

## Project Minutes

Project: Stoneham High School Feasibility Study Project No.: 20033  
 Prepared by: Joel Seeley Meeting Date: 2/24/2020  
 Re: Designer Proposal Review Committee Meeting Time: 6:00pm  
 Location: Central Middle School Media Center Meeting No: 1  
 Distribution: Attendees (MF)

### Attendees:

PRESENT	NAME	AFFILIATION
✓	Marie Christie	Co-Chair, School Building Committee Member
✓	David Bois	Chair, Designer Proposal Review Committee; Co-Chair, School Building Committee; Community Member with Architecture Experience
✓	Dennis Sheehan	Town Administrator / MCPPO Certified
✓	John Macero	Superintendent of Schools, Secretary of School Building Committee
✓	Raymie Parker	Select Board Member
✓	Albert Talarico	Community Member with Building Commissioner Experience
✓	Douglas Gove	Community Member with Engineering Experience
✓	Stephen O'Neill	Vice-Chair, Designer Proposal Review Committee; Community Member with Engineering Experience
✓	Josephine Thomson	Community Member
✓	Jeanne Craigie	Town Moderator
	Paul Ryder	Community Member with Construction Experience
✓	David Pignone	Athletic Director, Member knowledgeable in educational mission and function of facility
✓	Brian McNeil	Facilities Director
✓	Robert Smith	SMMA, OPM
✓	Joel Seeley	SMMA, OPM

Item #	Action	Discussion
1.1	Record	Call to Order, 6:00 PM, meeting opened.
1.2	Record	All introduced themselves and their role on the project.
1.3	Record	<p>D. Sheehan distributed and reviewed the draft 11/26/19 OPM Selection Committee meeting minutes for approval.</p> <p>A motion was made by J. Craigie and seconded by M. Christie to approve the 11/26/19 OPM Selection Committee meeting minutes with the following added sentence: The OPM Selection Committee approves the Request for OPM Services (RFS) for submission to MSBA for approval. No discussion, motion passed unanimous.</p>

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Item #	Action	Discussion
1.4	Record	<p>D. Sheehan distributed and reviewed the draft 1/23/20 OPM Selection Committee meeting minutes for approval.</p> <p>A motion was made by J. Craigie and seconded by M. Christie to approve the 1/23/20 OPM Selection Committee meeting minutes. No discussion, motion passed unanimous.</p>
1.5	Record	<p>D. Sheehan distributed and reviewed the draft 1/28/20 OPM Selection Committee meeting minutes for approval.</p> <p>A motion was made by J. Craigie and seconded by M. Christie to approve the 1/28/20 OPM Selection Committee meeting minutes. No discussion, motion passed unanimous.</p>
1.6	Record	<p>D. Sheehan provided a summary of the OPM selection process and introduced J. Seeley and R. Smith of SMMA as the selected OPM. The required documentation has been submitted to MSBA in support of the decision. The MSBA OPM Review Panel meeting is scheduled for 3/9/20.</p>
1.7	Record	<p>J. Seeley provided an overview of the Feasibility Study process, the role of the OPM, the role of the MSBA and the Designer Selection process.</p>
1.8	Record	<p>J. Seeley distributed and reviewed the Preliminary Project Schedule, attached.</p>
1.9	J. Seeley	<p>J. Seeley distributed and reviewed the Designer Selection Timeline, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"><li>1. Keep the 3/30/20 SBC meeting as a placeholder for now, whether the meeting is needed will be confirmed at a future date.</li><li>2. Change the 4/20/20 Designer Proposal Review Committee meeting date to 4/13/20 at 5:00pm.</li><li>3. Delete the 5/4/20 SBC meeting, this is Town Meeting night.</li><li>4. Change the 5/26/20 SBC meeting date to 5/27/20.</li></ol> <p>J. Seeley to update the Designer Selection Timeline and issue to the Committee.</p>
1.10	Record	<p>J. Seeley distributed and reviewed the draft Request for Designer Services (RFS), attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"><li>1. On page 2, add text to convey that no potential designer has an undue advantage relative to the preliminary design study conducted in 2018.</li><li>2. On page 6, add a bullet for the study and analysis of alternative sites.</li><li>3. On page 10, change the amount of Application copies to be submitted to 27.</li></ol>

