



**REQUEST FOR QUALIFICATIONS**  
**RFQ # [INSERT NO].**

DESIGNER SERVICES FOR FEASIBILITY STUDY  
FOR ANDOVER HIGH SCHOOL, ANDOVER, MA

**July 27, 2017**

**PROPOSALS DUE:**

**August 23, 2017**

Late Proposals Will Be Rejected

**DELIVER COMPLETED SUBMISSIONS TO:**

Town of Andover, MA  
Central Purchasing Department  
Attn: Tom Watkins  
36 Bartlet St. Andover, MA 01810  
Phone: 978-623-8216  
e-mail: [twatkins@andoverma.gov](mailto:twatkins@andoverma.gov)

**RFQ # [Insert No.]**

Town of Andover, Massachusetts  
Purchasing Department

**COVER SHEET**

The Town of Andover reserves the right to reject any or all Bids, to omit any item or items called for, or to accept the bids(s) deemed in the best interest of the Town. One Original and Five (5) copies of the proposals and a digital copy (thumb drive) must be submitted **on or before 11:00 A.M. on Wednesday, August 23, 2017** to:

Thomas Watkins, Purchasing Agent  
Purchasing Department  
Town Office Building  
36 Bartlet Street  
Andover, Massachusetts 01810

The envelope containing the Proposal and required information must be sealed and marked with Proposer's name, title of proposal, RFQ number, and date of opening. The Proposer must sign all required signature pages in order for the proposal to be considered.

The Proposer acknowledges receipt of the following **ADDENDA #** \_\_\_\_\_

**BUSINESS/INDIVIDUAL NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE, ZIP CODE** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**INDIVIDUAL/AUTHORIZED SIGNATURE** \_\_\_\_\_

**AUTHORIZED OFFICER NAME (print)** \_\_\_\_\_

**DATE** \_\_\_\_\_

By signing above, the authorized officer is certifying that a complete examination of all bid/rfp documents has been made and that the goods/services will be delivered within the time specified and at the prices stated.

**All bidders must sign and submit with their RFQ the attached Certificate of Good Faith and Tax Attestation Form. Failure to do so will result in the proposal being unresponsive and rejected.**

**If bidder/proposer is a co-partnership**, all partners must execute both copies of the bid/proposal, unless one partner has been authorized to sign for the co-partnership, in which case evidence of such authority shall be submitted.

**If bidder/proposer is a corporation**, the authorized agent shall execute both copies of the bid/proposal. Evidence of authority to sign must be submitted.

The Town of Andover reserves the right to reject any or all bids/proposals and waive any informalities deemed to be in the best interests of the Town.



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## INVITATION FOR PROPOSALS

Sealed proposals for furnishing the following will be received at the Office of Central Purchasing, Andover Town Offices, 36 Bartlet Street, Andover, Massachusetts 01810 until the time specified below at which time the proposals will be opened. The time received will be stamped on each proposal and for a consistency of time, the wall clock in the Purchasing Office will be the determining time.

### ITEM

Proposal No. RFQ [Insert no.]  
Designer Services for Feasibility Study  
For Andover High School, Andover, MA

### PROPOSALS DUE

August 23, 2017  
11:00 A.M.

The Town of Andover is seeking the services of a qualified Designer/Architectural firm within the meaning of M.G.L. Chapter 7C, to provide professional design services which will include options in the Feasibility Study that will address the overcrowding at Andover High School.

Specifications and Proposal forms may be obtained at the Office of Central Purchasing, Andover Town Offices, 36 Bartlet Street, Andover, MA.

No proposer may withdraw his proposal for a period of sixty (60) days after the date set for the opening thereof.

The contract for these services will be for a lump sum fee that is to be negotiated.

**A briefing session will be held on Wednesday, August 16, 2017 at 1:00 P.M. General meeting location will be in the main lobby at Andover High School, 80 Shawsheen Road, Andover, MA 01810**

Andover is an affirmative action/equal opportunity purchaser. The Town reserves the right to accept or reject, in whole or in part, any or all proposals or take whatever other action may be deemed necessary to be in the best interest of the Town.

