

**Request for Proposals for  
Feasibility Study of  
Mount Greylock Regional School**

**I. INTRODUCTION**

The Mount Greylock Regional School District is seeking consultation and feasibility recommendations regarding the best course of action for the middle and high school facility. The study is to develop a comprehensive plan, which will include physical condition and enrollment capacity assessment for the existing facility, space needs evaluation, program analysis, and options for addressing the educational needs of the district.

The Mount Greylock Regional School District is comprised of the Towns of Lanesborough and Williamstown located in northwestern Massachusetts. The District operates a middle school and a high school in a single facility. The school building was originally constructed in 1961, with an addition in about 1968. There have been few upgrades since the original construction. The total square footage is approximately 180,000 sq. ft. The building construction is concrete slab on grade foundation with brick and masonry exterior walls and structural columns as necessary to supplement the masonry supports. The interior partitions are constructed of masonry or gypsum board on metal studs. The roof is a flat metal pan supported by roof joists. The roof system was recovered in 2003. None of the supporting steel is fireproofed. The windows are the original aluminum frame awning style with single pane glass. In the late 1970's a second layer of glass was added by installing a storm sash on the interior. The mechanical system is original to the building with only minor repairs. The school is heated with three boilers operating on #4 oil. The existing underground fiberglass oil tanks were installed in 1992, consisting of two double-walled 10,000 gallon tanks for #4 oil, and one 1,000 gallon tank for diesel.

Water for the school is supplied from two wells located close to the building. In 2004 the school identified perchlorate as a contaminant in both wells above the Massachusetts DEP advisory level of 1 ppb, and has stopped using the wells for drinking water purposes. The wells are used for non-potable purposes, and bottled water is brought in for drinking and cooking purposes.

There have been ongoing complaints about the air quality in the building, and an indoor air quality reassessment was completed in 2003.

The building receives power from Massachusetts Electric Company, which provides a 500 KVA transformer. In addition, there are two diesel emergency generators.

The building has an older fire alarm system and does not have an automatic fire suppression system. Although the building is currently exempt from the fire alarm and sprinkler requirements of the Building Code, a substantial renovation may be deemed to trigger the requirement for upgrading these systems to meet current Code requirements.

## II. SCOPE OF SERVICES

The scope of the feasibility study will be finalized in consultation with the successful applicant but will likely include the following:

A. Review and validate existing building plans, reports, demographics and other information pertinent to the study. The following documents, which should be reviewed prior to submission of a proposal, are available on the Mount Greylock Regional School District website, [www.mgrhs.org](http://www.mgrhs.org), or are available from Mark Amuso at (413) 458-9582, ext 151 or [mamuso@mgrhs.org](mailto:mamuso@mgrhs.org).

1. Facility Audit, August 2002, Prepared by Focus Facility Services
2. Indoor Air Quality Reassessment, Prepared by Massachusetts Department of Public Health, Bureau of Environmental Health Assessment, July 2003
3. Americans with Disabilities Act (ADA) Survey and Report, Prepared by The CO/OP, Inc., September 1992
4. Underground Storage Tank Installation Report, Prepared by Rove Enterprises, Inc., dated August 31, 1992
5. Enrollment Projections and Educational Space Analysis, Prepared by the Merrimack Education Center, August 2004
6. Educational Specifications for The Mt. Greylock Regional School, Prepared by the Merrimack Education Center, January 2005

In addition, applicants may view the Planning for Renovation or Relocation Final Report, which includes faculty and student survey results, Prepared by Williams College Environmental Planning class, May 2005, at <http://www.williams.edu/CES/mattcole/resources/studentpapers.htm>

These documents were prepared at various times and should not be considered to be fully accurate to current conditions. Respondents are not expected to duplicate the work completed in the documents above but are expected to be familiar with their content.

Plans for the original building and the 1968 addition will be available for inspection at the site visit.

- B. Determine present and future school space requirements based upon the projected school population and the educational goals of the school district.
- C. Perform on-site inspections of the school facility in coordination with the existing space analysis to ascertain how the current space is being used and what modifications, if any, can be made to optimize the use of space to meet current and future program needs.
- D. Perform on-site inspections of the school facility to identify all architectural, mechanical, HVAC, electrical, life safety, Architectural Access Board, and Massachusetts State Building Code Chapter 34 deficiencies and make recommendations for corrections.