Item #	Action	Discussion
		<p>The Committee approves the draft Request for Designer Services with the above noted edits for submission to MSBA for approval.</p> <p>J. Seeley to finalize the Request for Designer Services and forward to D. Sheehan for submission to MSBA for approval.</p>
1.11	D. Sheehan J. Seeley	<p>The attachments to the Request for Designer Services were discussed.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. D. Sheehan to confirm the certifications in Attachment D.</li> <li>2. J. Seeley to remove pages 26-28 of the 2011 Transportation Impact Study in Attachment H.</li> </ol>
1.12	Record	D. Sheehan indicated that SMMA has developed the Request for Designer Services prior to being approved by the MSBA and has performed these services at their own risk, J. Seeley agreed.
1.13	Record	A motion was made by A. Talarico and seconded by J. Craigie to appoint D. Sheehan, J. Macero and D. Bois as the three SBC members to sit on the MSBA Designer Selection Panel (DSP). No discussion, motion passed unanimous.
1.14	Record	A motion was made by J. Craigie and seconded by M. Christie to appoint S. O'Neill as an alternate SBC member to sit on the MSBA Designer Selection Panel (DSP). No discussion, motion passed unanimous.
1.15	Record	Next <b>SBC Meeting: March 9, 2020 at 7:00 pm</b> at the Central Middle School Media Center.
1.16	Record	Next <b>Designer Proposal Review Committee Meeting: April 13, 2020 at 5:00 pm</b> at the Central Middle School Media Center.
1.17	Record	A Motion was made by J. Craigie and seconded by M. Christie to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, Preliminary Project Schedule, Designer Selection Timeline, Draft Request for Designer Services

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

## PROJECT MEETING SIGN-IN SHEET

Project: Stoneham High School Feasibility Study Project No.: P4125.00  
 Prepared by: Joel Seeley Meeting Date: 2/24/2020  
 Re: Designer Proposal Review Committee Meeting Time: 6:00pm  
 Location: Media Center, Central Middle School Meeting No: 1  
 Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	Marie Christie	<a href="mailto:mariechristie@comcast.net">mariechristie@comcast.net</a>	Co-Chair, School Building Committee Member
	David Bois	<a href="mailto:bois@arrowstreet.com">bois@arrowstreet.com</a>	Co-Chair, School Building Committee Community Member with Architecture Experience
	Dennis Sheehan	<a href="mailto:DSheehan@stoneham-ma.gov">DSheehan@stoneham-ma.gov</a>	Town Administrator / MCPPO Certified
	John Macero	<a href="mailto:jmacero@stonehamschools.org">jmacero@stonehamschools.org</a>	Superintendent of Schools, Secretary of School Building Committee
	Raymie Parker	<a href="mailto:rparker@stoneham-ma.gov">rparker@stoneham-ma.gov</a>	Select Board Member
	Albert Talarico	<a href="mailto:albert.talarico@gmail.com">albert.talarico@gmail.com</a>	Community Member with Building Commissioner Experience
	Douglas Gove	<a href="mailto:goved11@gmail.com">goved11@gmail.com</a>	Community Member with Engineering Experience
	Stephen O'Neill	<a href="mailto:soneill@hayner-swanson.com">soneill@hayner-swanson.com</a>	Community Member with Engineering Experience
	Josephine Thomson	<a href="mailto:jthomson315@yahoo.com">jthomson315@yahoo.com</a>	Community Member
	Jeanne Craigie	<a href="mailto:jcraigie@stoneham-ma.gov">jcraigie@stoneham-ma.gov</a>	Town Moderator
	Paul Ryder	<a href="mailto:pryder52@icloud.com">pryder52@icloud.com</a>	Community Member with Construction Experience
	David Pignone	<a href="mailto:dpignone@stonehamschools.org">dpignone@stonehamschools.org</a>	Athletic Director, Member knowledgeable in educational mission and function of facility ✓
	Robert Smith	<a href="mailto:rsmith@smma.com">rsmith@smma.com</a>	Owner's Project Manager, SMMA
	Joel Seeley	<a href="mailto:jseeley@smma.com">jseeley@smma.com</a>	Owner's Project Manager, SMMA
	Brian McNeil	<a href="mailto:bmneil@stonehamschools.org">bmneil@stonehamschools.org</a>	Facilities Director

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## Agenda

Project: Stoneham High School Feasibility Study  
Re: Designer Proposal Review Committee  
Prepared by: Joel Seeley  
Distribution: Attendees (MF)

Project No.: P4125  
Meeting Date: 2/24/2020  
Meeting Time: 6:00 PM

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1. Call to Order
  2. Introductions
  3. Approval of Minutes
  4. Review Designer Selection Process
  5. Review Draft Request for Designer Services (RFS)
  6. Appoint Representatives to MSBA Designer Selection Panel
  7. New or Old Business
  8. Next Meeting: April 20, 2020
  9. Adjourn