Thomas P. Watkins  
Purchasing Agent

ADV: Eagle Tribune – August 7, 2017  
Central Register – Submit July 27 Published August 2, 2017

TOWN OF ANDOVER  
MASSACHUSETTS

ANDOVER HIGH SCHOOL

TERMS, CONDITIONS, SPECIFICATIONS, AND FORMS FOR  
REQUEST FOR QUALIFICATIONS RFQ

**1. PROJECT DESCRIPTION**

The Town of Andover ("Town" or "Owner") is requesting proposals for Design services to conduct a Feasibility Study which will include the development and evaluation of potential alternative solutions and continue through the Schematic Design Phase of the preferred alternative initially. The contract between the Owner and the Designer may be amended to include continued designer services through design development, construction contract documents, bidding, and award of construction contract, construction administration, final closeout and warranty period of the potential Projects. A potential Project may include a renovation of or an addition to the existing school and/or new construction.

At this time, there is no estimated construction budget for the potential project(s). The Fee for Basic Services with the Design Firm will be negotiated.

**Objectives**

Project objectives under consideration by the Owner include:

- Assessment of safety and security concerns, including but not limited to entry points and main foyer, with options for relocating the second-floor main office.
- Classroom spaces that will allow the school to accommodate a total enrollment of 1,800 – 2,000 students (demographic study currently in progress-max projection available early October) in both regular and special education programs. Options should include some larger classrooms and/or large-group meeting spaces that are capable of accommodating group work, project-based learning, flexibility of purpose, and community use. Space appropriate for engineering and design work is also needed to support the instructional program.
- Overall enhancement of the academic experience through improvements in the classrooms and common spaces, including improved circulation, way-finding, visibility, natural light, and accommodation of informal collaboration spaces along circulation pathways.
- Redesign of the current Library/Media Center footprint (including technology, lighting, power, data, HVAC, and acoustics) into a more flexible space that can support current and future 21<sup>st</sup> Century learning approaches.
- Additional seating capacity in the cafeteria and a servery that will accommodate at least one-third of the student population per lunch period, and that will provide students and faculty with an improved dining experience.
- Options for leveraging existing common areas into flexible-use spaces that can support collaborative learning, and which improve daylighting and acoustics where possible.
- Addition of faculty collaboration spaces. Currently, approximately 75% of our faculty do not have their own classroom, nor any appropriate "home base." Existing areas for professional collaboration are inadequate.
- Refresh/repair existing classrooms, bathrooms, and other core facilities as necessary, and with reference to

the Andover Public School Capital Improvement Program.

- Study the impacts on traffic circulation that any additions to the building would bring to the site, and amend the current site plan as needed.
- An effective solution for providing centrally controlled and monitored heating, ventilation and air conditioning to all occupied spaces.
- Test the feasibility of and provide options for housing Andover’s Pre-K program on the Andover High School campus, either as part of this package or as an option that can be phased in later.
- Phasing options for how to use the facility while under construction.
- Solutions should incorporate sustainable design principles.

Pursuant to M.G.L. Chapter 7C, Section 6, the Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO) formerly known as the State Office of Minority and Women Business Association (SOMWBA). The participation goals for Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) that shall be reserved shall be a combined MBE/WBE goal of 17.9%.

## **2. BACKGROUND**

Andover High School is a three-story, concrete-framed building constructed in 1966, with a steel-framed addition built in 1995 that allows for a total capacity of 1600 students. In recent years, enrollment has remained steady at approximately 1800 students, making existing conditions overcrowded; current projections show this enrollment trend will continue, with a possible increase in future years. The development of in-house special education programs has further strained space needs, with nearly a quarter of our faculty teaching in spaces not originally designed as classrooms.

Using existing data from a 2014 Feasibility Study, a 2016 Town/School Facility Study, and a Master Site Plan dated [April 27, 2012](#), the selected designer will conduct an updated evaluation of space needs program and an update of the existing code report for Andover High School, and develop alternatives for a renovation or renovation/addition of the existing facility, including any required upgrades for code compliance for each alternative to be considered. The selected firm will work with the Owner to develop a preferred alternative which will include siting options, preliminary layout plans, phasing plans, budget estimates representing the complete project, estimates for future operational and maintenance costs for the new facility, and a set of visuals that can assist community stakeholders (e.g. 3D modeling, flyover, etc.) Construction phasing plans should take into account that the building will remain in use during the school year.