- E. Perform on-site inspections of the site and grounds condition including athletic facilities to identify programmatic or facility deficiencies.
- F. Provide a comparative analysis of three options for upgrading the existing facility: (1) A minor renovation addressing the most critical programmatic, building and code deficiencies; (2) A major renovation and possible addition and/or partial demolition addressing all identified programmatic, building and code deficiencies; (3) Replacement of the existing facility on the same property. Prepare conceptual plans to illustrate options. Prepare a cost estimate for each of the three options that include site, building, design, contingency, soft, technology, furnishings, and equipment costs. Assume that the students will occupy the building during academic year.
- G. Attend meetings with the Mount Greylock Regional School District Building Committee and with the public to obtain information and guidance, provide reports and make presentations. For the purpose of the proposal, assume that a minimum of six meetings will be required. A reasonable number of additional meetings may be scheduled to respond to concerns after a presentation is made.
- H. The draft and final Feasibility Studies shall be provided electronically in .pdf format and text in Microsoft Word.

### **III. PROPOSAL SUBMISSION REQUIREMENTS**

- A. Submission: Applicants shall submit twelve (12) copies of their Proposals, sealed and clearly marked on the outside envelope, "Mount Greylock Regional High School Feasibility Study" by 2:00 p.m. on October 20, 2005 to:

Mount Greylock Regional School District  
1781 Cold Spring Rd.  
Williamstown, MA 01267  
ATTN: Mark Amuso

Note: Respondents invited to interview will be required to submit seven (7) additional copies of their proposals prior to the interviews.

- B. All proposals must be received by 2:00 p.m. on Thursday, October 20, 2005 ("proposal deadline") to receive consideration; those received after the deadline will be returned to the respondent unopened. MGRHS will not be responsible for any issues with late delivery and it shall be the responsibility of the respondents to ensure on-time delivery of their submissions.
- C. Proposals will be kept securely and remain unopened until the proposal deadline.
- D. All proposals submitted shall be binding upon the respondent for a minimum period of thirty (30) calendar days following the opening of proposals.

- E. The School is an EOE employer and encourages proposals from Massachusetts-certified minority and women-owned businesses.
- F. The following items **must be included** in all proposals:
  - 1. A letter of interest, a general approach to the project and a milestone schedule for study completion;
  - 2. A completed Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005. Form is available at [http://www.mass.gov/cam/DSB/DSB\\_App\\_2005\\_CT.doc](http://www.mass.gov/cam/DSB/DSB_App_2005_CT.doc) In Section 8a, include clients e-mail address as that may be used for reference confirmation;
  - 3. Provide details on similar projects completed since January 1, 2000, including a comparison of construction costs between the feasibility study estimate, design estimate and actual costs;
  - 4. Schedule for feasibility study completion;
  - 5. Proof of ability to secure general liability insurance and workers' compensation for all proposed staff who will be involved in the project; and
  - 6. Signed Statement of Non-collusion (Attachment A).

#### **IV. SELECTION PROCESS**

- A. The respondent will be selected in accordance with the selection procedures set forth in this RFP and the District's Designer Selection Guidelines.
- B. Acceptance/Rejection: The District reserves the right to accept the Proposal(s) most favorable to, and in the best interests of, the District, and to reject any or all Proposals. All awards are subject to appropriation, and to the availability of funds.
- C. The proposals will be evaluated based upon the following criteria:
  - 1. Prior similar experience in substantial school renovation and/or construction projects;
  - 2. Past performance on significant public and private projects including ability to work with municipal boards, commissions, and Town Meetings;
  - 3. Design Excellence: A demonstrated ability to suggest creative and innovative solutions;
  - 4. Project Team: Evidence of professional qualifications and experience with similar projects and identification of consultants' and subconsultants' staff assigned to this study and their past experience working together on similar projects;

5. Capacity: Capacity of the Applicant to perform work essential to the project based on current workload and financial stability;
  6. Proposal: Completeness and responsiveness of the Proposal including approach and schedule; and
  7. Cost Estimating: Demonstrated cost-estimating skills of the Applicant as to similar projects constructed within the past five years, preferably including feasibility studies.
- D. The Building Committee shall use the Criteria Evaluation Matrix attached as Attachment B and select at least three finalists. Finalists may be required to appear for an interview or provide additional information to the Committee.
- E. The Building Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the School Committee. The list will be accompanied by a written explanation of the reasons for selection including the recorded vote, if any.
- F. The School District reserves the right to reject any and all proposals and to determine to waive minor discrepancies from the request in the proposals.