## Stoneham High School Feasibility Study February 24, 2020

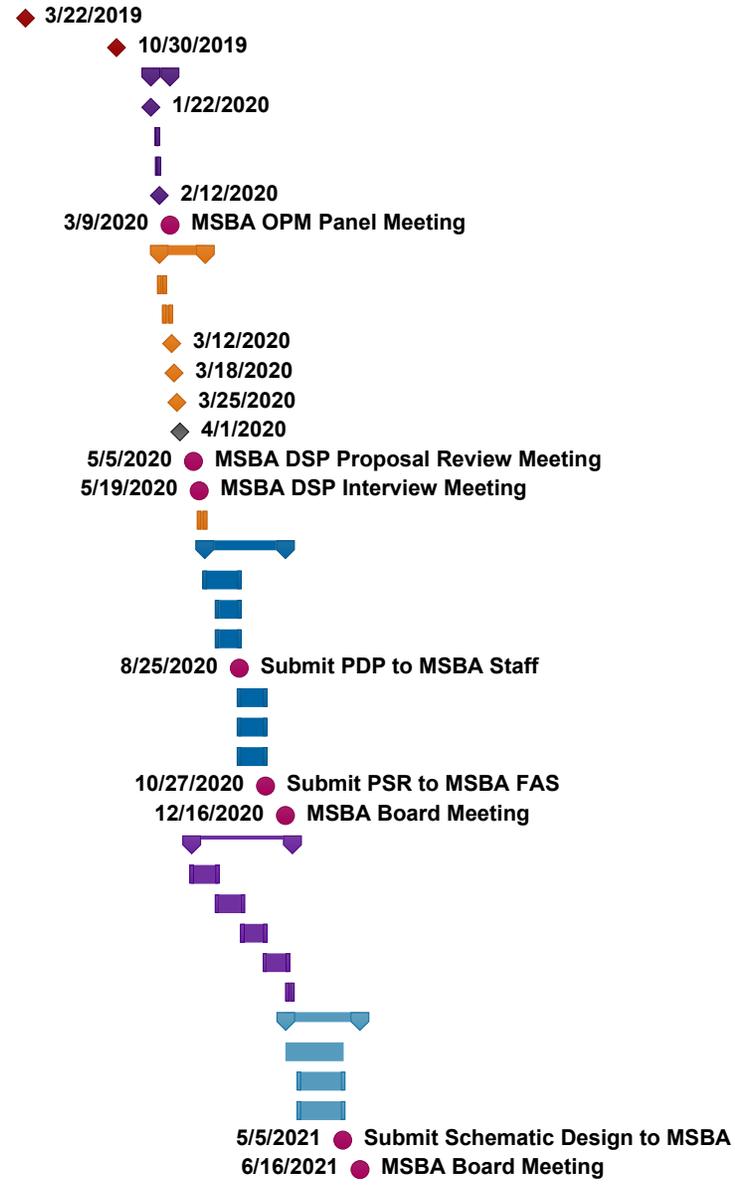
### Designer Selection Timeline

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February 17, 2020	SMMA Submits Draft Designer Request for Services (RFS) for Review
<i>February 24, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i> <ul style="list-style-type: none"> <li>• Review Draft RFS</li> </ul>
February 26, 2020	SMMA Submit Designer RFS to MSBA for Review
March 9, 2020	MSBA OPM Review Panel Meeting – 2:00 PM
<i>March 9, 2020</i>	<i>School Building Committee Meeting – 7:00 PM</i>
March 12, 2020	SMMA Submit Designer RFS Advertisement to: <ol style="list-style-type: none"> <li>1. Central Register</li> <li>2. Local Newspaper</li> </ol>
March 18, 2020	Designer RFS Advertised/Noticed in: <ol style="list-style-type: none"> <li>1. Central Register</li> <li>2. Local Newspaper</li> </ol>
March 25, 2020	Informational Briefing at Stoneham High School and Tour – 3:30 PM
March 26, 2020	Deadline for Designer Submission of Questions
<i>March 30, 2020</i>	<i>School Building Committee Meeting – 7:00 PM (To Be Confirmed)</i>
April 1, 2020	Designer Qualification Packages Due – 2:00 PM
<i>April 13, 2020</i>	<i>School Building Committee Meeting – 7:00 PM</i>
<i>April 20, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i> <ul style="list-style-type: none"> <li>• Review Qualification Packages</li> </ul>
<i>May 4, 2020</i>	<i>School Building Committee Meeting – 7:00 PM (To Be Confirmed)</i>
May 5, 2020	MSBA Designer Selection Panel Meeting <ul style="list-style-type: none"> <li>• Shortlist Designers</li> </ul>
<i>May 12, 2020 (Tuesday)</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i> <ul style="list-style-type: none"> <li>• Prepare Questions for Designer Interviews</li> </ul>
May 19, 2020	MSBA Designer Selection Panel Meeting <ul style="list-style-type: none"> <li>• Designer Interviews</li> </ul>
<i>May 26, 2020 (Tuesday)</i>	<i>School Building Committee Meeting – 7:00 PM</i> <ul style="list-style-type: none"> <li>• Introduce Designer</li> </ul>

