

***Nashoba Regional School District***  
***On Behalf Of***  
***Town of Stow***  
**REQUEST FOR OWNER’S PROJECT MANAGEMENT SERVICES**  
**(RFS)**

**1. Introduction**

The Town of Stow, (“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 Pompositticut Elementary School in Stow, 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 of Stow), 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 **\$15,000,000** to **\$24,000,000** 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**

Nashoba Regional School District is located 43 miles west of Boston. It is along routes 495 and 2 consisting of the towns of Bolton, Lancaster, and Stow. The District has approximately 3300 students in seven buildings. Our high school was a U.S. News and World Reports Silver medal Winner in 2007. The District has a 41 million dollar budget and has been recognized for our work integrating technology, special education and curriculum, instruction and assessment practices.

The Town of Stow has been working for the past ten (10) years in a variety of committees and task forces to define and defend the needs it has regarding enrollment growth, program space needs, and current conditions of its buildings available for educational purposes. In May 2007 the Annual Town Meeting agreed that there was sufficient growth in enrollment and PK – 5 program needs that the town needed to address space planning in the coming years and approved a \$2,200,000 bond to address engineering and

design costs to move a project forward preferably at the site of one of its current elementary schools, The Center School.

### **3. Project Description, Objectives and Scope of Services**

The Town of Stow has expressed a need to address the program space for its Pre Kindergarten through Grade Five students because of increasing enrollment, inadequate types of space for current and future program demands, and the current condition of its two elementary schools.

Pompositticut Elementary School is an open concept school built in 1973 with no interior classrooms except for six 760 square foot spaces formerly used as amphitheatres. Its 36,413 square feet is insufficient to meet the growing demands of the enrollment and program needs that are required to deliver the educational program approved by the School Committee.

It houses the K – 2 population. The building currently has 303 students, but has no room for the pre kindergarten students, has four modular classrooms, and has limited program space for art, music, physical education, health, and foreign language. There is limited space for food preparation requiring lunches to be brought in from other schools. The exterior space is limited for parking, bus traffic, and pedestrian traffic and there is limited play area. One area of the playground is submerged in water for long periods of time in the fall and spring due to its location near a wetland.

As part of the feasibility study, the District would like to study the option of combining the Pompositticut with an addition and renovation at the Center School, The Center School, which houses grades 3-5 for the Town of Stow, was originally built in 1954 with additions in 1956 and 1958. It is structurally sound, but has no expansion room for increasing enrollment. Program space is at a premium as well, forcing the school to use an exterior building known as the “Stone building” which is a former apple barn that has been remodeled for a variety of uses over the years.

The District has considered the option of a new building large enough for the Pre Kindergarten, Kindergarten, and Grades One, Two and Three, with a media center, gymnasium, and cafeteria built to the rear of the existing building and the existing building would be renovated to meet current code and education space requirements. In May of 2007 the Town of Stow Annual Town Meeting appropriated the costs of an architect, owner’s project manager and construction manager at risk costs (if the decision is to move forward on this). The District’s goal is to open the newly constructed building in 2011 for grades three, four, and five, renovate the building, and move Kindergarten and grades one and two in the

following year. Pompositticut Elementary School would be turned over to the Town of Stow for existing municipal services. In order to meet this time line approval will be necessary at a Fall 2009 Town Meeting.

The Building Committee is interested in candidates who possess experience in addition and renovations, pre engineered construction, green construction and experience or knowledge of construction management at risk.

On or about April 2007, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for the Pompositticut Elementary School. The MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA's grant program is discretionary, and no city, town, or regional school district has any entitlement to any funds from the MSBA. At the April 2, 2008 Board of Directors meeting, the MSBA voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest for the Pompositticut Elementary School 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 Pompositticut Elementary School:

**Pompositticut Elementary School**

Total square footage: 36,413±

Site information: Less than five acres, mostly wetlands, and build out to maximum foot print for the property. Only one means of egress for traffic; limited parking and pedestrian traffic areas; and, limited space for full fleet of buses for arrival and departure.

