

BELMONT HIGH SCHOOL BUILDING COMMITTEE
OWNER'S PROJECT MANAGER (OPM) SUBCOMMITTEE
FINAL MEETING MINUTES
Tuesday, December 20, 2016
Town Hall
4:00 PM

2017 JAN 31 AM 9:52

Meeting #2

Subcommittee Members Attending:

Chair McLaughlin; Members: Phyllis Marshall, Gerry Boyle, Pat Bruschi, Bill Lovallo, and Joel Mooney

Members Absent: none

I. Call to Order

The meeting was called to order at 4:02 a.m. by Chair McLaughlin. He stated that the meeting's goals will be to approve last week's subcommittee minutes and to finalize the Request for Service (RFS) draft.

II. Minutes of Previous Meetings

Ms. Bruschi moved: To approve the Minutes of 12/13/16, as amended.
The motion passed unanimously.

III. Review and Approve Draft OPM Request for Services (RFS) for Submission to full Belmont High School Building Committee

Chair McLaughlin raised the issue of the School Committee's need to weigh in on the decisions.

Mr. Lovallo stated that he received an email from Ms. Jess Deleconio, Belmont's MSBA handler, and reviewed advertising dates (and other dates) based on her email comments. She requested that Belmont name the point of contact going forward, for this group. The subcommittee agreed that the point person should be Mr. Boyle, as he is a town employee and he is Massachusetts Certified Public Purchasing Official (MCPPO) certified. Mr. Lovallo added that regular phone calls need to be established with Ms. Deleconio. Ms. Bruschi agreed and suggested that notes be taken detailing these regular phone conversations.

Ms. Marshall noted that she received edits on the draft advertisement document from Mr. Boyle.

Chair McLaughlin suggested that the draft RFS be reviewed line-by-line, page-by-page. The subcommittee began on page 1.

Edits and adjustments were offered and incorporated. The subcommittee referenced the MSBA boilerplate document. It was noted that criteria could be added to the draft; criteria cannot be changed. The subcommittee discussed the criteria scoring (point value) for evaluating the applicants.

The subcommittee also explored the interviewing process, noting there will be an agenda, interview

questions, and a ranking process of key performance criteria. Mr. Boyle suggested that the subcommittee's rankings remain malleable to allow flexibility in getting to the final ranking as information is reviewed and discussed.

Mr. Lovallo noted that, tomorrow, the full committee will receive (via e-mail) the updated RFS draft incorporating comments from this meeting.

Mr. Boyle provided the three certification forms that are required for Belmont as an attachment to the RFS.

The subcommittee briefly discussed when the advertisements will be placed, in January.

Mr. Boyle noted that there will be a walk-through visit for potential respondents at the BHS on Wednesday, January 18 at 2:00 p.m.

Chair McLaughlin moved: That the OPM subcommittee recommend this version of the draft RFS document (edited today) to the BHSBC and is requesting to authorize Ms. Marshall to incorporate non-substantive changes.
The motion passed unanimously.

[Ms. Brusch left the meeting at 5:52 p.m.]

Subcommittee members discussed the updated tentative schedule of selection process.

The following is a *tentative* schedule of the selection process:

<u>1/ 11 /17</u>	Advertise RFS in Central Register of the Commonwealth of Massachusetts, COMMBUYS, and the <u>Belmont Citizen Herald</u>
<u>1/18/17</u>	Informational meeting and site visit
<u>1/25/17</u>	Last day for questions from respondents
<u>2/1/17</u>	Responses due
<u>2/9/17</u>	Respondents short-listed
<u>2/15/17</u>	Interview short-listed respondents
<u>2/16/17</u>	Interview short-listed respondents (if necessary)
<u>2/16/17</u>	Select OPM for full BC approval
<u>3/2/17</u>	BC meeting for approval of OPM
<u>3/2/17</u>	Negotiate with selected respondent
<u>3/8/17</u>	Final selection submitted to the MSBA for review and approval
<u>4/6/17</u>	Execute contract

Chair McLaughlin moved: That the RFS, as discussed today, and in its present form, is accepted by the committee (in this form) and will be recommended to the full BHSBC (on Thursday 12/22/16), and to authorize Ms. Marshall and the Town's Attorney to make non-substantive changes.

The motion passed unanimously.