Stoneham High School  
Feasibility Study  
Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish	2019	2020	2021	2022	2023	2024	2025
1	<b>MSBA PREREQUISITES</b>	158 days	3/22/2019	10/30/2019							
2	Statement of Interest (SOI) Submission	0 days	3/22/2019	3/22/2019							
3	MSBA Invite into Eligibility	0 days	10/30/2019	10/30/2019							
4	<b>RETAIN OPM</b>	33 days	1/22/2020	3/9/2020							
5	Submit OPM Proposals	0 days	1/22/2020	1/22/2020							
6	OPM Interview	2 days	2/6/2020	2/7/2020							
7	Negotiate OPM Contract	2 days	2/7/2020	2/10/2020							
8	Submit Documents to MSBA OPM Panel	0 days	2/12/2020	2/12/2020							
9	<b>MSBA OPM Panel Meeting</b>	0 days	3/9/2020	3/9/2020							
10	<b>RETAIN DESIGNER</b>	80 days	2/12/2020	6/2/2020							
11	Draft Designer RFS and Submit to MSBA	9 days	2/12/2020	2/24/2020							
12	MSBA Approve Draft RFS	12 days	2/24/2020	3/10/2020							
13	Submit to Central Register	0 days	3/12/2020	3/12/2020							
14	Notice in Central Register	0 days	3/18/2020	3/18/2020							
15	Briefing Session	0 days	3/25/2020	3/25/2020							
16	Submit Designer Proposals	0 days	4/1/2020	4/1/2020							
17	<b>MSBA DSP Proposal Review Meeting</b>	0 days	5/5/2020	5/5/2020							
18	<b>MSBA DSP Interview Meeting</b>	0 days	5/19/2020	5/19/2020							
19	Negotiate Designer Contract	11 days	5/19/2020	6/2/2020							
20	<b>FEASIBILITY STUDY (FS)</b>	141 days	6/2/2020	12/16/2020							
21	Develop Preliminary Design Program (PDP)	61 days	6/2/2020	8/25/2020							
22	Community Presentations	39 days	7/2/2020	8/25/2020							
23	Tri-Board Meetings	39 days	7/2/2020	8/25/2020							
24	<b>Submit PDP to MSBA Staff</b>	0 days	8/25/2020	8/25/2020							
25	Develop Preferred Schematic Report (PSR)	46 days	8/25/2020	10/27/2020							
26	Community Presentations	46 days	8/25/2020	10/27/2020							
27	Tri-Board Meetings	46 days	8/25/2020	10/27/2020							
28	<b>Submit PSR to MSBA FAS</b>	0 days	10/27/2020	10/27/2020							
29	<b>MSBA Board Meeting</b>	0 days	12/16/2020	12/16/2020							
30	<b>CONSTRUCTION MANAGER (CM)</b>	176 days	5/1/2020	1/1/2021							
31	Develop and Submit IG Application	45 days	5/1/2020	7/2/2020							
32	IG Application and Approval	45 days	7/2/2020	9/2/2020							
33	RFQ Process	40 days	9/2/2020	10/27/2020							
34	RFP Process	40 days	10/27/2020	12/21/2020							
35	Negotiate CM Contract	10 days	12/21/2020	1/1/2021							
36	<b>SCHEMATIC DESIGN (SD)</b>	129 days	12/17/2020	6/16/2021							
37	Develop Schematic Design	100 days	12/17/2020	5/5/2021							
38	Community Presentations	78 days	1/18/2021	5/5/2021							
39	Tri-Board Meetings	78 days	1/18/2021	5/5/2021							
40	<b>Submit Schematic Design to MSBA</b>	0 days	5/5/2021	5/5/2021							
41	<b>MSBA Board Meeting</b>	0 days	6/16/2021	6/16/2021							
42	<b>LOCAL APPROPRIATION</b>										
45	<b>DESIGN AND CONSTRUCTION (TBD)</b>										





## **REQUEST FOR DESIGNER SERVICES (RFS)**

### **Town of Stoneham, MA Stoneham Public Schools**

#### **Stoneham High School**

**March 18, 2020**

**Invitation:** The Town of Stoneham (“Owner”) is seeking the services of a qualified “Designer” within the meaning of M.G.L. Chapter 7C, Section 44 to provide professional design and construction administration services for the Stoneham High School in Stoneham, Massachusetts. Selection of a Designer will be made by the Designer Selection Panel of the Massachusetts School Building Authority (“MSBA”) in accordance with the MSBA’s Designer Selection Procedures.

The Owner is seeking 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. Subject to the approval of a Project by the MSBA and further subject to adequate funding authorized by the Owner, the contract between the Owner and the Designer may be amended to include continued designer services through design development, construction contract documents, bidding, award of construction contract(s), construction administration, final closeout and warranty period of the potential Project. A potential Project may include a renovation of the existing school, a renovation of and addition to the existing school and/or new construction.

The estimated construction budget for a potential Project may range from \$95 Million to \$125 Million 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’s Board of Directors. The Fee for Basic Services will be negotiated.

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). The amount of participation that shall be reserved for such enterprises shall not be less than seventeen and nine tenths percent (17.9%) of the contract price for combined minority business enterprises (MBE) and women-owned business enterprises (WBE). Applicants must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or do not include a reasonable amount of participation by both MBE and WBE firms to meet the combined goal will not

be considered responsive. Applications from MBE and WBE firms as prime designers are encouraged. Where the prime Designer is an SDO certified MBE or WBE, the Designer must bring a reasonable amount of participation by a firm or firms that hold the certification which is not held by the prime Designer on the project.

The minority and women-owned business enterprises must be selected from those categories of work identified in Item F of this RFS or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. 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).

