

# **REQUEST FOR DESIGNER SERVICES (RFS) #25-80**

## **City of Somerville, MA Somerville Public Schools**

### **Winter Hill Community Innovation School**

**June 18, 2025**

**Invitation:** The City of Somerville (“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 Winter Hill Community Innovation School (WHCIS) School in Somerville, 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 acceptance 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. (See: Designer Services Contract Amendment for Design/Bid/Build and Designer Services Contract Amendment for CM-at-Risk). A potential Project may include a renovation of the existing school, a renovation of and addition to the existing school and/or new construction. Upon the completion of a Feasibility Study (Module 3), and if the District’s preferred option is determined to be new construction, the District may consider participation in the MSBA Model School Program.

The estimated construction budget for a potential Project may range from \$175 Million to \$215 Million depending upon the Preferred Schematic solution that is recommended by the Owner and accepted by the MSBA. The Fee for Basic Services will be negotiated.

#### **RFS Milestone dates**

- RFS Available - On or about June 18, 2025
- Site Walk Through - July 16, 2025 11:00AM
- Question Deadline – July 30, 2025 2:00PM
- Submission Deadline - August 13, 2025 2:00PM
- MSBA DSP Meeting – September 9, 2025
- MSBA DSP Interviews – September 23, 2025

### **MBE WBE and VBE/SDVOBE Participation Goals for the Designer Services Contract:**

The Municipal Construction Affirmative Marketing Program (MCAMP) requires Municipalities to incorporate Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran Business Enterprise (VBE)/Service-Disabled Veteran Business Enterprise (SDVOBE) goals into both their design and construction procurements for municipal contracts for the construction, reconstruction, alteration, remodeling, repair, or demolition of any public building by any city or town that includes funding provided in whole or in part by the Commonwealth, such as funding under the Massachusetts School Building Authority (MSBA), funding in any legislative appropriation, grant awards, reimbursements, municipal commitments to use state funds, and the like. To count towards participation, the business must be a Supplier Diversity Office (SDO) certified WBE, MBE or VBE/SDVOBE at the time of contract execution.

The MBE, WBE, and VBE/SDVOBE 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 separate MBE, WBE, and VBE/SDVOBE participation goals. Consultants to the prime Designer can team within their disciplines in order to meet the separate MBE, WBE, and VBE/SDVOBE participation goals but must state this relationship on the organizational chart (Section 6 of the application form). Applications from MBE, WBE, and VBE/SDVOBE firms as prime designers are encouraged. Where the prime Designer is an SDO certified MBE, WBE, and VBE/SDVOBE, 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.

### **MBE, WBE and VBE/SDVOBE Participation Goals for the Designer Services Contract:**

- MBE Participation Goals: (input percentage goals) 5.4%
- WBE Participation Goals: (input percentage goals) 10.4%
- VBE/SDVOBE Participation Goals: (input percentage goals) 3.0%

For additional information on Designer qualifications see Sections E. and F. in this RFS and [MSBA Project Advisory 90](#).

## **A. Background:**

Somerville Public Schools currently has 7 elementary schools, a high school, and an early education center, serving a current enrollment of 4,957 students. All those facilities are at or near their student capacity; therefore, the school system cannot accommodate the population growth envisioned by its strategic plans and could not afford to take a building out of service. Five of the 7 elementary schools were constructed between 1995 and 2014 and are in good condition but will need replacement of their mechanical systems (heating, cooling, ventilation, electric, etc.) and will require minor modifications to better support programs over the coming decade. The Brown School, the only K to 5 school in the district, is over 100 years old and while the building poses no immediate risk of failure, the City must plan for its eventual renovation or replacement. The WHCIS building, which opened in 1974, has had

several issues throughout its history and is currently closed with students being temporarily housed at the Edgerly Education Center, the City's only other viable building for use as a school.

In 2024, the City continued to work with the MSBA to further define the Project, including the completion of revised enrollment projections. Please note that these enrollment projections supersede those presented in the K-8 Capacity Study.

As a result of a collaborative analysis with the Massachusetts School Building Authority (the "MSBA") of enrollment projections and space capacity needs for the Winter Hill Community School (the "Proposed Project"), the City of Somerville hereby acknowledges and agrees that the design of alternatives, which may be evaluated as part of the feasibility study for the Winter Hill Community School, shall be based in accordance with the following:

- Current K-8 Enrollment Winter Hill Community School (plus Pre-K students): 690 students
- Proposed Grade K-8 Enrollment Winter Hill Community School and Benjamin G. Brown School (plus Pre-K students): 925 students

## **Supporting Reports and K-8 Capacity Study**

The City has completed several investigations and studies that define the problem, inform potential solutions, and serve as a starting point for the Project.