Age of building: 1973 (thirty five years old)

Building conditions and problems: The school is an open concept school with only six interior rooms being used as classrooms. These are less than 730 square feet. The multipurpose room being used for a cafeteria, gymnasium, and auditorium is undersized for all three. The ceiling is too low for physical fitness activities involving any balls, discs, or other implements requiring heights more than eight feet.

There are handicap accessibility issues, limited space for auxiliary programming, and acoustical issues that impact learning.

Current grade structure: K – 2

Enrollment: 303 Students (As of June 19, 2008)

Project Objectives under consideration by the Owner include:

- Identification of community concerns that may impact study options:
  - The community wishes to have a building solution that mitigates additional travel for students and that alleviates potential traffic hazards that currently exist for both pedestrian and motor vehicle traffic.
- Identification of specific milestone requirements and/or constraints of the District:
  - The Town has already approved project management, architect, feasibility and initial design costs. This was done at May 2007 Annual Town Meeting. The District is in need of the additional program space now, and is using non-conforming space to meet this need on a temporary basis.
- Life cycle costs of operating the School as it relates to future operational budgets:
  - The District believes that based on current systems, there could be a reduction of energy costs when a new building comes on line. The district believes there will be an increase in efficiency per square foot.
- Massachusetts High Performance Green Schools Guidelines (MA-CHPS Guidelines):
  - The District and Town of Stow are fully committed to a GREEN design and will do everything it can to capture full reimbursement percentage points with such innovations as a geo-thermal heating and cooling system, reuse of water flow, and use of photo-voltaic cells for generating electricity.
- CM-at-Risk Delivery Method:
  - The District and Town are fully committed to explore this avenue and to utilize it if the cost benefits do not exceed time limits while getting approval.
- Alternative Design Method:
  - The District and Town are fully committed to exploring alternative methods of construction including but not limited to pre-engineered buildings.

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

- |   |                         |
|---|-------------------------|
| 1. Feasibility Study/Schematic Design Phase;                    | 6 months                |
| 2. Design Development/Construction Documents/Bidding Phase; and | 9 months                |
| 3. Construction Phase.  | 32 months               |
| 4. Completion Phase   | On Call (twelve 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 with a particular emphasis on school 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, with a particular emphasis on school 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, sample management reports, 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;
  - b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials.
- 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.
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws. (The District and Town are contemplating utilizing a CM-At-Risk, knowledge and experience with CM-At-Risk Procurement methodology and it will be included in Appendix D.)

- 4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as outlined in the Master Plan (2007) describing proposed project staffing for a potential (hypothetical) proposed project for new construction of **68,000** square feet or renovation of **34,413** square feet; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost. A sample copy progress report should be included for review.
- 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.
- 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.
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million.
- 8) Familiarity with Massachusetts-CHPS (MA-CHPS) High Performance Green Schools Guidelines. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., MA-CHPS or LEED), 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 prerequisites.
- 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.
- 10) Knowledge of the purpose and practices of the services of Building Commissioning Consultants.
- 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.

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 Elementary School Building Committee as a whole will review each submission from each respondent. The committee will rank all responses that meet the minimum requirements and will record the ranking on a scoring sheet.
- 2) The Elementary School Building Committee must rank the Responses based on the weighted evaluation criteria identified in the RFS and must short-list a minimum of three Responses.
- 3) Three to five respondents will be chosen for interviews and the interviews will be conducted by a subcommittee of four members of the Elementary School Building Committee.
- 4) First-ranked selection will be submitted to the MSBA for its approval.
- 5) 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, at no cost to the Owner or the Authority.
- 6) Subject to the MSBA's approval, the Owner will commence fee negotiations with the first-ranked selection.
- 7) The owner will negotiate the fee based on completion of each phase (see above). Percentages for each phase will be assigned during the negotiation process. The OPM candidate will be required to present hourly rates for proposed staffing plans by job classifications during each phase of the project.
- 8) If the Owner is unable to negotiate a contract with the first-ranked selection or if the MSBA does not approve the first-ranked selection, the Owner will then submit its second-ranked selection to

the MSBA for its review and upon approval commence negotiations and so on, until a contract is successfully negotiated and approved by the Owner.