For additional information on Designer qualifications see Sections E. and F. in this RFS.

#### **A. Background:**

The Town of Stoneham is part of the Greater Boston area of Massachusetts, with a population of approximately 21,000 residents. The Town is bordered by Malden and Medford to the south, Melrose and Wakefield to the east, Reading to the north, and Woburn and Winchester to the west. Stoneham's unique location at the junction of Interstates 93 and 95 provides residents with access to regional employment centers.

Though more than 21,000 residents call Stoneham home, the Town continues to be a tight knit community, filled with hardworking people from economically diverse backgrounds. Stoneham residents are welcome to new ideas and people and continue to show their interest in the future of their Town through investment in its school system and infrastructure.

In March of 2018, HMFH Architects, funded by the town and independent of the MSBA process, completed a preliminary design study for the high school site. This study assessed the condition of the school's grounds, capital needs and deferred maintenance at the site, including driveways and walkways, parking lots, roofs, walls, windows, utilities, stairs, etc. The study is preliminary in nature and not intended as a substitute for the MSBA required feasibility study. For more information, the study is attached as *Attachment F*.

The School Building Committee for the Stoneham High School Project is made up of twenty members. The Committee brings a wealth of experience to the building project with members consisting of administrators who have worked on other school building projects as well as members who have education, construction, engineering and architecture experience. The Town of Stoneham also worked with the MSBA between 2008-2013 on the Middle School Project and several members of the High School Building Committee were deeply involved in that process.

#### **B. Project Goals and General Scope:**

On or about March 22, 2018, the Owner submitted a Statement of Interest (*Attachment A*) to the MSBA for Stoneham High School. The MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA's grant program is discretionary, and no city, town, or regional school district has any entitlement to any funds from the MSBA. At the October 30, 2019 Board of Directors meeting, the MSBA Board voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest to identify and study possible solutions and, through a collaborative process with the MSBA, reach a mutually-agreed upon solution. The MSBA has not approved a Project and the results of this feasibility study may or may not result in an approved Project.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the Stoneham High School.

Stoneham High School located at 149 Franklin Street, Stoneham, MA 02180 is 211,000 SF and was originally constructed in 1968 as a junior high school. In 1981, a small addition of five science and business education labs was constructed, and the building reopened as the Stoneham High School.

Stoneham High School is the largest facility in the School District. Currently, the building serves approximately 645 students in grades 9-12 and approximately 128 full and part-time teachers and staff. As a result of a collaborative analysis with the MSBA of enrollment projections and space capacity needs for the Proposed Project at the Stoneham High School, the design of the Proposed Project shall be based on an enrollment of 695 students in grades 9-12. The District would also like to consider adding Pre-K as a part of this project. The Pre-K enrollment is not projected as part of the MSBA enrollment figures and the determination of allowable space for Pre-K programming will be determined during the feasibility study phase of the MSBA's process at the time of the review of the District's proposed educational space program for the Proposed Project.

The District currently has eight preschool classrooms (six integrated half day programs, one integrated full day program and one substantially separate full day program) across two elementary schools in Stoneham. In addition, there are a significant number of students who come to the preschool for specific services including speech and language and occupational therapy. The elementary schools in Stoneham do not have enough space to house the number of special education and regular education classrooms that are needed in the next few years.

The high school currently operates on a seven course, six periods per day rotating schedule with graduation requirements that include:

- 4 years of English;
- 4 years of mathematics;
- 3 years of science;
- 3 years of social studies;
- 1 annual semester course in physical education
- the equivalent of 2 semester fine arts courses; and
- 1 semester technology course.

Like many school facilities from the 1960's, Stoneham High School does not meet current accessibility codes and is no longer a constructive learning environment as compared to modern construction and education standards. The building is inefficient both in program and system operations. Included in the original school design were five large vocational shops, which are no longer part of the curriculum; these spaces are largely vacant and used for storage. The school is lacking general classroom space due to the loss of these vocational programs, the elimination of study halls over the years, and the expansion of special education and alternative programs since the original design.

The school is located on a 35-acre site near the middle of Town, which creates many opportunities. The site was considered as a possible location for the recently constructed Stoneham Middle School; but because there is only one road that leads to the site, the designer for the Middle School project determined that the surrounding Town roads could not support the additional traffic that would have resulted from having a second school on site. Even without the Middle School on the same site, traffic in the area remains a concern, and a creative evaluation of and solutions to the current traffic flow is desired. Additionally, approximately one-third of the current site contains wetlands not suitable for development.

There is only one possible site entry for vehicular traffic at Franklin Street. Franklin Street is a major east-west roadway in Stoneham, connecting to Melrose and Saugus via the Lynnfields Parkway. There is a traffic signal at this intersection and the entrance roadway is significantly long enough to queue any drop-off and pick-up traffic on the site. Additionally, a large residential development is currently proposed on an undeveloped site across the street, which could create additional traffic flow issues. Curb cuts allow for accessible circulation at the front of the school. There are many exterior doors that exit directly to grade, but the site has many grade changes which makes an accessible route difficult.