At this time, Andover has chosen not to seek MSBA funding for this project. A desirable outcome will be one in which any significant investment in new construction can be leveraged within plans for a future high school constructed on the campus.

## **3. TIMETABLE**

<b>1.</b>	<b><u>Request for Qualifications Issued</u></b>	<b><u>8/07/17</u></b>
<b>2.</b>	<b><u>Briefing Session</u></b>	<b><u>8/16/17</u></b>
<b>3.3</b>	<b><u>Proposal Due Date</u></b>	<b><u>8/23/17</u></b>

3.4 Anticipated Date of Award 9/22/17

3.5 Anticipated Date To Receive Recommendations 12/15/17

**A briefing session will be held on Wednesday, August 16, 2017 at 1:00 P.M. General meeting location will be in the main lobby at Andover High School.**

**4. SUBMISSION REQUIREMENTS**

4.1 Applicants will submit one (1) original and five (5) copies and a digital copy (thumb drive) of their proposal, sealed and clearly marked “Feasibility Study: Andover High School” which will include all of the submission requirements hereinafter set forth.

4.2 Proposals are to be submitted to:

Office of Central Purchasing  
Andover Administrative Center  
Town Offices, West Wing  
36 Bartlet Street  
Andover, Massachusetts 01810

**5. TERMS AND CONDITIONS OF SUBMISSIONS**

1. **Proposal Forms:** All proposals must be submitted no later than the date established herein and on forms provided herein and must contain original signatures. Proposals may not be transmitted by fax. Late submission will result in rejection of the proposal.

5.2 **Contract Terms:** The successful applicant will be required to execute a Contract substantially in the form attached hereto as **Attachment D**, as well as either Attachments E or F, subject to such modifications as the Town may deem to be appropriate and in the best interests of the Town.

5.3 **Acceptance/Rejection:** The Town of Andover reserves the right to accept the proposal(s) most favorable to and in the best interest of the Town and to reject, in part or in whole, any or all proposals.

**6. COMPENSATION**

6.1 The services will be performed for a lump sum fee that will be negotiated.

**7. SCOPE OF SERVICES**

1. The nature and scope of the services to be performed are described in **Schedule I**.

## **8. MINIMUM SUBMISSION REQUIREMENTS**

Selection will be made by the Town in accordance with the evaluation criteria contained in this RFS. The Respondent must certify in its cover letter that it meets the following minimum requirements. Any Respondent that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration. To be eligible for selection, the Designer must meet all of the following qualifications.

- 8.1** Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section, 44, employing a Massachusetts registered architect responsible for and being in control of the services to be provided pursuant to the Contract. The registered architect shall submit a copy of his or her Massachusetts license.
- 8.2** The Massachusetts registered architect responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program seminar “Certification for School Project Designers and Owner’s Project Managers” as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and must maintain certification by completing the “recertification for School Project Designers and Owner’s Project Managers” seminar every three years thereafter. Proof of recertification or registration in the next recertification seminar for which space is available must be provided.
- 8.3** Pursuant to M.G.L. Chapter 7C, Section 6, the Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO) formerly known as the State Office of Minority and Women Business Assistance (SOMWBA). The amount of participation that shall be reserved for such enterprises shall not be less than a combined MBE/WBE percentage goal of 17.9% of the design contract price for combined minority business enterprises and women-owned business enterprises. Applicants must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal.
- 8.4** The applicant shall have had recent prior experience with work of a similar scope of services and shall list all current and past projects of a similar nature, including the name and telephone number of all clients during the past **five (5)** years.
- 8.5** The applicant shall list by name and function all in-house staff and outside

Consultants she/he intends to use on this project and shall include resumes and a list of their licenses and certifications when applicable.