- 9) The Owner will re-advertise if less than three responses are received and will re-advertise if fee negotiations fail with all three finalists.

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

<u>(9/24/2008)</u>	Advertise RFS in <i>The Stow Independent</i> of general circulation in the area in which the project is located or to be located.
<u>(10/1/2008)</u>	Advertise RFS in in Central Register of the Commonwealth of Massachusetts on 10/1/2008 and 10/8/2008.
<u>(10/9/2008)</u>	Informational meeting and site visit – ( <i>Voluntary</i> )
<u>(10/10/2008)</u>	Last day for questions from Respondents
<u>(10/17/2008)</u>	Responses due
<u>(10/27/2008)</u>	Respondents short-listed (subject to MSBA approval if required)
<u>(11/03/2008)</u>	Interview short-listed Respondents
<u>(11/10/2008)</u>	Final selection submitted to the MSBA for review and approval
<u>(12/9/2008)</u>	Negotiate with selected Respondent
<u>(12/15/2008)</u>	Execute contract

Requests for Services may be obtained from

Name	William Wrigley
Address	380 Great Road, Stow, MA 01755
Phone Number	978-897-4514

on or after (***September 24, 2008***).

Any questions concerning this Request for Services must be submitted in writing to

Name:	Michael L. Wood
Address	50 Mechanic Street, Bolton, MA 01740
Phone Number	978-779-0539
Email	mwood@nrsd.net
Fax #	978-779-5537

By 2:00 p.m. the close of business on the date stated above.



Sealed Responses to the Requests for Services for Owner's Project Manager Services must be clearly labeled "Owner's Project Management Services for (*Pompositticut*)" and delivered to:

Name	William Wrigley
Address	Great Road, Stow, MA 01775
Phone Number	978-897-4515

no later than *October 17, 2008*. 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 **12** hard copies of the response to this Request for Services and one electronic version in PDF format on CD. All responses shall be:

- 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 (excluding Attachments) 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 Required:**

Certification regarding conflict of interest law  
MCCPO Certification from the Inspector General

**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.

The Owner will negotiate a schedule of fees that aligns with the completion based on the scope of the project. The project phases will be defined as the completion of the feasibility study/schematic design , design development, construction documents, bidding or GNP phase, construction, commissioning, and completion phase.

**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:

Name: Michael L. Wood  
Address 50 Mechanic Street  
Telephone: 978-779-0539  
Facsimile: 978-779-5537

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

**D. Costs**

Neither the Owner nor the MSBA will be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an 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 one hundred twenty (120) days after the submission deadline.