The current school site includes multiple large parking lots and multiple play fields and courts including soccer, baseball, softball, football, track, and tennis. While the site has no turf fields, the District has completed a study to install turf play surfaces at the football and baseball fields. The property is bordered by residential neighborhoods, wetlands, or ledge along all edges.

### **Building Exterior**

The building is a reinforced concrete frame with brick infill. The exposed exterior concrete frame is spalling in many locations and requires some patching and repairs. The aluminum window system single pane glazing, which should be replaced to meet the new energy code, has not had an environmental analysis. The windows in the 1981 addition appear to have water infiltration issues and the caulking at all doors and windows is deteriorated.

All rubber roofing membrane was replaced in approximately 2004, except for roofs over the auditorium, cafeteria and gymnasium which are original to the building. The original roof is well past its 25-year warranty and expected lifespan and should be replaced. There is also significant leaking at rising wall conditions such as in the main lobby.

### **Building Interior**

Most of the building interior has painted concrete masonry (CMU) units, typical in corridors and classrooms. The cafeteria, most corridors and classrooms have ceramic wall tile which is in fair shape except for tile base, which is cracked and damaged in many areas. The main lobby has an interesting large format ceramic tile with a circle pattern which is in good condition. Classrooms also have painted drywall, wood paneling, and operable walls. The walls have been maintained and are in fair condition for their age. Areas of wood paneling in the auditorium and cafeteria are in poor condition.

Most of the ceilings are acoustic ceiling tile (ACT), some are adhered, and others are lay-in tiles within a grid system which is not manufactured anymore and is therefore difficult to replace when damaged, all are in fair to poor condition. Many tiles show signs of water damage, and/or are missing, loose and sagging. The gym has exposed structure. Locker and toilet rooms have painted plaster ceilings. The auditorium has a plaster ceiling, which is in fair condition but does not provide good acoustic qualities in the space.

The stair treads are rubber and the risers are metal. The nosing does not meet code requirements. The guardrails and handrails do not comply with accessibility requirements. There are two sets of stairs that are "open" to the corridor and connect three stories. There is a non-compliant ramp that allows access into the library which is a half flight of stairs below the first-floor level.

There is one elevator that was added during the 1981 addition. The elevator has a non-compliant cab and door size. Because there is only one elevator on the Southeastern corner of the building, a person requiring an accessible route would be required to travel a very long distance to access the spaces on the second floor or basement.

Presently, the plumbing systems serving the building are cold water, hot water, sanitary, waste and vent system, storm drain piping, special waste and vent system, and natural gas. Municipal sewer and municipal water service the building. The majority of the plumbing systems are original to the building. Portions of the system have been updated as part of the building renovation project in 1981. The plumbing systems, while continuing to function, have served their useful life. The plumbing systems could continue to be used with maintenance and replacement of failed components. Attempts have been made to make bathroom fixtures accessible, however, the majority of fixtures do not meet current accessibility codes. Cast iron is used for sanitary and storm drainage. Rainwater from flat roof areas is collected by roof drains and interior rain leaders which discharge to a below grade drainage system.

An intermediate pressure natural gas service supplies the building. The gas meter is located on the exterior of the building adjacent to the Mechanical Room. The service is equipped with a regulator to lower the gas pressure prior to entering the building. Natural gas in the building is supplied to the heating boilers, domestic water heaters, Kitchen cooking equipment, one rooftop HVAC unit, and Science Classrooms. Gas piping is black steel with a combination of screwed and welded joints and fittings depending on the time of installation. Gas piping, which supplied the original heating boilers, is abandoned in the Mechanical Room. Natural gas is provided in the science classrooms.

The primary system needing modernization is the HVAC system: pneumatic controls, thermostats, classroom univents, and air handling units are all original and in need of replacement. The boilers and building circulation pumps are new, having been replaced in 2016 following the failure of the original cast iron sectional boilers. There is no air-conditioning except for small roof-top units in the administrative and technology areas and through-the-wall units in other offices that are occupied year-round by the Central Administration.

Original cast iron piping is hub and spigot with lead and oakum joints. Where modifications have been made to the drainage system, no-hub cast iron has been utilized. Where visible, the cast iron pipe appears to be in fair condition. Smaller pipe sizes appear to be copper. In general, the below slab cast iron drainage piping can be reused even in a major renovation, where adequately sized for the intended use. Flat roof areas appear to be in good condition. In general, roof drains appear to be in fair to good condition. Some roof replacement drains have been installed. Replacement drains are no longer MA approved.

In general, the electrical systems range from original 1966 to 1981 vintage as part of the addition/renovation project, to more recent upgrades, such as, the main switchboard. The service size is adequate for the current usage, however, would not be adequate from both a voltage standpoint and capacity in any addition/renovation program. Beyond the upgraded main switchboard, the building's feeders and sub-panels are original to the 1966 and 1981 construction projects.

