

Tisbury School Building Committee
Town of Tisbury
51 Spring Street
Vineyard Haven, MA 02568

MEETING MINUTES
October 2, 2019
Tisbury Senior Center
34 Pine Tree Road
Tisbury, MA

RECEIVED
OCT 17 2019
J. Hillary Conklin
Tisbury Town Clerk

TSBC Members Present: Rachel Orr, *John Custer, Peter Gearhart, Rita Jeffers, Reade Milne, Alice Robinson, Jim Rogers, Mike Watts

TSBC Members Absent: Harold Chapdelaine

*Late arrivals or early departures.

Daedalus Projects, Inc. representatives: Richard Marks, Christina Opper

Others: Jeff Kristal, Melissa Ogden, Jay Grande, Keith Fullin, Meredith Goldthwait, Janet Packer, Angie Frances, Paul Lazes, Melinda Maveety, Natalie Krauthamer, Mary Ellen Larsen, Melinda Loberg, Julie Brand

The Tisbury School Building Committee (TSBC) was **called to order** at 5:04 PM

(Recorder's note: discussions are summarized and re-grouped for clarity and brevity.)

Approval of minutes of September 10, 2019 meeting:

Moved to approve by John Custer, seconded by Reade Milne

7 Ayes, 0 Nays, 1 Abstention (not present at 9/10/19 meeting)
(1 absence)

Review proposed Owner's Project Manager calendar of events

Richard Marks presented a timeline for the Project Initiation (OPM Procurement and Designer Selection) to the committee. Jay Grande is concerned about the time frame for the Designer RFQ and suggests adjusting the timing to include a 45 day (5 week) response time. Committee members are concerned that sufficient time be allowed for thoughtful and complete responses from the designer/architect. Mr. Marks responded that 4 weeks should be sufficient, given that the legal requirement is 2 weeks and that MSBA has some additional requirements for which they allow 5 weeks.

The committee requested a more complete timeline and master schedule, with a target completion date for project deliverables of the end of May.

Motion: to modify the timeline generated by Daedalus Projects, Inc., as the Owner's Project Manager, to have a target deliverables date of May 31, 2020, or sooner.

Moved by John Rogers, seconded by Rita Jeffers.

7 Ayes, 0 Nays, 0 Abstentions (2 absence, Mr. Custer left before this vote)

The committee expressed its thanks to Daedalus Projects, Inc., for dropping its contract price to \$160,000.

Review draft Request for Qualifications (RFQ), Architectural Services

Through extensive discussion among committee members, Mr. Marks, Christina Opper and Mr. Grande, the corrections, edits and deletions as listed below. An amended draft will be sent out by Daedalus as soon as possible for committee review.

Title Page: Title revised to read: "Request for Qualifications for Designer Services for the Revitalization of the Tisbury School." Reword "RFS" references to "RFQ" throughout document.

Change "by the Tisbury School Building Committee" to "By the Town of Tisbury."

Correct "M.G.L. Chapter 7C, Sections 44-57" to match the State Inspector General's identification of "M.G.L. Chapter 7C, Sections 44-58" for the definition of "Designer."

Remove "through the School Building Committee acting on the behalf of the Tisbury School Committee." The Town of Tisbury is the Owner. Correct any other references to "Owner" as any other entity besides the Town of Tisbury throughout the document.

Change "Owner's Designer Selection Panel" to "Tisbury School Building Committee." Replace wording as needed throughout the document.

Correct ADDRESS to: Town of Tisbury at the Department of Public Works, 115 High Point Lane, Tisbury, MA 02568.

Adjust Proposal deadline to reflect revised timeline as noted in 8. Proposal Requirements: a).

Section 2, 1. Introduction: Paragraph 2: "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." The committee would like this sentence reworded to address the use of "alternative" and replace it with a reference to renovation and addition specifically, unless there are substantial structural concerns that might change the scope of the project. Also, the Feasibility study should be referenced as an update of the previous study, not an entirely new one.