- 8.6** The applicant shall complete, in its entirety, the “Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (updated July 2016)” as developed by the Designer Selection Board of the Commonwealth of Massachusetts. <http://www.mass.gov/anf/docs/dsb/forms/14-6-10-cities-towns-application.pdf>
- 8.7** The applicant shall submit an expanded scope of services for all work required with time frames for work completion and with evidence of the applicant’s capacity and ability to meet target dates.
- 8.8** The applicant shall indicate the individual who will be the contact person with the Town and who will have primary responsibility for this project. This person shall remain in this position for the duration of the project (as long as she/he is employed by the chosen firm). This individual’s resume will also be included with the proposal. The Town reserves the right to interview and approve this individual.
- 8.9** The applicant will submit samples of previous work of a similar nature.
- 8.10** The applicant will submit a signed Certificate of Non-Collusion and State Tax Compliance in the form attached.
- 8.11** The applicant will submit a list of any individuals who have a financial interest in this agreement.
- 8.12 Signature on the Proposal Forms:**
- 8.12.1** If a proposal is submitted by an individual, the full name and post office address of the person shall be designated.
- 8.12.2** If a proposal is submitted by a firm or partnership, it shall be signed by a person having the legal authority to execute such a document on behalf of the firm or partnership.
- 8.12.3** If a proposal is submitted by a corporation, it shall state the name and title of the official or officials of the corporation by whom the contract can be legally signed and be accompanied by a copy of the corporate vote granting said authority, certified by the clerk of the corporation.
- 8.13** The applicant shall follow the submission format set forth herein in assembling her/his proposal.

- 8.14** The registration number and license status of each person connected with the project shall be listed for each jurisdiction and each discipline (e.g. J. Smith, Architect: 12345 MA, current; 789 Conn., current: etc.).

**9. SUBMISSION FORMAT**

In order to more accurately assess submissions and to insure a more equitable review, the Town requests that all submissions adhere to the following format guidelines:

- 1) Table of Contents
- 2) Relevant Experience
- 3) Designer Selection Forms
- 4) All Signature Pages (Blue Pages 3-6), & Corporate Vote if applicable
- 5) Project Understanding and Project Approach
- 6) Demonstrated Performance
  - a. Applicable codes
  - b. Time schedules
  - c. Cost control
  - d. Construction administration
- 7) Firm Background
- 8) Firm Organization and Resumes
- 9) Consultants and Resumes
- 10) Client References

**10. APPLICANT REFERENCES**

Applicants should provide firm name, address, phone and contact person for each reference.

- 1) Customer References: **See 11.2.2 for submission details.**
- 2) Sub-Consultant References: **See 11.2.2 for submission details.**

**11. EVALUATION CRITERIA FOR SELECTION:**

- 11.1 Each proposal shall be reviewed by a selection board comprised of at least five members. Each of the following criteria will be evaluated by the selection board and rated as follows **“Highly advantageous,”** **“Advantageous,”** **“Non-advantageous,”** and **“Unacceptable:”**

### **COMPARATIVE EVALUTION CRITERIA**

#### **11.1.1** Completeness of the proposal

**“Highly advantageous”** if the proposal is complete and thorough in every detail;

**“Advantageous”** if one (1) to two (2) clarifications are needed;

**“Non-advantageous”** if between three (3) and five (5) clarifications are needed;

**“Unacceptable”** if more than five (5) clarifications are needed.

#### **11.1.2** Overall quality of the proposal.

**“Highly advantageous”** if of outstanding quality;

**“Advantageous”** if of good quality;

**“Non-advantageous”** if of fair quality;

**“Unacceptable”** if of less than fair quality

**11.1.3** Experience with similar projects with emphasis on similar Public Bid school feasibility projects at an occupied building, where a high degree of coordination and planning is needed to avoid disruption and delays.

**“Highly advantageous”** if five (5) or more similar projects successfully completed within the last three (3) years;

**“Advantageous”** if between one (1) and three (3) similar projects successfully completed within the last five (5) years;

**“Non-advantageous”** if no similar projects successfully completed within the last five (5) years and/or the projects had problems.

**11.1.4** Identify and set forth qualifications of the in-house staff and outside consultants (if needed) who will work on the project. Include the individual who will serve as the contact person and have primary responsibility for the project. The technical team shall not include office support or clerical staff.