There is one service present at the facility. The service is rated at 120/208 Volt, 3 Phase, 4 Wire. The existing main switchboard has a 2,000-amp rated electronic trip main circuit breaker. The main switchboard has been recently upgraded. The service is underground to the building. There are electrical sub-panels located throughout the building, both in closets and exposed in public areas.

The auditorium is large with a capacity of 1,100 seats. The aisles are sloped down to the stage, but the slope exceeds the ADA compliant 1:20. The floor would need to be reconfigured to meet the ADA code. The stage is accessible from the surrounding corridors but is not accessible from within the auditorium. The only access up to the stage level is via stairs on both sides.

The existing school building has a large gymnasium, which is approximately 16,100 SF. Physical education, health and wellness, and athletics are all highly valued by the school and community. The school does not have an Alternative PE space, Adaptive PE space or fitness room.

Stoneham High School currently houses two special education programs for specialized populations. There are two RISE programs that service students with autism spectrum disorders or other developmental disabilities. Students are in these programs during their four years in high school and often during their post graduate years or until they turn 22 years old. These students require access to small group and individual spaces for learning as well as access to areas geared toward appropriate vocational and transitional learning situations. The staff works to ensure that these students have sufficient opportunities to learn and practice daily living and job skills, but the current high school building has significantly limited the options for these students on site and creates many accessibility challenges.

The Town of Stoneham also continues to diligently to promote STEAM education and with a new building project, Stoneham will be looking to update the science classrooms and technology space to optimize our limited facilities to more fully promote and integrate the STEAM education initiatives in the curriculum.

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 of the Authority, 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 Authority's Feasibility Study Guidelines, including, but not limited to, a site development plan, environmental assessment, traffic assessment, geotechnical assessment, geotechnical analysis, code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, NE-CHPS or LEED-S scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

A copy of limited as-built drawings will be made available in the procurement documents as ***Attachment G***.

Project objectives under consideration by the Owner include:

- Identification and review of community concerns that may impact study options, which include but are not limited to traffic considerations, soil conditions, open space/field options and stormwater flows on the current school site;
- Life cycle costs of operating the School as it relates to future operational budgets;
- Impact of construction to the abutters and continuity of school operations;
- Sustainable design of the new facility, including review of US Green Building Council's LEED for Schools (LEED-S) Rating System, Passive House Standards, Net Zero / Triple Net Zero Design; Energy Modeling and Short Term and Long Term Cost Benefit Analysis;
- Creating opportunities for community centered space as an aspect while considering the MSBA funding program;
- Identification of site permitting impacts;
- CM-at-Risk Delivery Method; and,
- Design of an accessible but secure building/campus integrating security and safety measures to provide a safe but welcoming school environment.

### **C. Scope of Services:**

The required scope of services is set forth in the MSBA's standard Contract for Designer Services (Contract), a copy of which is attached hereto and incorporated herein by reference. If the Owner 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 site and building 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 and the Authority 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 this 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 local site and environmental permitting, graphics, lighting design, acoustics, data and communication systems, educational consultants, any specialty consultants for sustainable design (LEED-S/NE-CHPS), furnishings, fixtures and equipment (FF&E), educational technology, laboratory, library/media center, food service, code, 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 Articles 8 and 9 of the Contract in *Attachment B*.

**D. Project Schedule:**

Work under this RFS is divided into the Project Phases as listed in Article 7 of the Contract as amended and as may be augmented in this RFS. Each Project Phase will consist of one or more required submissions, and may include site visits, meetings with the Owner, Owner’s Project Manager, the Authority and others, and other tasks as described.

The milestone dates listed below are estimates only. Actual dates 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 will not, in and of themselves, constitute a justification for an increased Fee for Basic Services.

<u>Milestone</u>	<u>Projected Date</u>
Designer Contract Executed .....	<b>06/02/2020</b>
MSBA Board of Directors Meeting – Preferred Schematic Report Approval .....	<b>12/16/2020</b>
MSBA Board of Directors Meeting - Project Scope and Budget Approval .....	<b>06/16/2021</b>
Feasibility Study Agreement expiration .....	<b>04/30/2022</b>
Local Project Funding Authorization.....	<b>To Be Determined</b>
Construction Start .....	<b>To Be Determined</b>

Substantial Completion of Construction..... **To Be Determined**

Move-In..... **To Be Determined**

**E. Minimum Qualifications:**

Selection will be made by the MSBA Designer Selection Panel in accordance with the Authority’s Designer Selection Procedures, attached hereto as **Attachment E**. 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.

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.
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 (“MCPPO”) 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.
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). The amount of participation that shall be reserved for such enterprises shall not be less than seventeen and nine tenths percent (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.