In 2022, the City completed a condition assessment and renovation evaluation of the Brown School. The study concluded that the building could be renovated, and an addition built that would enable the Brown School to continue to function as a K-5 neighborhood school. The information in that study should be considered for the Project alternative that does not combine the schools to inform the City's decision.

The potential schematic report is available here:

<https://s3.amazonaws.com/somervillema-live/s3fs-public/cos-bmp-brown-01-bbb-brown-final-report-vol-1-2022-03-25.pdf>

The appendixes are available here: <https://s3.amazonaws.com/somervillema-live/s3fs-public/cos-bmp-brown-02-bbb-brown-final-report-vol-2-appendices-1-3-4-2022-03-25.pdf>

In 2023, the City completed a K-8 Capacity Study that included condition assessment and renovation evaluation of the WHCIS building, a districtwide gap analysis, and preliminary screening of potential one-building and two-building solutions for the WHCIS and Brown School. The Project will build upon that study. At this point in time, Scenario 01 appears to be the most viable option for WHCIS only, and either Scenario 02 or 04 would be viable

for the combined school option; however, additional evaluation must be completed as part of the Project. The Article 97 implications of Scenario 04 are of significant importance to solve.

The main K-8 Capacity Study Report is available here:

[https://s3.amazonaws.com/somervillema-live/s3fs-public/20231219\\_SOM-K8-Final-Report-Volume-I\\_Reduced-Size.pdf](https://s3.amazonaws.com/somervillema-live/s3fs-public/20231219_SOM-K8-Final-Report-Volume-I_Reduced-Size.pdf)

The appendixes are available here: [https://s3.amazonaws.com/somervillema-live/s3fs-public/20231219\\_SOM-K8-Final-Report-Volume-II\\_Additional-](https://s3.amazonaws.com/somervillema-live/s3fs-public/20231219_SOM-K8-Final-Report-Volume-II_Additional-Appendices_Reduced-Size.pdf)

[Appendices\\_Reduced-Size.pdf](https://s3.amazonaws.com/somervillema-live/s3fs-public/20231219_SOM-K8-Final-Report-Volume-II_Additional-Appendices_Reduced-Size.pdf)

The City is currently working with the Massachusetts School Building Authority (MSBA) to obtain state funding for the renovation or replacement of the WHCIS. The MSBA would fund a portion of the construction project, and the City would fund the other portion through a Proposition 2-½ Debt Exclusion that would require a citywide vote to raise property taxes like the one completed for the construction of the Somerville High School. The City and the MSBA have agreed to evaluate two overarching options for this construction project: 1) build to accommodate the enrollment for the WHCIS only and address the needs of the Brown School without MSBA support, or 2) build a larger single school to accommodate the enrollment of both the WHCIS and the Brown. Therefore, the Feasibility Study Phase of the Project will include consideration of both the WHCIS and the Brown. If the first option is selected, design and construction for the stand-alone Brown will be excluded from the Project.

The City is currently conducting a community engagement effort and has convened a School Construction Advisory Group (CAG) to inform the decision of whether to combine the two schools or not. The City has also constituted a School Building Committee (SBC) in accordance with 963 CMR 2.00 comprised of key City officials, Somerville Public Schools leadership, and members of the public with relevant experience to guide the project throughout its lifecycle. It is anticipated that the selected OPM will work with both the CAG and SBC during the early stages of the project, and that work will continue with SBC once the Preliminary Design Program is complete, at which point the CAG will adjourn.

Additional information is available here: <https://www.somervillema.gov/msba>

## **Winter Hill Community Innovation School**

Winter Hill Site Information: The WHCIS is located at 115 Sycamore Street on a lot (approximately 85,700 square-feet (SF)) bordered by streets on three sides and a private residence and St. Anne's Parish on the remaining sides.

**Building History:** The building was originally constructed in the mid 1970's, and was designed by Rich, Lang, and Cote Architects, Inc. as a four-story 93,700 SF building. The building was originally designed as an open concept with partitions being added later to delineate classrooms. Prior to the construction of the Winter Hill School, the site was home to the Forster School, a three-story brick structure, from 1867 until it was demolished to make way for the Winter Hill School's basketball courts and play yard in the 1970's.