**“Highly advantageous”** if all members of the technical team have ten (10) or more years of relevant work experience and technical qualifications;

**“Advantageous”** if all members of the technical team have between five (5) and ten (10) years experience and technical qualifications;

**“Non-advantageous”** if all members of the technical team have less than

five (5) years experience and technical qualifications;  
“**Unacceptable**” if any member has no experience and technical qualifications.

**11.1.5** Clearly established capacity to begin the project immediately and ability to meet the design schedule.

“**Highly advantageous**” if work can begin within five (5) workdays of the date of contract execution and key dates will be met;

“**Advantageous**” if work can begin between six (6) days to fifteen (15) days from the date of contract execution and only slight variance from the design schedule;

“**Non-advantageous**” if work can begin between sixteen (16) and twenty (20) days from the date of contract execution and more than (2) weeks slippage on design schedule;

“**Unacceptable**” if work cannot begin until after twenty (20) days from the date of contract execution and or the design schedule will slip three weeks or more.

**11.1.6** Knowledge of the Massachusetts Bid Laws especially MGL Chapter 149 and 149A.

“**Highly advantageous**” if they have strong experience/knowledge

“**Advantageous**” if they have good experience/knowledge

“**Non-advantageous**” if little or limited experience/knowledge

“**Unacceptable**” if no knowledge

## **ADDITIONAL SELECTION CRITERIA**

In evaluating proposals, the Owner will consider the members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work: (Firm’s name, individual’s name and professional registration or license number, as applicable, must be listed in the application for each category of work, as well as whether the firm is SDO certified as an MBE and/or WBE).

1. Architect
2. Environmental Permitting
3. Hazardous Materials
4. Civil Engineering
5. Structural Engineering
6. Landscape Architecture
7. Fire Protection Engineering
8. Plumbing Engineering
9. HVAC Engineering
10. Electrical Engineering

11. Data/Communications Consultant
12. Food Service Consultant
13. Laboratory Consultant-Required in Phase II
14. Acoustical Consultant
15. Specifications Consultant
16. Library/Media Consultant
17. Theatrical Consultant- Required in Phase II
18. Sustainable/Green Design/Renewable Energy Consultant
19. Cost Estimating
20. Accessibility Consultant
21. Traffic Consultant
22. Furniture, Fixtures and Equipment Consultant-Required in Phase II
23. Code Consultant
24. Security Consultant
25. Educational Programming Consultant

**\*\*N.B. –**

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).

The members of the team for each of the categories of work listed above must be identified including the firm's name, individual's name and professional registration or license number, as applicable, as well as whether the firm is SCDO certified as an MBE and/or WBE.

Failure to address each category may result in the elimination of the applicant from consideration on this project.

Applicants should not list any consultants other than those for the categories of work listed above.

The minority and women-owned business enterprises must be selected to perform services addressing the categories of work listed above or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Consultants other than those proposed for the categories of work listed above or required to perform Basic Services may not be used for purposes of meeting M/WBE requirements. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the application form).

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

1. The financial stability of the firm.
2. Geographical proximity of the firm to the project site or willingness of the firm to

- make site visits and attend local meetings as required by the client.
3. Additional criteria that the Owner considers relevant to the project.

**11.2** A short list of firms will be evaluated and rank ordered by the AHS Facility Study Committee with the following criteria:

**11.2.1** Ratings from **11.1**.

**11.2.2** Quality of References. The Applicant should provide at least two (2) references from each of five (5) similar project completed or in progress during the last five (5) years. References may be from clients, sub-consultants and contractors.

**“Highly advantageous”** if all references are positive;

**“Advantageous”** if all references are positive with minor negative comments;

**“Non-advantageous”** if one (1) negative reference;

**“Unacceptable”** if two (2) or more negative references.

**11.2.3** Quality of presentation to the town.

**“Highly advantageous”** if of outstanding quality;

**“Advantageous”** if of good quality;

**“Non-advantageous”** if of fair quality;

**“Unacceptable”** if of less than fair quality.

## 12. SELECTION PROCESS

**12.1** Proposals will be evaluated upon the basis of the criteria for selection set forth and will then be ranked in order of qualification. The first, second, and third ranked proposals will be further reviewed and evaluated, including reference checks, by the committee. This further review may include interviews or provide the opportunity to provide additional information to the committee.