**ATTACHMENTS:**

Attachment A: Statement of Interest

Attachment B: Contract for Owner's Project Management Services

Attachment C: OPM Application Form - May 2008

Attachment D: Ratings Criteria

ATTACHMENT A  
STATEMENT OF INTEREST

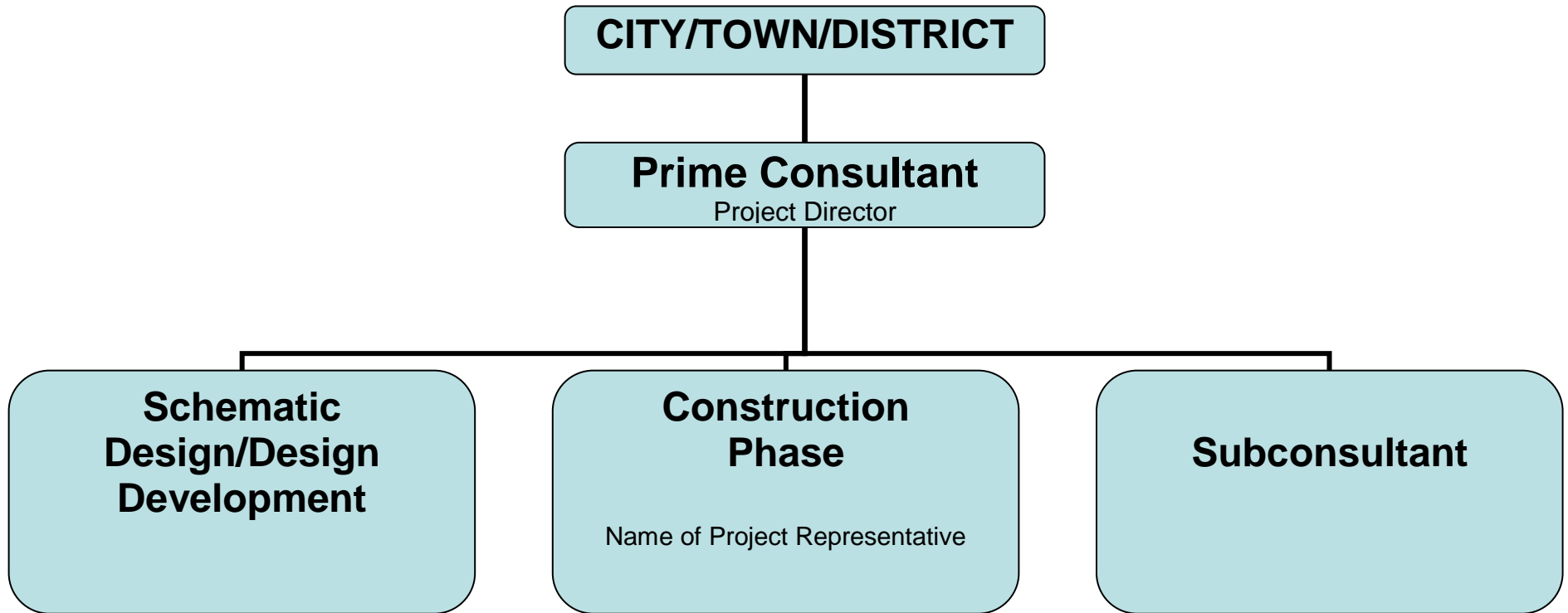
(DISTRICT TO ATTACH)

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

<b>Owner's Project Manager Application Form - May 2008</b>																								
<p>1. Project Name/Location for Which Firm is Filing:</p>  <p>1a. MSBA Project Number:</p>																								
<p>2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:</p>		<p>2b. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:</p>																						
<p>2c. Date Present And Predecessor Firms Were Established:</p>		<p>2d. Name And Address Of Parent Company, If Any:</p>																						
<p>2e. Federal ID #:</p>		<p>2f. Name of Proposed Project Director:</p>																						
<p>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):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Admin. Personnel _____</td> <td style="width: 33%;">Cost Estimators _____</td> <td style="width: 33%;">Other _____</td> </tr> <tr> <td>Architects _____</td> <td>Electrical Engrs. _____</td> <td>_____</td> </tr> <tr> <td>Acoustical Engrs. _____</td> <td>Environmental Engrs. _____</td> <td>_____</td> </tr> <tr> <td>Civil Engrs. _____</td> <td>Licensed Site Profs. _____</td> <td>_____</td> </tr> <tr> <td>Code Specialists _____</td> <td>Mechanical Engrs. _____</td> <td>_____</td> </tr> <tr> <td>Construction Inspectors _____</td> <td></td> <td>_____</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Total _____</td> </tr> </table>				Admin. Personnel _____	Cost Estimators _____	Other _____	Architects _____	Electrical Engrs. _____	_____	Acoustical Engrs. _____	Environmental Engrs. _____	_____	Civil Engrs. _____	Licensed Site Profs. _____	_____	Code Specialists _____	Mechanical Engrs. _____	_____	Construction Inspectors _____		_____			Total _____
Admin. Personnel _____	Cost Estimators _____	Other _____																						
Architects _____	Electrical Engrs. _____	_____																						
Acoustical Engrs. _____	Environmental Engrs. _____	_____																						
Civil Engrs. _____	Licensed Site Profs. _____	_____																						
Code Specialists _____	Mechanical Engrs. _____	_____																						
Construction Inspectors _____		_____																						
		Total _____																						
<p>4. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																								

5.