Paragraph 2: Reword "The Town has approved up to \$400,000 for the engagement of the Designer and OPM to study a renovation/addition option to the Tisbury School." Suggested wording: "The Town has approved up to \$240,000 for the engagement of the Designer to study a renovation/addition option to the Tisbury School." If additional funds are needed, there may be time to submit a warrant article for the spring Town Meeting.

Paragraph 3: Reword "The estimated total project costs of an approved

potential Project may range from \$20 to \$50 million..." Suggested wording: "The estimated total project cost of an approved potential Project is anticipated to be greater than \$30 million..." There is a legal and industry expectation to include some dollar amount of the project in the RFQ, and committee members are uncomfortable with presenting too low a bottom figure in the range for the project.

2. Project Background, Paragraph 1: School square footage is 56,410. Add that the gym was added in 1938 and the significant addition was in 1993. Attachment identification letter will be assigned when document attachments are assembled.

Paragraph 2: "High" should be "high"; CO₂ should be also referred to as "carbon dioxide."

Paragraphs 3 and 4: Reword paragraphs to remove the % margin, but reflect that the Town Meeting passed the new school plan, the ballot vote failed and that this new project is the result of the April 2019 vote for pursuing a renovation and addition to the existing school.

Paragraph 5: Fill in the website url for the TSBC.

3. Project Descriptions and Objectives: Paragraph 1, 1st bullet: Revise "Update the existing conditions analysis completed by Turowski2 ..." Suggested rewording: "Use the existing..." and add that detailed analyses existing conditions of building construction, construction details and building systems must be done.

Paragraph 1, 7th bullet: Add "potential" to "develop a project phasing strategy..."

Also include in the Paragraph 1 list some reference to working with the updated Education Program.

Paragraph 3: Revise to use bullets to make the list more clearly defined.

4. Scope of Services: Paragraph 3: Identify BIM as "Building Information Model." Revise to use bullets to make the list more clearly defined.

Paragraph 4: Insert studies and location for accessing them.

5. Project Phases and Work Plan: Project schedule table: write out CD as "Construction Documents." Correct "Estimated Total Duration."

6. Minimum Qualifications: no changes

7. Selection Criteria: Include "Archaeology" and "Building Envelope" on list of design team members. Archaeology may not be necessary since the previous project found nothing of archaeological significance.

Paragraph 7, a: Reword this sentence to include a more specific reference to a single project that is similar to ours.

Paragraph 6, b.1): Add to "Quality of project design" a reference to creative use of space and inspired design.

Add to this list b.7): a qualification of experience renovating schools.

8. Selection Process and Schedule: a) Selection Process, 2. a): "Shortlisted finalist firms will be asked to provide supplemental information..." Remove this

paragraph, due to the short timeline or reword from "will be asked" to "may be asked."

a) Selection Process, 2. b): Interview dates to be decided.

b) Schedule: Mr. Marks will revise these dates to reflect a 4-week response time and move up the site visit date to October 23, 2019.

c) Request for Services: Reword: "Request for Qualifications for Services" and include Marie Maciel's name and contact information, with appropriate date from the revised schedule above.)

9. Proposal Requirements: a): adjust application deadline.

d): Proposals should be addressed to Jay Grande.

Motion: to accept the amended Request for Qualifications for Designer Services, subject to changes made by the committee with the OPM authorized to redraft those changes AND to authorize Daedalus Projects, Inc., as the Owner's Project Manager, to submit to the Central Register the advertisement for the RFQ for the designer.

Moved by Jim Rogers, seconded by John Custer.

8 Ayes, 0 Nays, 0 Abstentions (1 absence)

Possible review, website format and initial content

Christina Opper has been working on the website for the committee. She requested consensus about how committee members will be identified. It was agreed that each member would be listed by name and affiliation. Contact email will be set up through a committee mailbox.

