

**TOWN OF STOW  
SCHOOL BUILDING TASK FORCE**

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL CONSULTING SERVICES**

Date: July 26, 2006

**1) AWARDING AUTHORITY**

Stow School Building Task Force (SBTF) on behalf of the Town of Stow

**2) PROJECT DESCRIPTION**

Stow has been looking for a solution to the problems at its existing elementary schools for the last five years. A School Building Committee was formed and a Feasibility Study commissioned in 2001. This was performed by DCP (Design Partnership of Cambridge). The report showed that the two existing elementary schools were in poor/fair condition and somewhat overcrowded. Both existing sites are bounded by wetlands so there were questions about possibility of expansion, as well as the viability of siting new septic and wells. Over the next 4 years the School Building Committee explored numerous options including renovation of the existing building and new construction. In 2005 the School Building Committee brought a proposal for a new PreK-5 school on a new site to town meeting but did not get the 2/3 majority necessary to carry to vote. The School Building Committee was disbanded early in 2006 and a School Building Task force was created to re-examine the issue with the mandate that it must bring at least two options to the town by May of 2007. The School Building Task Force now needs an architectural firm/group to help determine how to most efficiently and effectively accommodate the present and future elementary school needs of the Town of Stow.

**3) EXISTING SCHOOLS**

Center School, located on Great Road, presently accommodates 272 pupils (Grades 3-5) in a single story building of 35,140 SF. Originally constructed in 1954, classroom additions were provided in 1957 and 1964. The school is in poor to fair condition.

Pompositticut School, also located on Great Road, presently accommodates 322 pupils (Grades K-2) in a single story building of 36,000 SF. This building was constructed in 1971 on the "open plan" concept. In 2004 the amphitheatres which were used for group instruction were renovated to provide additional classroom space. In 2005 two modular classrooms were added. Another double modular classroom is scheduled to be added in the summer of 2006. The school is in fair condition.

Stow also has a PreK program which is housed in neighboring Bolton as there is no room available in the Stow School Buildings. This program presently accommodates 18 students.

4) **SCOPE OF SERVICES**

- A) Review the charge and mission of the School Building Task Force (SBTF) as developed by the Stow Board of Selectmen
- B) Review existing demographic studies and information and confirm enrollment projections for the period 2008-2018 (ten years).
- C) Review existing educational specifications for each school and correlate with the new MSBA guidelines
- D) Review the pre-screen and evaluative criteria developed by the SBTF for use in assessing any potential project
- E) Review the Feasibility Studies existing condition analysis of each school and note any changes with respect to:
  - (1) Physical condition of each building - structure, interior and exterior materials and finishes, mechanical, electrical, plumbing systems, presence of hazardous materials, etc.
  - (2) Code compliance of each building with respect to state and local building codes for safe egress, detection and alarm systems, indoor air quality, water and septic systems, handicapped accessibility, energy conservation, etc.
  - (3) Condition of the site of each building with respect to well water and septic systems condition and capacity, fire water capacity, utility infrastructure, outdoor play space, parking and vehicular access, safe loading and unloading of school buses, etc.
  - (4) The degree to which the existing spaces in each school meet the objectives of the Educational Specification and program goals for elementary programming in the Stow schools.
- F) Work with the SBTF to develop conceptual design options which meet projected enrollment, respond to the educational specification and program goals, bring the existing schools into compliance with current code standards and maximize approval for MSBA funding when available. Each option is to have all permitting concerns identified. School options may include:
  - (1) Additions and renovations to one or both schools.
  - (2) New construction alternatives on one or both sites.
  - (3) New construction alternatives on a new site (to be identified).At the request of the SBTF prepare for each of the conceptual options, site, plans, floor plans, massing studies or other graphic exhibits to illustrate the proposed option.
- G) Prepare conceptual project cost budget and total project schedule for each option to include all costs associated with the project including:
  - (1) Site development and construction costs ("bricks and mortar").
  - (2) Fees, contingencies and other "overhead" costs.