1. The Town reserves the right to request further information from the three highest ranked applicants.
2. Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application. The cover letter must include the certifications as noted in Section E of this RFS. (A copy of the MCPPO certification should be attached to the cover letter as well as any SDO letters.)
3. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project **subject to the page limitations as set forth in the Standard Designer Application Form.**
4. Applicants may withdraw an application as long as the written request to withdraw is received by the Owner prior to the time and date of the proposal opening.
5. 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.
6. The Owner reserves the right to reject any and all responses as if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

### ATTACHMENTS

Attachment A: Certificate of Non-Collusion & State Tax Compliance Form

Attachment B: Signature Page declaring if firm is an Individual, Corporation or Partnership

Attachment C: Corporate Vote form to be completed if firm is a Corporation

Attachment D: Contract for Designer Services – Base Contract for Design Bid Build or CM-at-Risk Project

Attachment E: Designer Services Contract Amendment for Design/Bid/Build

Attachment F: Designer Services Contract Amendment for CM-at-Risk

Attachment G: Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (updated July 2016)

Attachment H: Town of Andover's Plant and Facilities Construction Guidelines  
(Updated December 2015)

**13. CONTRACT**

**13.1** A contract will be awarded as described above. The successful applicant will be required to complete certifications required by Massachusetts General Laws and Designer Selection Procedures as well as local requirements.

**14. DISCLOSURE**

**14.1** The applicant is required to disclose any previous consultation or employment with the Town of Andover and the Plant and Facilities Department, and/or personal relationship with the Selectmen, the Town Manager, the Personnel Director or any member of the Plant and Facilities Department.

**14.2** The applicant must disclose any legal action brought by or against them at any time as a result of their work in this area.

## **SCHEDULE I**

### **SCOPE OF CONSULTANTS' SERVICES**

The following sets forth the scope of services to be performed by the architect.

#### **Objectives**

Project objectives under consideration by the Owner include:

- Assessment of safety and security concerns, including but not limited to entry points and main foyer, with options for relocating the second-floor main office.
- Classroom spaces that will allow the school to accommodate a total enrollment of 1,800 – 2,000 students (demographic study currently in progress-max projection available early October) in both regular and special education programs. Options should include some larger classrooms and/or large-group meeting spaces that are capable of accommodating group work, project-based learning, flexibility of purpose, and community use. Space appropriate for engineering and design work is also needed to support the instructional program.
- Overall enhancement of the academic experience through improvements in the classrooms and common spaces, including improved circulation, way-finding, visibility, natural light, and accommodation of informal collaboration spaces along circulation pathways.
- Redesign of the current Library/Media Center footprint (including technology, lighting, power, data, HVAC, and acoustics) into a more flexible space that can support current and future 21<sup>st</sup> Century learning approaches.
- Additional seating capacity in the cafeteria and a servery that will accommodate at least one-third of the student population per lunch period, and that will provide students and faculty with an improved dining experience.
- Options for leveraging existing common areas into flexible-use spaces that can support collaborative learning, and which improve daylighting and acoustics where possible.
- Addition of faculty collaboration spaces. Currently, approximately 75% of our faculty do not have their own classroom, nor any appropriate “home base.” Existing areas for professional collaboration are inadequate.
- Refresh/repair existing classrooms, bathrooms, and other core facilities as necessary, and with reference to the Andover Public School Capital Improvement Program.
- Study the impacts on traffic circulation that any additions to the building would bring to the site, and amend the current site plan as needed.
- An effective solution for providing centrally controlled and monitored heating, ventilation and air conditioning to all occupied spaces.
- Test the feasibility of and provide options for housing Andover’s Pre-K program on the Andover High School campus, either as part of this package or as an option that can be phased in later.
- Phasing options for how to use the facility while under construction.
- Solutions should incorporate sustainable design principles.