The previous website address of tisbury-school-project.com has remained active. This project website is not the legal location of the agendas and minutes – that is the town website. Certified copies of the agendas and minutes will be forwarded to Ms Opper and Mr. Marks, then posted on the project website. Mr. Grande will work with town hall staff to streamline the process.

Currently she has revised the basic home page and has moved previous information into new folders so that historical files are still accessible, but current information as more obvious. A meeting calendar are already available. She has also kept videos, pictures, and news articles from the previous project, but this section needs to be updated if the committee wants it to continue. Additional information can be added as the project moves forward.

Ms Opper also suggested that a summary of meetings be kept on the site which would keep the public a quick update on the committee's activities and which would be more easily translated for other languages. She will create the rough draft of the updates, subject to committee approval. Rita Jeffers will investigate how the high school translates their website and share that information with Ms Opper.

By consensus, a working group was identified to collaborate with Ms Opper to continue refining and updating the site. Updates to the website will be shared

with TSBC members to keep everyone informed of changes. Committee members Alice Robinson and Mike Watts agreed to assist. Harold Chapdelaine will be contacted to request his participation. Nevette Previd, Tisbury School parent and PTO member, has offered her expertise to the committee via Rita Jeffers, which was accepted with thanks.

Grant Opportunities

Jim Rogers and Matt D'Andrea have been discussing and researching alternative funding at the state and national level. Kathy Rogers has also been volunteering her time to review other options.

School Committee report

Mr. Watts reported that the draft TSBC mission statement has been distributed to the TSC members and he is collecting their suggestions and will be contacting the selectmen for their input. The Education Program is being updated and will be worked on by school staff as part of the Oct. 11 Professional Development Day. The TSC is in agreement that they would like to see Pre-Kindergarten classrooms, part of the all-island shared services, included in the building plan and Education Program, if possible. Their next meeting will be Tuesday, October 8, 2019, at 8:30 AM in the Emergency Services Facility meeting room when they hope to have feedback from the OPM about the hazardous materials abatement professional's costs and timelines, in advance of a planned voter informational meeting on October 10, conducted by Mr. Grande.

A TSBC suggestion was made that the informational meeting be held in conjunction with the PTO's Welcome Back dinner event held the same night at the school.

Board of Selectmen report

Mr. Rogers reported that the OPM contract was discussed and the agreement should be signed in mid-October. They are waiting on the acceptance of the TSBC of the OPM timeline and RFQ for the Designer Services.

Confirmation of next meeting date and discussion of upcoming agenda items

Next meeting will be October 9, 2019 at 5:00 PM in the Emergency Services Facility meeting room to give a final review of the RFQ for Designer Services. Peter Gearhart will also do a brief presentation on architecture to familiarize the committee with aspects that may be useful during the interviews for the designer. John Rogers and Reade Milne will be unable to attend.

The after October 9, the next meeting is scheduled for October 23. November meeting dates are tentatively set for November 6 or 13 and 20, but are subject to change depending on the results of the RFQ responses.

Topics not reasonably anticipated by the chair within 48 hours of the meeting

Q: Paul Lazes: Can meeting minutes be available before the next meeting?
A: Minutes are not usually published before the final draft is accepted by the committee.

Rita Jeffers suggested that it might be very helpful for community members, especially those unfamiliar with the school, to see the existing conditions of the split school campuses and understand more clearly the challenges presented by the current situation.

Rachel Orr commented that she has been approached by community members wishing to share ideas about the building project with the TSBC. She requested ideas of how to have a public input session to respond to these requests. Members agreed that acknowledging public input is necessary and needs to stay positive. Members suggested: public input session/community forums conducted by the OPM and design teams; a "Suggestions Box" on the website with some type of auto-response to indicate that the suggestion had been received. Further discussion will occur at future meetings.

Adjourned by motion, second and voted unanimously by those present, at 7:20 PM.