- (3) Furnishings and equipment report and estimate, technology program and costs.
- (4) Relocation and phasing costs for work on an occupied site, including modular classrooms if required.
- 4) Evaluate each option with respect to meeting educational program goals.
- 5) Present options to SBTF and Community at public meetings.
- H) Assist SBTF in selecting "approved" options for presentation to Town Meetings/Forums at future dates to be determined. These will likely occur in late 2006 through May, 2007.
- I) Submission of the report and necessary documentation to the Massachusetts Department of Education (MSBA) as required to have the project(s) considered for reimbursement.

## 5) **PROJECT PHASES**

The Scope of Services outlined above, except for part H, shall be performed between September, 2006 and February, 2007. The presentation of the approved options, part H of the scope of services, shall take place between late 2006 and the May, 2007 Annual Town Meeting.

## 6) **QUALIFICATIONS OF APPLICANTS**

A Designer Selection Committee will be appointed by the SBTF for the purpose of screening all applicants and making recommendations of finalists to the SBTF. The selection of the finalists will be based on:

- a) Prior experience in design services for public school construction.
- b) Prior experience in design services for renovated school buildings.
- c) A demonstrated ability to work towards a budget and produce high quality cost effective solutions
- d) Quality of previous work on public and private projects.
- e) Prior experience with prefab or other alternate school construction methods.
- f) Prior experience with "green" construction
- g) Knowledge of Massachusetts public construction laws and procedures.
- h) Knowledge of the new MSBA procedures and guidelines including requirement for submittals and knowledge of issues related to proceeding with work in advance of project approval.
- i) Appropriate liability insurance and financial stability.
- j) Qualifications of consultants who will work on the project.
- k) Massachusetts registration of all architectural and engineering design principals.
- l) Knowledge of state, local and federal permitting considerations
- m) Any other criteria that the Designer Selection Committee considers relevant for the project.

The Designer Selection Committee shall select finalists from among all applicants and transmit the list to the SBTF. The list will rank the finalists in order of

qualifications, or describe them as equally qualified, and the committee will provide a record of the final votes on the selection.

The SBTF reserves the right to reject any and all proposals or to waive any of the informalities in the selection process if deemed in its best interest.

7) **FEE**

The fee for services outlined above shall be on an hourly basis for services rendered. Limits for specific services shall be approved by the SBTF in advance of proceeding with said work.

The option to engage the selected Designer for services beyond those listed herein is at the discretion of the Awarding Authority, following an independent review of the designer's written report.

8) **PROPOSAL REQUIREMENTS**

Applicants are required to submit the following:

- a) Letter of application
- b) Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005 or equivalent highlighting:
  - i) Resume of projects, especially all previous work with renovation and prefab or alternate construction methods
  - ii) References from a minimum of five (5) previous projects involving the construction of similar public buildings including previous work with renovation and prefab or alternate construction methods if possible.
  - iii) Resume of Project Architect and Project Manager, including references.
  - iv) List of all consultants and description of their qualifications.
- c) Hourly rates for all personnel who would be working on the project
- d) Any additional supporting material the applicant wishes to include.

Fifteen (15) copies of the proposal must be submitted by 2:00 PM on August 31, 2006 to:

Mr. William J. Wrigley  
Town Administrator  
380 Great Road  
Room 202  
Stow, MA 01775

If requested, applicants may be invited to appear for an interview before the Designer Selection Committee.

## 9) **INQUIRIES**

Inquiries should be directed to: Ms. Sara Kilkenny  
978-897-5714

A briefing session will be held at 10:00 am on August 9, 2006 at the Center School, Great Road, Stow, MA.

The applicant may review past studies and reports related to the Stow Elementary Schools at the School Building Task Force Website at [http://www.stow-ma.gov/pages/StowMA\\_BComm/StowMA\\_SchoolBuild/index](http://www.stow-ma.gov/pages/StowMA_BComm/StowMA_SchoolBuild/index) . We strongly recommend that applicants review the prior Feasibility Study from 2002 and the final report of the School Building Committee for an understanding of the history and the existing information available.