IV. Other

Next Meetings: Thursday, December 22, 2016 at 4:30 p.m. (with full BHSBC)
Thursday, January 5, 2017 at 7:30 a.m. (Belmont Gallery of Art)

V. Related Meeting Documents


1. Request for OPM Services (draft RFS from the MSBA)
2. Town of Belmont Tax Compliance Statement
3. Town of Belmont Affidavit of Non-Collusion
4. Town of Belmont Meeting of the Board of Directors Certificate of Authority

VI. Adjournment

The meeting was adjourned at 6:25 p.m. by Mr. Lovallo.

Respectfully submitted by:

Lisa Gibalerio

Approved: 
Gerald R. Boyle, Secretary

1/30/17
Date

REQUEST FOR OWNER'S PROJECT MANAGEMENT SERVICES (RFS)

1. Introduction

The Town of Belmont, ("Owner") is seeking the services of a qualified "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 **Belmont High School** ("School") in **Belmont, Massachusetts** ("Project").

The Owner is requesting the services of an Owner's Project Manager 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, 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 \$140,000,000 to \$210,000,000 depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA.

2. Background

Belmont is a suburban community located in the heart of the Greater Boston Metropolitan Area. Belmont consists of only 4.655 square miles and is known to longtime residents as the "Town of Homes". Belmont is only 8 miles from downtown Boston and is situated on Cambridge's western border. Belmont is also bordered by Watertown, Lexington, Arlington and Waltham.

The Town of Belmont has six public schools: four K-4 elementary buildings, one 5-8 middle school and one 9-12 high school. The Town of Belmont has submitted a Statement of Interest (SOI) to the MSBA each year since 2004; the year in which the Town also commissioned a Master Plan to be conducted. The high school's facility related deficiencies were pointed out in the 2002 and 2012 NEASC Accreditation visits. At that time the Town wanted to upgrade the infrastructure needs in the high school as well as the teaching and learning spaces –specifically in the area of science. Since 2012, the Town has experienced a significant and consistent increase in enrollment, averaging over 100 additional students per year. The increase in enrollment challenge heightened the need to address the space and learning needs of Belmont High School; but also explore the possibility of shifting grade configurations to solve overflowing enrollments at all three levels of the district. Given the growing enrollment challenges across the Pre K-12 district the school department contracted the services of an architectural firm to analyze enrollment trends,

space utilization within our current foot print and explore potential solutions. At the present time all six school are at or above capacity. In these circumstances the Belmont High School Building Committee is seeking to increase the districts capacity by exploring three grade configurations for the Belmont High School project. Those configurations are 9-12, 8-12, and 7-12.

Historical documents including a copy of the Master Plan are available on the Belmont High School Building Committee website <http://www.belmont-ma.gov/belmont-high-school-building-committee/pages/2004-master-plan-and-feasibility-study>.

3. Project Description, Objectives and Scope of Services

On or about March 31, 2015, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for Belmont High 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 November 9, 2016 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 Belmont High School.

The existing Belmont High School located at 221 Concord Avenue, Belmont, MA was constructed as a new building and opened in 1970 with total square footage of 257,120 on the existing location consisting of 33 acres. The building consists of two levels constructed with steel framing supporting concrete slabs with extensive use of cementitious fire proofing containing asbestos. A significant portion of the building was constructed on top of the Town's former landfill. There have been no additions or major renovations since it opened. Infrastructure is original equipment with the exception of all HVAC units on the roof of the building, the heating system conversion to gas and replacement of the Fire Alarm system.

A building providing locker room space and an ice rink are also on the high school property as separate, stand-alone buildings. There is a storm water retention pond located at the site, which periodically overflows, resulting in flooding in the parking lot and portions of the school building. The site contains athletic and practice fields, tennis courts, and an artificial turf field with track and stands, as well as modular classrooms in use on the site adjacent to the High School. Abutters include the MBTA, residential and business districts.

As indicated in the Statement of Interest submitted to the MSBA, a Master Plan and Feasibility Study for Renovations to the Belmont High School was issued by Design Partnership of Cambridge. That report made the following observations about the building enclosure. Belmont High School was designed by the architectural firm of KLQ of Foxboro, MA. The building is a steel and concrete frame supporting brick exterior walls with precast concrete trim, and brick and other masonry is used extensively on the interior. The existing high school has an indoor pool, a field house which has new flooring installed over the most recent two years.

