

# North Attleborough Public Schools

## Request for Proposals

ARCHITECTURAL AND CONSTRUCTION MANAGEMENT SERVICES  
COMMUNITY ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT



**Submittal Deadline**

**Wednesday, August 19, 2020 at 11:00 AM**

## REQUEST FOR PROPOSALS

### ARCHITECTURAL AND CONSTRUCTION MANAGEMENT SERVICES COMMUNITY ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT

#### A. INTRODUCTION

Pursuant to Chapter 7C of the Massachusetts General Laws, the North Attleborough School Committee seeks proposals from qualified architectural firms for architectural and construction management services related to the following project:

**Project:** Roof replacement at the Community Elementary School  
**Est. Const. Cost:** \$1,300,000  
**Location:** 45 South Washington Street, North Attleborough, MA 02743  
**Proposals Due:** August 19, 2020 at 11:00 AM

#### B. BACKGROUND INFORMATION

The North Attleborough School Committee is seeking to replace the roof of the Community Elementary School. The building was originally built in 1918 with two subsequent additions. The total square footage of the roof is approximately 38,000 square feet. The existing roof is at least 25 years old and is considered beyond its life expectancy. Significant leaking has occurred in areas over the past several years. Portions of the roof are also lifting up.

#### C. SCOPE OF SERVICES

The firm selected will be responsible for providing the following Scope of Services to include the following minimum requirements:

1. Review previously completed reports, plans, specifications (if available) and other documents provided by North Attleborough Public Schools that relate to the current existing roof components and assemblies.
2. Meet with the staff (facilities/maintenance personnel) who are familiar with the building and its history to identify ongoing problems.
3. Perform an initial onsite evaluation of roof assemblies and components. During this initial evaluation phase, locate, quantify and identify potential problem/defect issues. Problem/defect areas will be noted on original plans (if available) provided by the North Attleborough Public Schools.
4. Perform test cuts of the roof assembly. All roof sections are to have at least one roof test cut.
5. Following the field investigations, present the results of the findings and recommendations to the North Attleborough Public Schools.
6. Based on these recommendations, prepare construction drawing and documents and bid specifications per MGL Chapter 149 for the work so that the North Attleborough Public Schools can proceed with bidding for the roof replacement.
7. Conduct a Pre-Bid Conference with interested contractors to address any questions or concerns and issue appropriate addenda to specifications as necessary.
8. Receive and review filed sub-bids in each category of work (if applicable), document each bid received and forward information to general contractors.

9. Receive and review general contractor bids and make recommendation of project award to the North Attleborough Public Schools.
10. Prepare standard AIA Contract between the general contractor and the North Attleborough School Committee.
11. Perform on-site construction management services to monitor progress work, insure accuracy of work to plan/specification requirements, receive appropriate weekly payroll information from contractor, review progress payment submittals when received and make recommendation for payment, maintain filing system to record any and all correspondence, work changes, testing/inspectional services, permits, etc.
12. Represent the School Committee in resolving any problems/disputes with any filed sub-bidder or general contractor regarding work to be performed and develop any necessary change orders and present to the North Attleborough Public Schools for approval.
13. Conduct periodic meetings with general contractor and School Officials on the status of the projects.
14. Prepare punch list of any outstanding work or corrective work to be completed and work with general contractor to perform said work.
15. Transfer all filed documents in orderly fashion to the North Attleborough Public Schools at the close of the project.

#### **D. ARCHITECT QUALIFICATIONS**

Architect/Design firms submitting proposals for this work shall have the following minimum qualifications:

1. Principals assigned to this project must have a minimum of fifteen (15) years of experience working with public schools in the Commonwealth of Massachusetts. In documenting this qualification, the firm should describe the professional background of the organization, and the personnel assigned to the project through resumes. Resumes should show the extent of the previous experience of personnel and/or consultants and identify the anticipated role that each will play. Firms must identify all key personnel, specialists and individual consultants that will be utilized on this project.
2. Massachusetts registration/licensing in all applicable disciplines must be presented.
3. Thorough knowledge of the Massachusetts State Building Code and Stretch Code.
4. Previous experience and knowledge of Massachusetts public construction laws, bid specifications and bidding procedures, as they relate to construction renovation projects.
5. Not to be debarred under M.G.L. Chapter 149, Section 44C or disqualified under M.G.L. Chapter 7C, Section 47.
6. Submission of required statements and forms.
7. Firm specializes in the repair and/or replacement of building envelope components such as roofing systems.
8. Has an in-house Structural Engineer that specializes in building envelope work.
9. List of at least ten (10) public school roofing projects in the past five (5) years with a brief description and reference with contact information.
10. Understanding of the project and North Attleborough Public Schools' unique concerns.