Attachment: Draft dated 9-30-19 Request For Designer Services; Tisbury School Master [timeline] for Project Initiation.

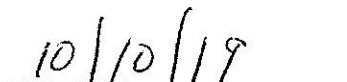
Minutes respectfully submitted by Alice Robinson.



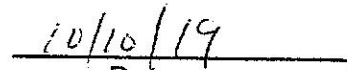
Alice Robinson – Recording Secretary



Rachel Orr – TSBC Chair



Date



Date

Minutes approved by TSBC 10/09/19

DRAFT
Daedalus 9 30 19

Request for Designer Services for the Revitalization of the Tisbury School

**by the
Tisbury School Building Committee**

Martha's Vineyard Public Schools

The Town of Tisbury, through the School Building Committee acting on behalf of the Tisbury School Committee ("Owner") is seeking the services of a qualified "Designer" within the meaning of M.G.L. Chapter 7C, Sections 44-57, to provide professional design and construction administration services for the design, construction, addition to and/or renovation of the Tisbury School ("School") in Tisbury, Massachusetts ("Project"). Selection of a Designer will be made by the Owner's Designer Selection Panel.

This is not an MSBA project.

Proposals are to be delivered in person or by certified/express mail to the Business Office located in the ADDRESS . **All proposals must be received by 2:00 pm (Boston time) on October __, 2019, to be considered.**

Proposals submitted by fax or by electronic mail will not be considered.

**School Building Committee
Town of Tisbury**

REQUEST FOR DESIGNER SERVICES (RFS)

1. Introduction

The Town of Tisbury, through the School Building Committee acting on behalf of the Tisbury School Committee ("Owner") is seeking the services of a qualified "Designer" within the meaning of M.G.L. Chapter 7C, Sections 44-57, to provide professional design and construction administration services for the design, construction, addition to and /or renovation of the Tisbury School ("School") in Tisbury, Massachusetts ("Project"). **This is not an MSBA funded project.**

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. Subject to the approval of the Project by the Owner and further subject to continued funding authorized by the Town of Tisbury, the contract between the Owner and the Designer may be amended to include continued Services through design development, construction documents, bid and award, construction and final closeout of the potential Project. The Town has approved up to \$400,000 for the engagement of the Designer and OPM to study a renovation/addition option to the Tisbury School. Daedalus Projects Incorporated of Boston has been hired as the OPM.

The estimated total project costs of an approved potential Project may range from \$20 to \$50 million depending upon the solution that is agreed upon by the Owner and that is ultimately approved by a vote of the Town of Tisbury. The Fee for Basic Services will be negotiated beyond the feasibility/schematic period will be negotiated.

For additional information on Designer qualifications see Sections 4 and 5 in this RFS.

2. Project Background

The Tisbury School is a _____ square foot three story building which was built in 1929 with a significant addition built in 1995. The enrollment of the school is about 300 students in grades K-8. It sits on a five-acre site in a residential neighborhood of the Town of Tisbury. There is a small white modular building adjacent to the school which is used for special education which has reached the end of its useful life. A site plan showing the relationship of the School and site is included as Attachment ____.

A study conducted by Turowski2 Architects in 2017 as part of an MSBA funded feasibility study concluded that the facility requires both substantive renovation and additions to address physical and program deficiencies. The study showed that the HVAC, Plumbing, electrical and sprinkler systems all need substantial upgrades or full replacement. The exterior masonry needs significant work and many of the windows have failed. Recently,

due to lead based paint falling, High CO2 readings and asbestos contamination, large portions of the building have been closed to students and staff and Grades 5-8 have been relocated on a temporary basis to the Martha's Vineyard High School.

Under the MSBA funded process, the proposed solution was to replace the school with a new school on the same site. This project passed town meeting easily, but was rejected by a 51-49% margin in a debt exclusion vote of the town residents. It was then decided to focus on a renovation/addition option which will be the subject of this study.