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



6. Brief Resume for Key Personnel <b>ONLY</b> as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 6a Resides:	c. Name And Address Of Office In Which Individual Identified In 6a Resides:
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Date of 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. <b>Capacity:</b> 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 1/2" 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 (Signature) \_\_\_\_\_ Printed Name And Title \_\_\_\_\_ Date \_\_\_\_\_

## Attachment D Ratings Criteria

Standards to Meet	FIRM (incl. Key Personnel)		PROJECT DIRECTOR	
Name of Firm and Project Director				
Arrived by 2:00 p.m. October 17, 2008	<b>Evidence</b>	<b>Rejected</b>	-	
Designated an individual as Project Director	<b>Evidence</b>	<b>Rejected</b>	-	
Registered architect or professional engineer with at least 5 years experience in construction & supervision of constr. and design of public buildings (emphasis on school buildings)	Evidence	No Evidence	<b>Evidence</b>	No Evidence or Rejected
At least 7 years of experience in construction & supervision of construction and design of public buildings (emphasis on school buildings)	Evidence	No Evidence	<b>Evidence</b>	No Evidence or Rejected
MCPPPO certification by Inspector General	Evidence	No Evidence	<b>Evidence</b>	<b>Rejected</b>
Five (5) professional references as OPM for all public agencies within Mass. in the past 10 yrs., incl. contact person and phone #	Evidence	No Evidence	Evidence	No Evidence
Evidence of Appropriate Liability Insurance (\$1,000,000+)	Evidence	No Evidence	-	-
Evidence of Financial Stability	Evidence	No Evidence	-	-
Knowledge of MSBA procedures and guidelines	Evidence	No Evidence	Evidence	No Evidence
Knowledge of architectural and engineering design principles	Evidence	No Evidence	Evidence	No Evidence
Knowledge of federal, local and state permitting req.	Evidence	No Evidence	Evidence	No Evidence
Knowledge of Massachusetts public construction laws and procedures	Evidence	No Evidence	Evidence	No Evidence
Experience with scheduling	Evidence	No Evidence	Evidence	No Evidence
Experience with cost estimating	Evidence	No Evidence	Evidence	No Evidence
Experience with phasing	Evidence	No Evidence	Evidence	No Evidence
Experience with life cycle cost analysis	Evidence	No Evidence	Evidence	No Evidence
Knowledge of building commissioning consultants' procedures	Evidence	No Evidence	Evidence	No Evidence
Experience with projects with occupied buildings	Evidence	No Evidence	Evidence	No Evidence
Experience with CM at Risk	Evidence	No Evidence	Evidence	No Evidence
Green construction or MA-CHPS experience or LEED Cert.	Evidence	No Evidence	Evidence	No Evidence
Experience in project management for public K-12 school constr.	Evidence	No Evidence	Evidence	No Evidence
Experience in project management for renovated school buildings	Evidence	No Evidence	Evidence	No Evidence
Experience with pre-fabrication or other alternative construction methods	Evidence	No Evidence	Evidence	No Evidence
Experience with wastewater systems	Evidence	No Evidence	Evidence	No Evidence
Experience with wells	Evidence	No Evidence	Evidence	No Evidence
Experience with wetlands	Evidence	No Evidence	Evidence	No Evidence
Experience with site development	Evidence	No Evidence	Evidence	No Evidence
Experience with hazardous materials	Evidence	No Evidence	Evidence	No Evidence
Experience with procurement of design and construction services	Evidence	No Evidence	Evidence	No Evidence
Acceptable quality of previous work and professional services on public and private projects	Evidence	No Evidence	Evidence	No Evidence
Availability for this project	Evidence	No Evidence	Evidence	No Evidence
All services in-house, or qualifications submitted of identified consultants working on this project	Evidence	No Evidence	-	-
Three or more projects over \$20,000,000 within 10 years	Evidence	No Evidence	Evidence	No Evidence
Use of Massachusetts Owner's Project Manager Application Form	Evidence	No Evidence	-	-
SOMWBA	Evidence	No Evidence	-	-
<b>Totals</b>				

1 point for "Evidence"; 0 points for "No Evidence"