**E. SUBMITTAL DEADLINE**

**Proposals must be submitted to the Office of the Superintendent of Schools, Woodcock Administration Building, 6 Morse Street, North Attleborough, MA 02760 no later than 11:00 AM on Wednesday, August 19, 2020.**

**F. SUBMITTAL CONTENT**

Sealed submissions shall include one (1) original and two (2) copies. Submissions shall consist of the following items and shall be submitted by each firm desiring consideration:

1. Fully completed Commonwealth of Massachusetts Cities and Towns Standard Designer Application Form.
2. Name and professional certification/license of all personnel to be directly involved with this project identifying each individual's role for the project.
3. Resumes of all personnel assigned to the project. This is also required for each sub-consultant, if applicable.
4. A listing of all completed public school roofing projects undertaken in the past five (5) years. Highlight all projects of comparable size and complexity, and those which were publicly bid. Include references for each project.
5. Signed Conflict of Interest Statement, Attestation of Payment of Taxes, and Non-Collusion Statement.
6. Confirm receipt of any addenda that may be issued.

**G. COMPARITIVE EVALUATION CRITERIA**

Submissions will be reviewed by appropriate personnel within the North Attleborough Public Schools. Submissions which include all documentation specified under the Submission Requirements and meet the submission deadline, shall be deemed to be responsive. All such applications shall be further evaluated on the basis of the following Comparative Evaluation Criteria.

<i>Highly Advantageous</i>	Response excels on the specific criterion
<i>Advantageous</i>	Response meets evaluation standard for the criterion
<i>Least Advantageous</i>	Response does not fully meet the criterion or leaves a question or issue not fully addressed
<i>Does Not Meet</i>	Does not address the criterion. (Proposal is automatically eliminated from further consideration)

**1. Related Experience:**

- a. **Highly Advantageous:** Ten (10) or more public school roofing replacement projects in the past five (5) years.
- b. **Advantageous:** Between five (5) and nine (9) public school roofing replacement projects in the past five (5) years.
- c. **Least Advantageous:** Between one (1) and four (4) public school roofing replacement projects in the past five (5) years.

- d. **Does Not Meet:** Zero (0) public school roofing replacement projects in the past five (5) years.

## 2. Team:

- a. **Highly Advantageous:** Principal has fifteen (15) or more years of experience with public schools in the Commonwealth of Massachusetts and the firm has an in-house Structural Engineer that specializes in building envelope work.
- b. **Advantageous:** Principal has between eight (8) and fourteen (14) years of experience with public schools in the Commonwealth of Massachusetts and the firm has an in-house Structural Engineer that specializes in building envelope work.
- c. **Least Advantageous:** Principal has between one (1) and seven (7) years of experience with public schools in the Commonwealth of Massachusetts and the firm has an in-house Structural Engineer that specializes in building envelope work.
- d. **Does Not Meet:** Principal has zero (0) years of experience with public schools in the Commonwealth of Massachusetts and the firm does not have an in-house Structural Engineer that specializes in building envelope work.

## 3. Understanding of the Project:

- a. **Highly Advantageous:** Firm demonstrates an excellent understanding of the project and North Attleborough Public Schools unique concerns.
- b. **Advantageous:** Firm demonstrates a moderate understanding of the project and North Attleborough Public Schools unique concerns.
- c. **Least Advantageous:** Firm demonstrates little understanding of the project and North Attleborough Public Schools unique concerns.
- d. **Does Not Meet:** Firm demonstrates no understanding of the project and North Attleborough Public Schools unique concerns.