The School Building Committee is now about to undertake a feasibility study funded solely by the Town of Tisbury, focusing on renovating the building and adding to it if/where necessary.

For additional information, respondents may refer to Appendix A, Statement of Interest, and the Tisbury School Building Committee's web site at _____, which includes background information regarding the previous studies.

3. Project Description and Objectives

The objectives of the study include the following:

- Update the existing conditions analysis completed by Turowski2 to include the recent environmental concerns identified as well as further deterioration of the physical plant in other areas.
- Review the previously developed educational program and update it in conjunction with the Tisbury School staff, students, administration as well as the community, OPM and Building Committee.
- Conduct workshops with interested groups to understand the community's varied interests and opinions.
- Develop a comprehensive list of code, environmental, accessibility, functional and space deficiencies in the building.
- Meet with the Selectmen, local building officials, maintenance staff, public safety and other Town officials to understand their concerns regarding the building and its challenges.
- Study options for significant energy efficiency including fossil-fuel-free and net zero approaches to the design.
- Along with the OPM, develop a project phasing strategy for renovating the building and accommodating at least a portion of the student body in site during construction.
- Meet with the Building Committee approximately 2x per month to review findings.
- In conjunction with the OPM and Building Committee, review potential outside funding sources for the project beyond the local property taxes.
- Develop cost-effective and efficient solutions to the issues raised through the process at a feasibility level. There should be multiple options developed which address the School's needs. Order of magnitude costs for each option shall be developed in conjunction with the OPM.

Present the options to the Building Committee for review and comment. A preferred option will then be chosen to move into Schematic Design.

The Schematic Design shall include, but not be limited to, the information required by the Owner, including, but not limited to, a site development plan, environmental assessment,

geotechnical assessment (if applicable), geotechnical analysis, code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, a plan for achieving a net-zero building and LEED, or equivalent, certification, outline specifications, cost estimates, project schedule and proposed total project budget.

4. Scope of Services

The required scope of services is set forth in the Contract for Designer Services (Contract), the anticipated form of which is attached hereto. If the Owner decides to proceed with the Project beyond the Schematic Design Phase, the Contract will be amended accordingly. Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services as amended and this RFS including all investigative work (to the extent provided for in the Contract), feasibility study, schematic design, and, at the Owner's option, design work, preparation of construction documents, bidding period administration, construction administration, and other related work reasonably inferred in the opinion of the Owner as being necessary to meet the project's stated scope and goals.

This RFS will be appended to and become part of the Contract for Designer Services. Designers submitting an application in response to this RFS must specify any exceptions to the Contract at the time of application. The Owner may consider any such exceptions but shall not be bound by any such exceptions. A failure to specify exceptions will be deemed an acceptance of the Contract's terms and conditions.

Basic Services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, architecture, civil, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning and landscape architecture, basic environmental permitting, graphics, lighting design, acoustics, data and communication, educational consultants, any specialty consultants for sustainable design (LEED), library/media center and kitchen space, code consultants, accessibility, energy evaluations and detailed cost estimates; preparation of BIM and 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 for a complete summary of Basic Services.

The following studies may be useful in providing design services:

Insert list here

Most of these reports may be found online under the Tisbury School Committee web page tab at:

5. Project Phases and Work Plan

Work under this RFS is divided into the Project Phases as listed in Article 7 of the Contract 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 and others, and other tasks as described.

Below is a very preliminary estimated Project schedule. The estimated total duration of the Designer Services from Feasibility Study through the approval of Schematic Design, inclusive of review and approval time, is estimated as follows:

Feasibility Study	12	weeks
Schematic Design Phase	12-16	weeks
Design Development through 100% CD	26	weeks
Bidding	8	weeks
Construction Administration Phase	104	weeks
Estimated Total Duration (Exclusive of Completion Phase)	<hr/> 16	

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

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

6. Minimum qualifications

Selection will be made by the Owner in accordance with the M.G.L. chapter 7C §§ 44-57. 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.

