to the building should also be assessed.

Building Structure: Observe visible aspects of the building construction and look for obvious indications of foundation and/or superstructure inadequacy. (Structural testing will not be conducted.)

Building Exterior Systems/Finishes: Observe the type of wall assemblies; glass/glazing and doors utilized at the facility and visually assess the condition of each. Observations will focus on visible signs of distress, and evidence of water leaks.

Roof System: Assess the type and condition of the main building roof (membrane, flashing, parapet walls, penetrations and expansion joint details), ancillary roofs, roof drainage mechanisms, skylights and other roof accessories that are apparent at the time of the inspection. Inquire about the roof history and warranty status from the owner. Flat roofs will be physically accessed if safe access is provided. Pitched roofs will be reviewed from the ground surface or from other safe vantage points but will not be physically accessed.

Building Interior Systems/Finishes: Observe the type and condition of wall; floor and ceiling finishes utilized in classroom areas, hallways, function space, common space, maintenance areas and office space. Observations will focus on condition of interior finishes, visible signs of distress, and evidence of water leaks.

Mechanical, Electrical, Plumbing, Conveyance, and Life Safety & Fire Protection Systems: Assess the types of the systems present at each building and assess the apparent visible condition of each system. Operational system testing will not be conducted; however, inquire about historical system performance.

Accessibility: Check common areas such site parking, exterior route and building entrances, interior path of travel, elevators and toilet rooms for compliance with commonly known requirements of Title II of the Americans with Disabilities Act (ADA).

At the completion of the review of the buildings, the Designer will provide a written report for the sites. The report will include a capital replacement reserve analysis, which focuses on key systems or structures, which may need immediate repair or are foreseen to require major expenditures over time.

#### **D. Project Schedule:**

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.

#### **Milestone**

#### **Projected Date**

RFS advertised in the Central Register ..... 12/08/2021

RFS responses due ..... **12/22/2021**  
Short list for interviews completed ..... **01/05/2022**  
Interviews of short-listed firms ..... **01/12/2022**  
Contracting completed by ..... **01/19/2022**  
Study completion ..... **03/09/2022**  
Draft report due ..... **03/23/2022**

**E. Minimum qualifications:**

Selection will be made by the Owner. 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. Demonstrable proof of work on educational facilities of at least five (5) years.

**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. **Civil Engineering**
3. **Structural Engineering**
4. **Fire Protection Engineering**
5. **Plumbing Engineering**
6. **HVAC Engineering**
7. **Electrical/Lighting**
8. **Hazardous Materials**
9. **Security Consultant**
10. **Cost Estimating**
11. **Code Consultant**
12. **Accessibility Consultant**

*Failure of an Applicant to list a team member may result in elimination of the Applicant for consideration by the DSP – even if that Applicant appears otherwise qualified.*

**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.**

**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 Owner will consider the following additional criteria in evaluating proposals:

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

## **G. Proposal requirements**

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

1. 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, two (2) digital copies in PDF format on separate compact disks or flash drives) must be received on or before 2:00 PM, December 22, 2021.** Applications must be completed using no smaller than the same font size as in the application (10 font Arial Narrow). Original applications should be printed double-sided and spiral bound on the left edge.
2. Applications must be accompanied by a concise cover letter that is a maximum of two pages in length.
3. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project **subject to the page limitations as set forth in the Standard Designer Application Form. Electronic links to supplemental information are prohibited.**
4. Proposals shall be addressed to:

*Michelle Leary  
Procurement and Contracts Manager  
Cohasset Town Hall  
41 Highland Avenue  
Cohasset, MA 02025  
Phone: 781-383-4100*

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

*Cohasset Public Schools – Existing Conditions Survey*  
“Name of Applicant”

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

*Jon Lemieux, PE  
The Vertex Companies, Inc.  
400 Libbey Parkway  
Weymouth, MA 02189  
Phone: 781-952-6000  
Email: [jlemieux@vertexeng.com](mailto:jlemieux@vertexeng.com)*

**The deadline for questions is 2 PM, December 15, 2021.**

#### **H. Pre-Proposal Meeting**

There will be no pre-proposal briefing for this project.