**F. Selection Criteria:**

In evaluating proposals, the Owner and Designer Selection Panel 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. **Architecture**
2. **Educational Programming**
3. **Civil Engineering**
4. **Landscape Architecture**
5. **Structural Engineering**
6. **Fire Protection Engineering**
7. **Plumbing Engineering**
8. **HVAC Engineering**
9. **Electrical/Lighting**
10. **Data/Communications**
11. **Environmental Permitting**
12. **Geotechnical Engineering**

13. *Geoenvironmental Engineering*
14. *Hazardous Materials*
15. *Cost Estimating*
16. *Kitchen/Food Service Consultant*
17. *Laboratory Consultant*
18. *Acoustical Consultant*
19. *Specifications Consultant*
20. *Library/Media*
21. *Technology Consultant*
22. *Audio Visual Consultant*
23. *Theatrical Consultant*
24. *Sustainable/Green Design/Renewable Energy Consultant*
25. *Code Consultant*
26. *Accessibility Consultant*
27. *Traffic Consultant*
28. *Furniture, Fixtures and Equipment Consultant*
29. *Site Surveying*
30. *Security 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 SDO 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 and Designer Selection Panel will consider the following additional criteria in evaluating proposals:

1. Prior similar experience best illustrating current qualifications for the specific project.
2. Past performance of the firm, if any with regard to public, private, DOE-funded, and MSBA funded projects across the Commonwealth, with respect to:
  - a. Quality of project design.
  - b. Quality, clarity, completeness and accuracy of plans and contract documents.
  - c. Ability to meet established program requirements within allotted budget.
  - d. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.

- e. Coordination and management of consultants.
  - f. Working relationship with contractors, subcontractors, local awarding authority and MSBA staff and local officials.
3. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
  4. The identity and qualifications of the consultants who will work on the project.
  5. The financial stability of the firm.
  6. The qualifications of the personnel to be assigned to the project.
  7. 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.
  8. Additional criteria that the MSBA Designer Selection Panel considers relevant to the project.

## G. Proposal Requirements

Persons or firms interested in applying must meet the following requirements:

1. **Applicants must have an up-to-date Master File Brochure on file at the Massachusetts School Building Authority.**
2. Applications shall be on “[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. **Applications (one original, twenty-five (25) hard copies, and two (2) digital copies in PDF format on separate compact disks or flash drives) must be received on or before 2:00 PM, April 1, 2020.** Applications must be completed using no smaller than the same font size as in the application (10 font Arial Narrow). Applications should be printed double-sided and spiral bound on the left short edge, landscape orientation, in order that the pages lie and remain flat when opened. Applications should not be provided with acetate covers.
3. 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.)
4. 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. Electronic links to supplemental information are prohibited.**
5. Proposals shall be addressed to:
 

*Dennis J. Sheehan, Town Administrator*  
*Town Hall*  
*35 Central Street*  
*Stoneham, Massachusetts 02180*  
*781-279-2600*  
*dsheehan@stoneham-ma.gov*
6. Proposals must be clearly identified by marking the package or envelope with the following:
 

*Stoneham High School*  
 “Name of Applicant”

7. All questions regarding this RFS must be received on or before 2:00 PM on **March 26, 2020**, and should be addressed exclusively in writing to:

*Joel G. Seeley  
Symmes Maini & McKee Associates, Inc. (SMMA)  
1000 Massachusetts Avenue  
Cambridge, Massachusetts 02138  
617-547-5400  
Email: [opm@smma.com](mailto:opm@smma.com)*

**8. Procurement Documents**

The Procurement Documents (Request for Services) will be available at [procurementdocuments.smma.com](http://procurementdocuments.smma.com) for downloading by the Applicant on or after 2:00 PM on **March 18, 2020**.

**H. Pre-Proposal Meeting**

All interested parties should attend a briefing session at Stoneham High School scheduled for **March 25, 2020** at 3:30 PM.

**I. Withdrawal**

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.

**J. 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.

**K. 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.

**L. 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.

**M. Additional Information**

None

**ATTACHMENTS:**

Attachment A: Statement of Interest

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

[http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines\\_Forms/Contracts\\_Forms/Base%20Contract%20v\\_02\\_25.pdf](http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/Base%20Contract%20v_02_25.pdf) )

Designer Services Contract Amendment for Design/Bid/Build

[http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines\\_Forms/Contracts\\_Forms/DBB%20v\\_02\\_25.pdf](http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/DBB%20v_02_25.pdf))

Designer Services Contract Amendment for CM-at-Risk

[http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines\\_Forms/Contracts\\_Forms/CM-R%20v\\_02\\_25.pdf](http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Guidelines_Forms/Contracts_Forms/CM-R%20v_02_25.pdf))

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

[https://www.mass.gov/files/citiestownsapplication2016\\_1.doc](https://www.mass.gov/files/citiestownsapplication2016_1.doc))

Attachment D: Certifications to be submitted with Application (*Certificate of Non-Collusion, Tax Compliance Form, Conflict of Interest Certification, Non-Debarment Certification, Hold Harmless Certification*)

Attachment E: [MSBA's Designer Selection Panel's Procedures](#)

Attachment F: Preliminary Design Study - Volume 1 and 2, dated March 12, 2018, as prepared by HMFH Architects.

Attachment G: Limited Existing Facility Drawings.

Attachment H: Transportation Impact Study, dated March 26, 2011, prepared by Nitsch Engineering.

**End of Request for Designer Services**