**V. TERMS AND CONDITIONS OF THE CONTRACT**

- A. Terms of Contract: The contract shall be awarded subject to the applicable terms therein.
- B. Each consultant agrees to the following terms by submission of a proposal and the feasibility study contract shall include the following:
- i. Certification that the respondent has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for professional services;
  - ii. Certification that no consultant to, or subcontractor for, the respondent has given, offered, or agreed to give any gift, contribution, or offer of employment to the respondent, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the respondent;
  - iii. Certification that no person, corporation, or other entity, other than a bona fide full-time employee of the respondent, has been retained or hired by the respondent to solicit for or in any way assist the respondent in obtaining the contract for professional services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the respondent; and

- iv. Certification that the respondent has internal accounting controls as required by M.G.L. c. 30, §39R(c) and that the respondent has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, §39R(d).
- v. All fees shall be stated in contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of material changes in scope or services.
- vi. This is a fixed fee contract (see Part VII of this RFP). The contract shall include a provision that the respondent or its subconsultants shall not be compensated for any services involved in preparing changes in the study that are required for additional work that should have been anticipated by the respondent in the preparation of the proposal, as reasonably determined by the individual responsible for administering the contract.

C. Payment: The consultant shall bill in accordance with mutually agreed upon contract milestones, based upon completion of work hereunder.

D. The District shall have unlimited rights in all drawings, designs, specifications, notes and other work developed in the performance of the contract, including the right to use the same on any other District projects without additional cost to the District; and with respect thereto the respondent agrees to grant the District an irrevocable royalty-free license to all such data that he may cover by copyright and to all designs as to which he may assert any rights or establish any claim under any patent or copyright laws. The respondent shall not be responsible for changes made in the documents without the respondent's authorization, nor for the use of documents by the District on projects other than the feasibility study.

E. Please note: The Professional Services to be awarded at this time consist only of the Feasibility Study. The District reserves the right to terminate the services provided by the selected individual or firm at the conclusion of the Feasibility Study consistent with M.G.L. c. 7, §38H as modified by A2005 c. 193, §3, to continue, subject to independent review, with the selected individual or firm beyond the feasibility study for designer services. All project design work will be subject to notice, advertisement and review in accordance with the provisions of M.G.L. c. 7, §38A1/2.

F. The respondent will be required to exercise due care in accord with generally accepted standards of professional practice, to perform the work in conformity with applicable laws and regulations, and to indemnify the District against any liability incurred as a result of a violation of these requirements.

G. The respondent will be required to obtain and maintain at its own expense a professional liability policy for errors and omissions arising out of the work in an amount equal to \$50,000.00.

## **VI. SCHEDULE**

Site Visit: Thursday October 13, 2005 at 10:00 a.m.

Proposals Due: Thursday October 20, 2005 at 2:00 p.m.

Interviews: TBD - estimate first two weeks in November

Projected Award: TBD - estimate by third week in November

Draft Report Due: February 15, 2006

Presentations to School Board and Select Boards of Lanesborough and Williamstown: TBD - estimate late February 2006

Final Report: TBD - estimate March 2006

## **VII. FEE**

The District has established a total budget of Thirty-Five Thousand Dollars (\$35,000) for the Scope of Services described herein. The fee shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the scope of services outlined in this RFP. No other costs, or expenses, charge backs of any nature will be allowed or paid. A consultant shall be selected from the list of finalists and, if a consultant is selected who is not ranked first in the selection process then the School Committee shall file a written justification for the selection.

## **VIII. SITE VISIT**

A site visit is scheduled for Thursday October 13, 2005 at 10:00 a.m. to allow potential bidders to review the site. Interested parties should meet at the Mount Greylock Regional School, 1781 Cold Spring Road (Route 7), Williamstown, MA. This is the only opportunity to view the building inside and outside before the proposal is due.

## **IX. CLARIFICATIONS**

All questions for clarification shall be received in writing no later than Thursday, October 13, 2005 at 2:00 p.m. Questions and responses shall be posted on the web page referenced in paragraph II.A.

**ATTACHMENT A:  
Statement of Non-Collusion**

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

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Name of person signing proposal

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Signature of person signing proposal

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Name of firm

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Date