- a. Be a qualified Designer within the meaning of M.G.L. Chapter 7C, employing a Massachusetts registered architect responsible for and being in control of the services to be provided pursuant to the Contract.
- b. The Massachusetts registered architect responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program seminar "Certification for School Project Designers and Owner's Project Managers" as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and must maintain certification by completing the "Recertification for School Project Designers and Owner's Project Managers" seminar every three years thereafter. Proof of recertification or registration in the next recertification seminar for which space is available must be provided.

7. 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:

- a. Architecture
- b. Educational Programming
- c. Planning
- d. Civil Engineering
- e. Landscape Architecture
- f. Structural Engineering
- g. Fire Protection Engineering
- h. Plumbing Engineering
- i. HVAC Engineering

- j. Electrical/Lighting Engineering
- k. Data/Communications
- l. Environmental Permitting
- m. Geotechnical Engineering
- n. Hazardous Materials
- o. Cost Estimating
- p. Kitchen/Food Service Consultant
- q. Acoustical Consultant
- r. Specifications Consultant
- s. Library/Media
- t. Technology Consultant/Audio Visual Consultant
- u. Sustainable/Green Design/Renewable Energy Consultant
- v. Code Consultant
- w. Accessibility Consultant
- x. Furniture, Fixtures and Equipment Consultant
- y. 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 Owner will consider the following additional criteria in evaluating proposals:

- a. Prior similar experience best illustrating current qualifications for the specific project.
- b. Past performance of the firm, if any with regard to public, private, DOE-funded, and school projects across the Commonwealth and elsewhere, with respect to:
 - 1) Quality of project design.
 - 2) Quality, clarity, completeness and accuracy of plans, contract documents and BIM models .

- 3) Ability to meet established program requirements on time and within allotted budget.
 - 4) Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
 - 5) Coordination and management of consultants.
 - 6) Working relationship with contractors, subcontractors, local awarding authority and local officials.
- c. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
 - d. The identity and qualifications of the consultants who will work on the project.
 - e. The financial stability of the firm.
 - f. The qualifications of the personnel to be assigned to the project.
 - g. 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.
 - h. Additional criteria that the Owner considers relevant to the project.

8 Selection Process and Schedule

a. Selection Process

1. The Owner will perform a review of all responses as follows:
 - a) The Owner will appoint a subcommittee to review minimum requirements in detail, document findings and report to the Owner. Respondents who do not meet the minimum requirements will not be considered further.
 - b) The subcommittee will check references, document its findings and report to the Owner. At its discretion, the subcommittee will interview individuals/firms to determine the direct professional experience of the individual/firm and discuss previous work relationships with designers, contractors and building committees during the design phase and during the construction phase of school building projects.
 - c) The Owner will rank all responses that meet the minimum requirements and will record the ranking on a scoring sheet. The rankings will be summarized for further review.
2. Identified reviewers will rank the Respondents based on the evaluation criteria identified in the RFS and must short-list a minimum of three Respondents.
 - a) Shortlisted finalist firms will be asked to provide supplemental information describing overall approach to the project, work program and products, lead firm team members, and consultant responsibilities.
 - b) The Owner will request interviews from the finalist firms. The Owner hopes to conduct these interviews on: _____ Following the interviews, the Owner's reviewers will develop final rankings based on the interviews. These will be compiled and summarized.
 - c) The Owner will then meet to discuss final rankings and identify the first-ranked selection.
3. The Owner will commence fee negotiations with the first-ranked selection. If the

Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.

4. The Owner will negotiate a fee with the first-ranked selection based upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations.
 5. The Owner reserves the right to re-advertise if fewer than three responses are received, if no responses meet the minimum requirements, or if fee negotiations fail.
- b. Schedule. The following is a tentative schedule of the selection process, subject to change at the Owner's discretion (all dates in 2019).