The required scope of services is set forth in the Contract for Designer Services (Contract), a copy of which is attached hereto and incorporated herein by reference. If the Town decides to proceed with the Project beyond the Schematic Design Phase and when the project delivery method is decided (Design/Bid/Build or Construction Manager at Risk), the Contract will be amended accordingly. Copies of Designer Services Contract Amendments for Design/Bid/Build and Construction Manager at Risk are also attached hereto and incorporated herein by reference. Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services as amended and this RFS including all investigative work (to the extent provided for in the Contract), feasibility study, schematic design, and, at the Owner's option, design work, preparation of construction documents, bidding period administration, construction administration, and other related work reasonably inferred in the opinion of the Owner as being necessary to meet the project's stated scope and goals.

This RFS will be appended to and become part of the Contract for Designer Services. Any Designer selected as a result of the RFS will be required to execute the Contract for Designer Services and applicable amendment that are attached hereto.

Basic Services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, architecture, civil, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning and landscape architecture, basic environmental permitting, graphics, lighting design, acoustics, data and communication, educational consultants, any specialty consultants for sustainable design (LEED/NE-CHPS), laboratory, library/media center and kitchen space, code consultants, accessibility, energy evaluations, detailed cost estimates; preparation of construction documents; bidding and administering the Construction Contract Documents and other design and consulting services incidental and required to fulfill the project goals. Please refer to the Contract and amendments for a complete summary of Basic Services.

Extra and reimbursable expenses are defined in Article 8 and 9 of the Contract in Attachment B.

The durations for the Design Development Bidding and Construction Administration Phases are unknown at this time. Actual durations may vary depending upon the agreed upon solution, the extent of required document revisions, the time required for regulatory approvals, and the construction contractor's performance.

Such variances in estimated time will not, in and of themselves, constitute a justification for an increased Fee for Basic Services, nor are they a substitute for the performance time requirements shown below.

The Designer performance times listed in the table below are requirements, not estimates. The Owner, through the Owner's Project Manager will review each submission and, if acceptable, provide notice to the Designer to proceed to the next phase.

The Designer's adherence to the performance times listed below will be part of the Owner's performance evaluation of the Designer's work, which will be conducted at the end of the Project.

## Within/Weeks

### Phase I-Feasibility

- Attend a “Kick-Off” meeting                      1 Execution of a contract with the Owner
- Preliminary Program                                      2 Execution of a contract with the Owner
- Development of Alternatives                      5 Execution of a contract with the Owner
- Preliminary Evaluation of Alternatives      1 Approval of Alternatives
- Final Evaluation of Alternatives              1 Approval of Preliminary Evaluation
- Recommendations of Preferred Solution 1 Approval of Final Evaluation
- Final Design Program                              1 Approval of Preferred Solution

### Phase II-Construction

- Schematic Design                                      TBA Approval of the Final Design Program
- Design Development                                      TBD Approval of the Schematic Design
- 60% Construction Documents                      TBD Approval of Design Development
- 100% Construction Documents                      TBD Approval of Design Development
- Construction Administration                      TBD After Project Approval

**SOURCE OF FUNDING NOTIFICATION-NOTICE TO ALL RFS RESPONDENTS:** The Owner is seeking design services to conduct a Feasibility Study which will include the development and evaluation of potential alternative solutions. The contract between the Owner and the Designer may be amended to include continued designer services from the Schematic Design Phase through design development, construction contract documents, bidding, and award of construction contract, construction administration, final closeout and warranty period of the potential Project. A potential Project may include a renovation of and addition to the existing school and/or new construction. Presently, the Town of Andover is not intending to seek the approval of a Project by the Massachusetts School Building Authority (MSBA). However, The Feasibility Study shall include a study of all alternatives and contain all information required by 963 CMR 2.10(8) and any other applicable rules, regulations, policies, guidelines and directives as promulgated by the MSBA, including, but not limited to, a final design program, space summary, budget statement for educational objectives, and a proposed total project budget. The Schematic Design shall include, but not be limited to, the information required by the MSBA’s Feasibility Study Guidelines, including, but not limited to, a site development plan, code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative

building systems descriptions, NE-CHPS (Northeast) or LEED for Schools scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

In the event that the Town decides to seek approval of the Project by the MSBA, then the contract between the Owner and the Designer shall be amended to conform to the requirements of the MSBA.