The current grade structure is 9 through 12 with an enrollment of 1,285 students for this school year. The grade configurations proposed to be considered for the feasibility study are the following:

- 9-12 with a design enrollment of 1,470
- 8-12 with a design enrollment of 1,845
- 7-12 with a design enrollment of 2,215

As reported in the Statement of Interest, the delivery of instruction and assessment of students has been impacted by the increased enrollment and the need to upgrade the building as has the School's ability to accommodate the appropriate educational setting for students. Because of limited classroom space, the number of teachers sharing rooms has increased and students are being taught in modified classroom spaces.

The priorities of the Belmont School District for the Belmont High School as identified in the Statement of Interest are as follows:

- Elimination of existing severe overcrowding resulting from enrollment at Belmont High School has increased by 117 students over the past five years;
- Prevention of the loss of accreditation – based on facilities-related conditions cited in the most recent report from the New England Association of Schools and Colleges (NEASC), dated February 22, 2013;
- Prevention of severe overcrowding expected to result from increased enrollments – based on a projected increase of an additional 408 students district-wide by 2019;
- Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility resulting from most of system components being original to the building and in need of replacement; and
- Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements to alleviate the number of spaces that have needed to be repurposed for instructional programs that are different from their original intent.

Project Objectives under consideration by the Owner include:

- Identification of community concerns that may impact study options in addition to others include environmental impact from prior uses of the property, limitations on possible expansion of the site, reconfiguration of outdoor athletic spaces, grade configuration, phased construction and occupied educational space with construction during any portion of the school year, enrollment District-wide;
- Identification of specific milestone requirements and/or constraints of the District include the vote of Town for a Debt Exclusion, swing space, occupancy issues;

- Life cycle costs of operating the School as it relates to future operational budgets;
- Massachusetts MA-CHPS criteria or US Green Building Council's LEED for Schools Rating System
- CM-at-Risk Delivery Method.

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 (the "Standard Contract") 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:

- | | |
|---|----------------|
| 1. Feasibility Study/Schematic Design Phase; | 12 – 24 months |
| 2. Design Development/Construction Documents/Bidding Phase; and | 12 – 15 months |
| 3. Construction Phase. | 24 – 36 months |

4. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify in its cover letter 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, will 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 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 5 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 7 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, DOE 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 methodology. **(Max. point value 5)**
 - 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 450,000 square feet or renovation of 257,120 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 5)**
 - 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 Massachusetts MA-CHPS 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., MA-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 MA-CHPS or LEED-S prerequisites. **(Max. point value 5)**
 - 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 5)**
 - 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)**
 - 12) Demonstrated experience with phased occupied building construction and renovation projects including managing hazardous materials removal, integrating new and maintaining existing building systems. **(Max. point value 10)**
 - 13) Demonstrated experience with environmental regulations and building construction on sites regulated by Mass DEP. **(Max. point value 10)**

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 and reference checks.

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 Request for Services, 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 Belmont High School Building Committee Subcommittee will be responsible for initial review of the responses. The responses will be evaluated 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 requirements will be further evaluated by the evaluation criteria contained within. All scoring will be documented in writing.
- 2) The Belmont High School Building Committee Subcommittee members are William Lovallo, Pat Bruschi, Robert McLaughlin, Joel Mooney, Gerald Boyle and Phyllis Marshall who will rank the responses based on the weighted criteria identified in the previous Section of the RFS on individual scoring sheets and will short-list a minimum of three Responses. References will be checked for all short-listed firms. The short-list will be interviewed by the Subcommittee members who will recommend a top finalist to the Belmont High School Building Committee for approval. The Belmont High School Building Committee will recommend the finalist to the MSBA.
- 3) The invitation letter for interview will include an agenda that describes the interview process. Interviewees will be ranked 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 Belmont High School Building Committee Subcommittee.

- 4) The Owner will require the hourly rates and role for all proposed professional personnel assigned to the project. The Owner will consider fee structures from similar projects from other awarded contracts.
- 5) The Owner will commence fee negotiations with the first-ranked selection.
- 6) If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.
- 7) First-ranked selection will be submitted to the MSBA for its approval.
- 8) The first-ranked selection 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.