Oct 9	Advertise RFS in Central Register of the Commonwealth of Massachusetts
Oct 16	Voluntary informational briefing and site visit Wednesday, October 16, 11:00 AM at the Tisbury School
Oct 18	Last day for questions from Respondents
Oct 30	Responses due 2:00 PM
Nov 4	Respondents short-listed
Nov 6	Interview short-listed Respondents
Nov 7	Negotiate with selected Respondent
Nov 9	Final selection submitted to the School Building Committee for review and approval

- c. Request for Services may be obtained from:

TBD

On or after October 9, 2019, RFS documents will be provided electronically in response to email requests, or in hard copy by First-Class USPS mail if so requested.

9 **Proposal requirements.** Persons or firms interested in applying must meet the following requirements:

- a. Applications shall be on "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Update June 2016)" as developed by the Designer Selection Board of the Commonwealth of Massachusetts (Attachment C). **Applications** (one original and twelve (12) copies) **must be received on or before 2:00 PM, October 30, 2019.** In addition to the hard copies, a complete pdf copy shall be emailed to Rmarks@dpi-boston.com. Applications should be printed double-side and bound in such a manner that the pages lie and remain flat when opened. The specific organization and orientation of the proposal is at the applicant's discretion. The page limit is 40 pages based on single sided pages.
- b. 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 6 of this RFS. (A copy of the MCPPO certification should be attached to the cover letter.)
- c. 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.
- d. Proposals shall be addressed to:

TBD

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

Architectural Services for the Tisbury School

The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All Responses received after the stated submittal date and time, as measured by the time-stamp clock in the Tisbury Schools Business Office, will be judged to be unacceptable and will be returned unopened to the sender.

Responses are to be delivered in person or by certified/express mail. Responses submitted by fax or electronic mail will not be considered.

- f. All questions concerning this Request for Services must be submitted by email or in writing to . Questions will be answered and addenda (if any) distributed via email.

10 Other Provisions

- a. **Pre-Proposal Meeting.** All interested parties should attend a non-mandatory briefing session at the Tisbury School scheduled for October 16, 2019 at 11:00 AM.
- b. **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.
- c. **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.
- d. **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.
- e. **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.
- f. **Costs.** The Owner will not be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with a Designer.
- g. **Compliance with Procurement Laws.** All respondents submitting qualifications agree to abide by all relevant provisions of Massachusetts General Laws as they apply to procurement of design services for public buildings by municipalities.

11. Attachments

#####

**End of Request for Designer
Services**

Activity ID	Activity Name	Original Duration	Actual % complete	Start	Finish
Project: The Tisbury School Master					
WBS: Project Initiation					
WBS: OPM Procurement		108		17-Jul-19A	06-Nov-19
A1000	OPM RFO	92	100%	17-Jul-19A	09-Oct-19
A1100	OPM RFO Submissions	39	100%	17-Jul-19A	20-Aug-19
A1110	OPM Interviews	1	100%	21-Aug-19	21-Aug-19
A1120	OPM Contract Negotiations	14	357%	04-Sep-19	04-Sep-19
WBS: Designer Selection					
A1000	Building Committee Review RFO	31	0%	02-Oct-19	09-Oct-19
A1010	Submit Central Register Advertisement	1	0%	02-Oct-19*	02-Oct-19
A1020	Central Register Advertising Period	17	0%	09-Oct-19	28-Oct-19
A1030	Special Town Meeting	0	0%	15-Oct-19*	
A1040	Building Committee Meeting to establish Shortlist Criteria	1	0%	16-Oct-19	16-Oct-19
A1050	Architect Proposals Due	0	0%	28-Oct-19	28-Oct-19
A1060	Proposal Review by Committee	1	0%	30-Oct-19	30-Oct-19
A1070	Teleconference to discuss shortlist	1	0%	01-Nov-19	01-Nov-19
A1080	Shortlist Notification Date	0	0%	05-Nov-19	05-Nov-19