**Building Condition and Problems:** The building has seen increased enrollment in the specialized programs offered at the school, such as Adapt/Include/Motivate ("AIM") for students on the autism spectrum and Multilingual Learner Education ("MLE")/Newcomer Academy, which serve some of our most vulnerable students with the highest needs. To accommodate existing educational programming and classrooms and provide these critical services, staff and administrators have had to install numerous movable partitions to serve as formal classroom walls that divide classrooms. These inefficient and temporary measures allow sound transmission between classrooms that negatively impacts students.

Non-educational spaces such as closets, showers, and locker rooms have been converted to accommodate staff offices, food service spaces, or shared spaces for critical and often confidential meetings between counselors and students or families. The addition of three new AIM classrooms was planned for School Year 2023-2024 but the building does not currently have the space to meet those needs. These programs cannot expand into other buildings as all available school buildings are being utilized at maximum capacity.

## Structural System

The structural system consists of a gridded framework of reinforced concrete columns and beams. These support precast concrete walls, floor panels and slabs. The floors at the ground level are cast in place slabs on grade. The façade is also comprised of precast concrete panels. In the gymnasium and library, larger spans are provided with precast concrete T sections.

In May of 2023, a section of concrete fell through the ceiling in one of the stairwells at the WHCIS. Subsequent investigation revealed concrete spalling at the building interior and stair towers, extensive corrosion staining across levels 3 and 4, widespread efflorescence, other non-structural concerns such as cracked Concrete Masonry Units (CMU) and tripping hazards, and concrete spalls on the façade, as detailed in a [report by Simpson Gumpertz & Heger \(SGH\)](#) dated October 3, 2023. Other than these necessary concrete repairs, the building is structurally sound and can be occupied following removal of the fall hazards and repair of unsound concrete.

## Façade and Envelope

As noted previously, the façade is comprised of precast concrete panels. While the panels are generally in good condition, the mastic sealant joints between the panels need repair to prevent water intrusion. All the joints on the North and South facades require recaulking. On the East and West facades, the vertical joints are in the greatest need of recaulking. The windows were replaced in 2018 and are in good working order. The 2018 renovations also included a partial roof replacement that included insulation, flashings, skylight, associated hazardous material abatement, roof drain repair, new overflow drains, electrical, and HVAC work associated with the new roof installation. The roof area is approximately 28,000 SF and on three different levels. A few areas of the roof require recaulking.

## Mechanical Systems

Most of the building is served by two custom Air Handling Units (AHUs) in the penthouse with chilled water coils, hot water coils, and single belt-driven fans with Variable Frequency Drives (VFDs). A smaller AHU serves the cafeteria, and a dedicated make-up air unit serves the kitchen. There are two gas-fired heating-only rooftop units serving the gym. Electric steam humidification and UV filtration were added to all AHUs and Roof Top Units (RTUs) during the COVID pandemic. Air is distributed to classrooms via linear diffusers in modular ceiling grids with plenum return. The Variable Air Volume (VAV) boxes have electric reheat coils.

Chilled water for the AHUs is generated by a water-cooled chiller and cooling tower located in the penthouse and on the roof, respectively. The chiller was installed around 2008 and is in fair condition. The cooling tower is in poor condition and its expected service life is less than five years. The associated pumps are of a similar vintage and condition.

## Site Improvements

In 2017 the City's Public Space and Urban Forestry Division completed the renovation of the existing schoolyard to include a multi-level play area and a small artificial turf field.

## Problem Summary:

- The building was not designed for and is insufficient to support the current programs, in particular the AIM and MLE programs.
- Poor quality of the interior partitions results in sound transmission that disrupts learning.
- Significant repairs to the concrete are necessary to address the existing fall hazards.
- The envelope needs recaulking to prevent water intrusion into the building through the concrete panel joints.
- Except for the chiller, all major HVAC equipment is nearing the end of its useful service life.
- The existing electrical equipment is reaching the end of its useful life and is becoming difficult to maintain (i.e. Zinsco/Sylvania no longer manufactures electrical equipment, so replacement parts and support are not readily available.)

- The building lacks an automatic sprinkler system.
- The means of egress do not meet current code requirements.
- Hazardous building materials testing has identified asbestos containing materials, lead-based paints, light fixtures likely containing Polychlorinated Biphenyls (PCBs) and mercury and window air conditions with Chlorofluorocarbons (CFCs).