## 4. References:

- a. **Highly Advantageous:** All five (5) project references from the Designer Selection Application verified the firm as having a reputation for professional integrity and competence.
- b. **Advantageous:** Between two (2) and four (4) project references from the Designer Selection Application verified the firm as having a reputation for professional integrity and competence.
- c. **Least Advantageous:** One (1) project reference from the Designer Selection Application verified the firm as having a reputation for professional integrity and competence.
- d. **Does Not Meet:** None (0) of the project references from the Designer Selection Application verified the firm as having a reputation for professional integrity and competence.

## H. SELECTION

North Attleborough Public Schools will evaluate and rate proposals. The decision to award will be based upon experience with similar projects, team qualifications, project understanding, and positive references. Prior to selection, the North Attleborough Public Schools may decide to interview firms if it deems it appropriate to do so.

## I. QUESTIONS, ADDENDA, MODIFICATIONS

Questions should be directed to David Flynn, Business Administrator by email at [dflynn@naschools.net](mailto:dflynn@naschools.net) no later than three business days prior to the submission date. If any changes are made to this RFP, an addendum will be issued. Any addendum/addenda will be emailed to all applicants on record as having

received the RFP. Confirmation of receipt of any addendum/addenda shall be included with the RFP.

**J. PROJECT FEES**

Pursuant to MGL Chapter 7C, the fee associated with the Community Elementary School roof shall be negotiated on a “not to exceed” basis.

**K. MISCELLANEOUS PROVISIONS**

1. All applicable state and federal rules and regulations must be adhered to by the architectural firm including stipulations on equal opportunity employment, affirmative action, nondiscrimination and record keeping.
2. The awarding authority is the North Attleborough School Committee in conjunction with the Town’s Chief Procurement Officer. It reserves the right to waive any informalities and to accept or reject any or all proposals and to award the contract as it deems to be in the best interests of the North Attleborough Public Schools and the Town of North Attleborough.
3. The successful architectural firm shall maintain liability and worker’s compensation insurance for all employees in accordance with Massachusetts General Laws.
4. The successful architectural firm shall be solely responsible for all claims of whatever nature arising out of the rendering of services for the term of this project and shall indemnify and hold the Town of North Attleborough, its servants and agents harmless against the same to the extent permitted by law.

# Conflict of Interest Statement

The undersigned certifies under the penalties of perjury that:

- A. the designer or construction manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
- B. no consultant to, or subcontractor for, the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
- C. no person, corporation, or other entity, other than a bona-fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
- D. the designer has internal accounting controls as required by M.G.L. c. 30, § 39R(c), and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, § 39R(d)

**Company** X \_\_\_\_\_ **Date** X \_\_\_\_\_

**Signature** X \_\_\_\_\_ **Title** X \_\_\_\_\_

**Print Name** X \_\_\_\_\_ **Phone** X \_\_\_\_\_

**Address** X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

**ATTESTATION OF PAYMENT OF TAXES**

Pursuant to Section 49A of Chapter 62C of the Massachusetts General Laws, I certify

under the penalties of perjury that **X** \_\_\_\_\_,  
(Legal Name of Company)

belief, and based on company records, have filed all State tax returns and paid all State taxes required under the law.

**MGL Chapter 62C, Section 49A reads as follows:**

Any person applying to any department, board, commission, division, authority, district, or other agency of the Commonwealth or any subdivision of the Commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under the penalties of perjury, that he has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

---

**NON-COLLUSION STATEMENT**

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

---

**Social Security # or Federal ID #**      **X** \_\_\_\_\_

**Company**      **X** \_\_\_\_\_

**Date**      **X** \_\_\_\_\_

**Signature**      **X** \_\_\_\_\_

**Title**      **X** \_\_\_\_\_

**Print Name**      **X** \_\_\_\_\_

**Phone**      **X** \_\_\_\_\_

**Address**      **X** \_\_\_\_\_

**X** \_\_\_\_\_

**X** \_\_\_\_\_



# North Attleborough Public Schools

## Request for Proposals

### ARCHITECTURAL AND CONSTRUCTION MANAGEMENT SERVICES COMMUNITY ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT

- Addendum # 1  
August 10, 2020

Section D - # 8 Replace # 8 in its entirety with "The project requires a Massachusetts registered structural engineer."