Project objectives under consideration by the Owner include:

- A building that meets and/or exceeds the intent of the **Town of Andover's Plant and Facilities Construction Guidelines** attached as **Attachment H**.
- Identifying community concerns that may impact the study and design options.
- To incorporate the Massachusetts School Building Authority's Green Schools Guidelines.
- To incorporate state of the art Information Technology into the redesign of the Library/Media Center.
- The Town may obtain necessary approval to utilize the CM-At-Risk Delivery Method for this project.

## **ATTACHMENT A**

### **CERTIFICATION OF NON-COLLUSION**

The undersigned certifies under pains and penalties of perjury that this contract has been obtained in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature required

**CERTIFICATE OF STATE TAX COMPLIANCE**

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A,  
\_\_\_\_\_, authorized signatory for  
name of signatory

\_\_\_\_\_, whose  
contractor

principal place of business is at \_\_\_\_\_,

\_\_\_\_\_ does hereby certify under the pains and penalties of perjury that  
has paid all

contractor

Massachusetts taxes and has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature required

Federal Identification No. of \_\_\_\_\_ : \_\_\_\_\_  
contractor number

**ATTACHMENT B**

**SIGNATURES**

(IF AN INDIVIDUAL)

Date \_\_\_\_\_, 20\_\_\_\_

Signature of Bidder \_\_\_\_\_ (SEAL)  
(Owner and Proprietor)

Business Name D/B/A \_\_\_\_\_

Business Address \_\_\_\_\_

-----  
(IF A CO-PARTNERSHIP)

Date \_\_\_\_\_, 20\_\_\_\_

Firm Name \_\_\_\_\_ (SEAL)

By \_\_\_\_\_ (SEAL)

Business Address \_\_\_\_\_  
\_\_\_\_\_

Names and Addresses \_\_\_\_\_

of all \_\_\_\_\_

Members of Firm \_\_\_\_\_

-----  
(IF A CORPORATION)

Date \_\_\_\_\_, 20\_\_\_\_

Corporate Name \_\_\_\_\_

By \_\_\_\_\_  
President or Authorized Agent\*

Business Address \_\_\_\_\_  
\_\_\_\_\_

\*Statement of authorization, duly signed by proper authority, to be attached hereto.

**ATTACHMENT C**  
**CORPORATE VOTE**

At a duly authorized meeting of the Board of Directors of \_\_\_\_\_  
\_\_\_\_\_ held on \_\_\_\_\_ at which all the \_\_\_\_\_ Directors were  
present or waived notice, it was voted that \_\_\_\_\_,  
\_\_\_\_\_ of this company, be and he/she hereby is authorized to execute contracts and  
bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any  
contract or obligation in this company's name on its behalf by \_\_\_\_\_,

shall be binding upon this company.

A TRUE COPY ATTEST:

\_\_\_\_\_  
Clerk,

Date of this Contract  
\_\_\_\_\_

I hereby certify that I am the Clerk of \_\_\_\_\_, that  
\_\_\_\_\_ is duly elected \_\_\_\_\_ of said company, and the  
above vote has not been amended or rescinded and remains in full force and  
effect as of the date of this contract.

\_\_\_\_\_  
Clerk Corporate Seal

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,

\_\_\_\_\_  
Notary Public

If a corporation, complete above or attach to each signed copy of the bid/written request/quotation, a notarized copy of vote of corporation authorizing the signatory to sign this bid/written request/quotation form. If attesting clerk is the same person as the individual executing this contract, have signature notarized above.

**ATTACHMENT D:** Base Contract for Design/Bid/Build or CM at Risk Project\*

**ATTACHMENT E:** Contract Amendment for Design/Bid/Build\*

**ATTACHMENT F:** Contract Amendment for CM at Risk Delivery Method\*

**ATTACHMENT G:** Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (updated July 2016)\*

<http://www.mass.gov/anf/docs/dsb/forms/14-6-10-cities-towns-application.pdf>

**ATTACHMENT H:** Town of Andover’s Plant and Facilities Construction Guidelines\* (updated December 2015)

**\*Separate Attachments**