#### WHCIS Current Enrollment:

The WHCIS is a combined elementary and middle school program for grades pre-kindergarten (PreK) through 8<sup>th</sup> grade. The school provides special programs for special education students and for sheltered English learners.

- 357 students – for grades PreK-8 without inclusion of the Adapt/Include/Motivate (“AIM”) autism program (grades K-8) and Multilingual Learner Education (“MLE”) students (grades 5-8) in sub-separate classrooms.
- 400 students – for grades PreK-8 inclusive of the AIM and MLE students.

#### Brown School

Brown School Site Information: The Brown School is located at 201 Willow Avenue on a lot (approximately 26,700 square-feet (SF)) bordered by residential streets: Josephine Ave. to the east, Kidder Ave. to the north, Willow Ave. to the west, and two private residences to the south. The site includes the two-story brick school building, a large, paved school yard, small artificial turf play field, and small, fenced perimeter landscaped areas between the building and the adjacent streets.

Brown School Building History: Built in 1900, the Brown School is the oldest elementary school in Somerville. Six years after the original construction the school was filled to capacity, necessitating expansion. An addition was completed to the east in 1907, mirroring the original primary massing and completing the symmetrical "H" in plan and elevation. The 1901 east secondary stairwell was demolished, the corridors were extended, and a new stairwell was included in the addition with an at-grade exit to the east.

#### Brown School Current Enrollment:

The Brown School has a current enrollment of 178 students for general education Kindergarten through fifth grade.

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

On or about April 14, 2023, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for the Winter Hill Community Innovation 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 December 13, 2024 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 a Project approved by the MSBA.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the Winter Hill Community Innovation School.

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, geotechnical assessment, geotechnical analysis, code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, Northeast Collaborative for High Performance Schools (NE-CHPS) or US Green Building Council's LEED for Schools Rating System (LEED-S) scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

Project objectives under consideration by the Owner include:

- As part of the Designer services and the feasibility study, the following shall be considered, all options factoring in current enrollment projections:
  - Evaluation of a renovation of and addition to the existing WHCIS building at Sycamore Street for the WHCIS and Brown School enrollment.
  - Evaluation of new construction for the WHCIS enrollment at Sycamore Street or at Trum Field with new open space in the City of Somerville.
  - Evaluation of new construction for the WHCIS and Brown School enrollment at Sycamore Street or at Trum Field with new open space in the City of Somerville.
  - Support of a potential land swap.
- Apply an equity mindset with a goal of Design for All, a universal design is composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability, that foundationally values community engagement.
- US Green Building Council's LEED for Schools Rating System (Silver minimum, Gold Target).
- Net Zero Ready design with a target Energy Use Intensity (EUI) of 25 kBtu/SF-yr and all-electric operation.
  - Life cycle costs of operating the School as it relates to future operational budgets.
- Updating the District's Educational Program and understanding and incorporating them into the Project's design and construction;



- Establishing a design schedule that strictly adheres to the Project Schedule, including milestones and/or constraints associated with the process; provide a design that optimizes construction schedule.
- Identification of community concerns that may impact study options;
- Comprehensive evaluation of both Chapter 149 and Chapter 149A Delivery Methods;
- Planning for future enrollment growth;
- Strategies for cost effective and efficient Hazmat and ACM abatement.
- Designing to the budgeted construction cost; and
- Obtaining all required approvals.

### **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. The Designer's Basic Services consist of the tasks described in the Contract for Designer Services as amended 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 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 are defined in Article 7 of the Contract in Attachment B.

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

Building Assessment reports are available at: <https://www.somervillema.gov/content/winter-hill-community-innovation-school-about>.

Simpson Gumpertz & Heger Report is available at: [https://s3.amazonaws.com/somervillema-live/s3fs-public/Inspections%20for%20Fall%20Hazards\\_115\\_Sycamore.pdf](https://s3.amazonaws.com/somervillema-live/s3fs-public/Inspections%20for%20Fall%20Hazards_115_Sycamore.pdf)

### **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.

<b><u>Milestone</u></b>	<b><u>Projected Date</u></b>
Designer Contract Executed .....	10/14/2025
MSBA Board of Directors Meeting – Preferred Schematic Report Approval.....	10/28/2026
MSBA Board of Directors Meeting - Project Scope and Budget Approval.....	04/27/2027
Feasibility Study Agreement expiration.....	06/14/2027
Local Project Funding Authorization .....	06/25/2027
Construction Start.....	08/01/2029
Substantial Completion of Construction .....	06/01/2031
Move-In.....	09/30/2031