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

<u>1/ 11 /17</u>	Advertise RFS in Central Register of the Commonwealth of Massachusetts, COMMBUYS and the <u>Belmont Citizen Herald</u> .
<u>1/19/17</u>	Informational meeting and site visit
<u>1/25/17</u>	Last day for questions from Respondents
<u>2/1/17</u>	Responses due at 3:00 PM
<u>2/9/17</u>	Respondents short-listed
<u>2/15/17</u>	Interview short-listed Respondents
<u>2/16/17</u>	Interview short-listed Respondents
<u>3/2/17</u>	Negotiate with selected Respondent
<u>3/8/17</u>	Final selection submitted to the MSBA for review and approval
<u>4/6/17</u>	Execute contract

Requests for Services may be obtained from
Gerald R. Boyle, Director of Facilities
19 Moore Street, Belmont, MA 02478
617-993-2640
gboyle@belmont-ma.gov.

On or after January 11, 2017 between 8:00AM and 4:00PM.

Any questions concerning this Request for Services must be submitted in writing to
Gerald R. Boyle, Director of Facilities
19 Moore Street, Belmont, MA 02478
617-993-2640
gboyle@belmont-ma.gov.
No later than January 25, 2017 at 4:00PM.

Sealed Responses to the Requests for Services for Owner's Project Manager Services must be clearly labeled "Owner's Project Management Services for Belmont High School" and delivered to

Gerald R. Boyle, Director of Facilities
19 Moore Street, Belmont, MA 02478
617-993-2640

no later than 3:00PM on February 1, 2017. 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 21 (*Twenty-one*)¹ hard copies of the response to this Request for Services and one electronic version in PDF format on CD/thumb drive. All responses shall be:

- In ink or typewritten;
 - Presented in an organized and clear manner;
 - Must include the required forms in Attachment C;
 - Must include all required 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 Request for Services. Respondent shall note any exceptions to the RFS in its cover letter.
 - c. An acknowledgement that the Respondent has read the Standard Contract. Respondent shall note any exceptions to the Standard Contract in its cover letter.
 - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this Request for Services 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 MCCPO certification. (A copy of the MCCPO certification should 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 3 - 8½"x 11" pages, double-sided.**

Certifications: (See Attachment D)

- Tax Compliance Statement Attestation
- Certificate of Authority
- Affidavit of Non-Collusion

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 Owner's Project Manager 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 Request for Services is:

Gerald R. Boyle, MCCPO, Director of Facilities
19 Moore Street, Belmont, MA 02478
617-993-2640
gboyle@belmont-ma.gov.

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff and/or Belmont High School Building Committee members 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 Owner's Project Manager 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

Historical documents are available on the Belmont High School Building Committee website.

ATTACHMENTS:

Attachment A: Statement of Interest

Attachment B: Contract for Owner's Project Management Services

Attachment C: OPM Application Form - May 2008

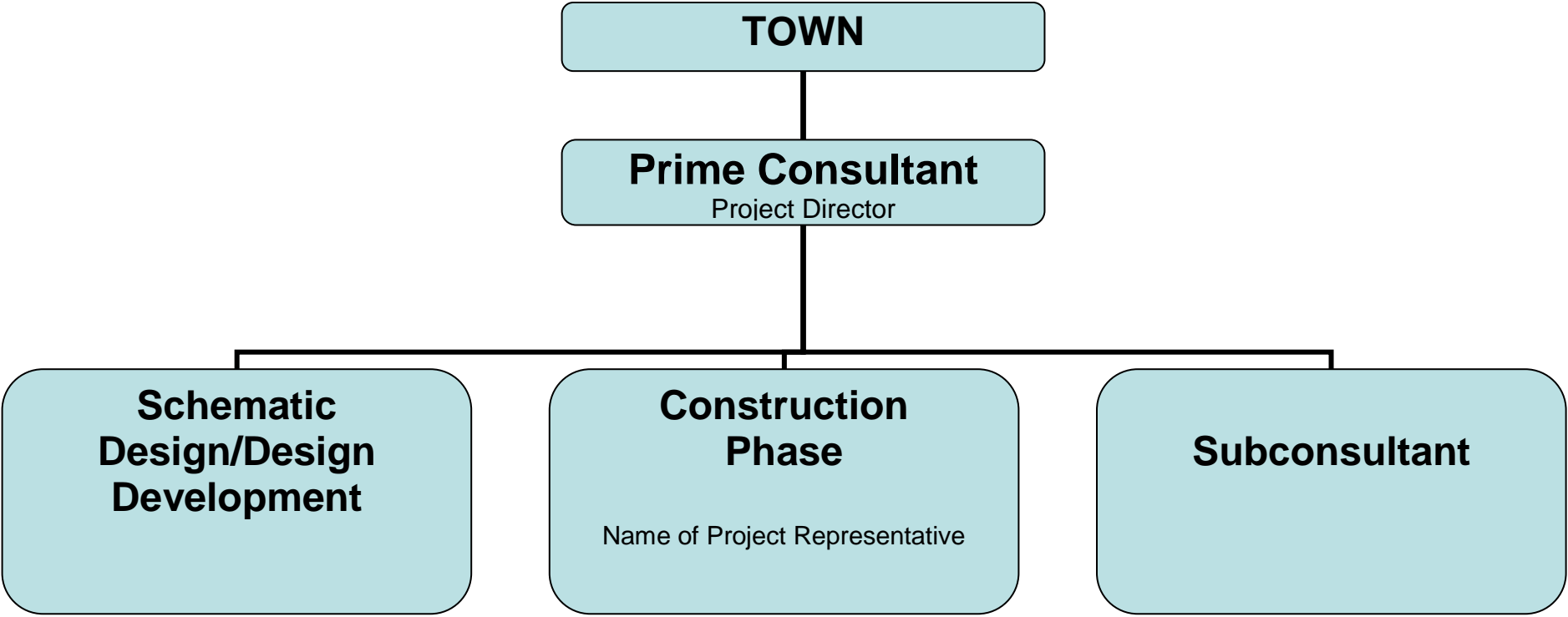
Attachment D: Required Certifications

ATTACHMENT A
STATEMENT OF INTEREST

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

Owner's Project Manager Application Form - May 2008			
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 _____ Architects _____ Acoustical Engrs. _____ Civil Engrs. _____ Code Specialists _____ Construction Inspectors _____	Cost Estimators _____ Electrical Engrs. _____ Environmental Engrs. _____ Licensed Site Profs. _____ Mechanical Engrs. _____	Other _____ _____ _____ _____ _____ _____ 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:



<p>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.</p>	
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 MCCPO Certification:	f. Date of MCCPO Certification:
g. Applicable Registrations and Certifications :	g. Applicable Registrations and Certifications:
h. Current Work Assignments And Availability For This Project:	h. Current Work Assignments And Availability For This Project
i. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	i. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current 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 Subconsultants. 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 Subconsultants. 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

Town of Belmont

Tax Compliance Statement

ATTESTATION

Pursuant to M.G.L. c/ 62c, §49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersigned's knowledge and belief, the Contractor is in compliance with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

** Signature of Individual
Or Corporate Contractor (Mandatory)

** Contractor's Social Security #
(Voluntary) or Federal
Identification Number

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

*The provision in the Attestation relating to child support applies only when the Contractor is an individual.

**Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

***Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. c/ 62c, §49A.

Town of Belmont

AFFIDAVIT OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal is in all respects bona fide and fair and has been made and submitted in good faith without collusion or fraud with any other person. As used in this affidavit, the word "person" shall mean any natural person, joint venture, business, partnership, corporation, union, committee, club, organization, group of individuals, or other business or legal entity.

Signature: _____

Date: _____

Name[Printed]: _____

Title: _____

Company: _____

Town of Belmont

MEETING OF THE BOARD OF DIRECTORS

CERTIFICATE OF AUTHORITY

_____20__

At a meeting of the Directors of the _____
duly called and held at _____ on the ____ day of
20____, at which a quorum was present and acting, it was

VOICED THAT

the _____ of this corporation is hereby authorized and empowered
to make, enter into, sign, seal and deliver, in behalf of this corporation, a Contract for
[Project Name] with the Town of Belmont, and performance and payment bonds
(each in the full amount of the Contract) in connection with such Contract.

I DO HEREBY CERTIFY that the above is a true and correct copy of the
record, that said vote has not been amended or repealed and is in full force and effect
on this date, and that _____ is duly elected _____ of this
corporation.

ATTEST:

Clerk or Secretary of the Corporation

(Affix Corporate Seal Here)