#### **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: Designer Services Contract

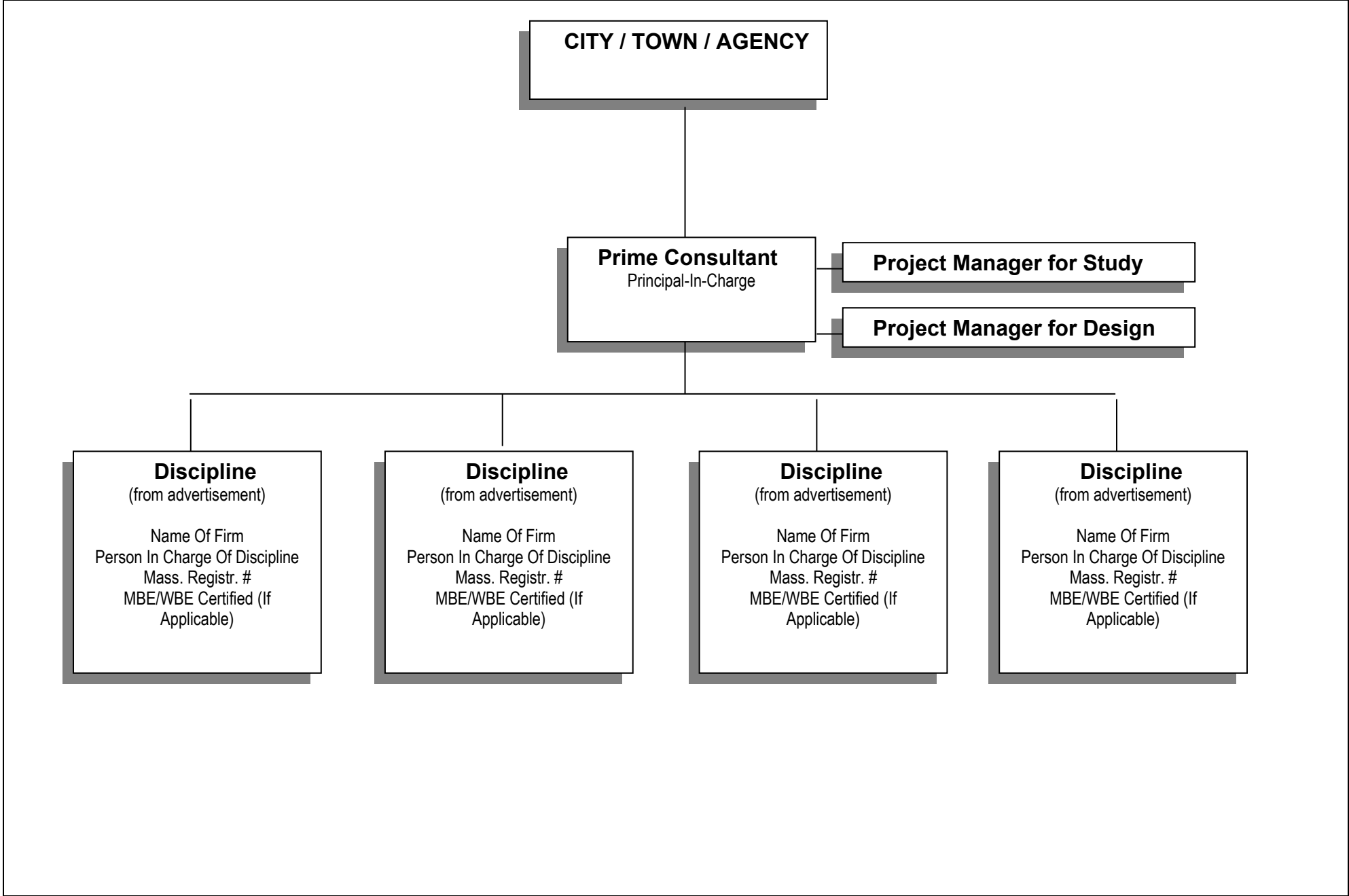
Attachment B: Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)  
[Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction \(Updated July 2016\)](#)

Attachment D: Certifications

**End of Request for Designer Services**



6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:





7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, 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 7a Resides: <div style="text-align: right;">           MBE <input type="checkbox"/>            WBE <input type="checkbox"/>            SDVOBE <input type="checkbox"/>            VBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;">           MBE <input type="checkbox"/>            WBE <input type="checkbox"/>            SDVOBE <input type="checkbox"/>            VBE <input type="checkbox"/> </div>
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. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <b>ONLY</b> Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name:

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

**Be Specific – No Boiler Plate**

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
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12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. 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)