**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, may 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.  
*\*Please refer to M.G.L. Chapter 7C, Section 44 for the definition of Designer. In M.G.L. Chapter 7C, Section 44, "registered" means registered in the Commonwealth of Massachusetts.*
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 at the time of application, 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. Applicants shall subcontract with VBEs, SDVOBEs, MBEs and WBEs, as required by the State Funded Municipal Construction Affirmative Marketing Program General Guidelines. Applicants must

include a reasonable representation of VBEs, SDVOBEs, MBEs and WBEs that meet or exceed the SDO participation goals established by the District for this Project.

#### **F. Selection Criteria:**

In evaluating proposals, the Owner and Designer Selection Panel will consider the members of the proposed design team either as Basic or Extra Services. 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/WBE/VBE/SDVOBE.

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/Audio Visual Consultant*
22. *Theatrical Consultant*
23. *Sustainable/Green Design/Renewable Energy Consultant*
24. *Code Consultant*
25. *Accessibility Consultant/Universal Design Consultant*
26. *Traffic Consultant*
27. *Furniture, Fixtures and Equipment Consultant*
28. *Site Surveying*
29. *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 VBE, SDVOBE, 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 VBE/SDVOBE/MBE/WBE 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 VBE/SDVOBE/MBE/WBE requirements. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their VBE/SDVOBE/MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the VBE/SDVOBE/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 and two (2) hard copies**, and one (1) digital copies in PDF format on separate USB flash drives) must be received on or before **2:00PM, August 13, 2025**. Each electronic application file submitted in response to the RFS is to be no greater than 25MB. 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. Applications must not exceed 100 pages, 50 sheets double-sided, from cover to cover. This page limitation is inclusive of the cover, cover letter, tab sheets and response to section 10 of the application. Electronic links to supplemental information are prohibited.

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 section 10 of the Standard Designer Application Form.
5. Proposals shall be addressed to:

Angela M. Allen, Chief Procurement Officer  
93 Highland Avenue, Somerville MA 02143  
617-625-6600  
[amallen@somervillema.gov](mailto:amallen@somervillema.gov)

6. Proposals must be clearly identified by marking the package or envelope with the following:

RFS 25-80 Winter Hill Community Innovation School  
"Name of Applicant"

7. All questions regarding this RFS should be addressed exclusively in writing, via email, on or before **July 30, 2025, at 2 PM** to:

Sean Burke  
35 Braintree Hill Office Park Suite #300  
617-538-5432  
[WinterHill@pmaconsultants.com](mailto:WinterHill@pmaconsultants.com)

## **H. Pre-Proposal Meeting**

All interested parties are encouraged to attend a briefing session at 115 Sycamore St, Somerville, MA 02145 scheduled for **July 16, 2025 at 11:00 AM**.

## **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, with the approval of the MSBA's Designer Selection Panel, 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**

### **ATTACHMENTS:**

[Attachment A: Statement of Interest](#)

[Attachment B:](#)

- Designer Base Contract v February 2025(1).
- Designer Contract Amendment CM-R v February 2025(1),
- Designer Contract Amendment DBB v February 2025(1)
- Designer Base Contract Exhibits v February 2025(1)

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

[Attachment D: Enrollment Letter and Enrollment Certification](#)

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

[Attachment F: Certifications](#)

- *City of Somerville Contract Attachments including:*
- *Certificate of Somerville Living Wage Ordinance*
- *Certification of Non-Collusion and Tax Compliance*
- *Certificate of Authority*
- *Reference Form*

- *Supplier Diversity Certification Form*
- *Certificate of Good Standing*
- *Insurance Specifications*
- *Statement of Management*
- *Designer Truth in Negotiations Certificate*

***Attachment G : Draft Schedule through Project Funding***

Building Assessment reports are available at: <https://www.somervillema.gov/content/winter-hill-community-innovation-school-about>.

Simpson Gumpertz & Heger Report is available at: [https://s3.amazonaws.com/somervillema-live/s3fs-public/Inspections%20for%20Fall%20Hazards\\_115\\_Sycamore.pdf](https://s3.amazonaws.com/somervillema-live/s3fs-public/Inspections%20for%20Fall%20Hazards_115_Sycamore.pdf)

**End of Request for Designer Services**