

## MEMORANDUM

**TO:** Board of Directors, Massachusetts School Building Authority  
**FROM:** James A. MacDonald, First Deputy Treasurer, Chief Executive Officer  
Mary L. Pichetti, Executive Director, Deputy Chief Executive Officer  
**SUBJECT:** Recommendations for Technical Review Services Consultants  
**DATE:** April 17, 2024

---

The Massachusetts School Building Authority (“MSBA”) engages professional consultants to assist staff with reviewing district submittals and the implementation of the MSBA’s grant program. Through a public procurement process in 2020, the MSBA entered into Master Services Agreements (“Agreements”) with two firms that assisted staff with the review of design documents submitted by districts, performed Senior Studies and post-occupancy evaluations on existing school facilities, and performed special studies as directed by the MSBA. MSBA extended the term of the Agreements with both firms for one additional year, which expires on June 30, 2024.

In accordance with the MSBA’s procurement policies, six MSBA staff members were appointed to serve on the Procurement Management Team (“PMT”). On November 9, 2023, the MSBA issued an RFR for firms or individuals interested in providing architectural and engineering services to assist the MSBA with a detailed review of technical documents and materials submitted by local school districts, perform senior studies and post-occupancy evaluations, and/or otherwise assist the MSBA with the implementation of its grant program. The MSBA advertised the RFR on the Central Register, the Goods and Services Bulletin, and subsequently posted the document on the MSBA’s website, and on COMMBUYS, a web-based market center for the Commonwealth.

The MSBA received five responses to the RFR before the December 14, 2023, deadline. The PMT met on January 19, 2024, and February 15, 2024, to discuss the initial findings of the Phase One Review and determined that all five responses would be advanced to a Phase Two review. The Phase Two Review and scorecard was based on the following evaluation criteria that were also included in the RFR:

- Demonstrated intent to further a relationship with firms certified by the Supplier Diversity Office – (Supplier Diversity Program);
- Experience of the Respondent and the personnel identified to provide the services described in the RFR;
- Knowledge and understanding of public construction documentation and administration;
- Knowledge and understanding of development and evaluation of K-12 school projects;
- Overall approach to providing the technical services described in the RFR;
- Demonstrated capacity and organizational structure to perform the types of technical services described in the RFR;

- Demonstrated intent that 50% or more of the work hours will be performed in Massachusetts - (Invest in Massachusetts); and
- The overall value of the price is included in the response.

The PMT met again on February 26, 2024, and discussed individual scores for each of the five responses, and calculated the final scores based on the cumulative amount of the individual scores from each of the six PMT members. During this discussion, it was noted that Jensen Hughes had contacted the MSBA staff and asked to withdraw their proposal from consideration. The evaluation resulted in the following final scores.

<b>Respondent</b>	<b>Final Score</b>	<b>Comments</b>
Gienapp Architects	447	Complete.
STV, Inc.	455	Complete.
Jacobs Project Management Co.	448	Complete.
LiRo Corp.	273	Complete

After completing the Phase Two Review evaluation, the PMT recommended contracting with each of the four firms to provide Technical Services for the MSBA.

**Recommendations:** Authorize the Executive Director to enter into negotiations and execute Master Services Agreements with Gienapp Architects, LLC; STV Inc.; Jacobs Project Management Co.; and LiRo Corp., which will commence on July 1, 2024, for a term of up to three years, with an option to extend the term of the agreements up to one additional year at the discretion of the MSBA.

The aggregate value of the Master Services Agreements with each vendor will exceed \$250,000. Pursuant to the MSBA’s By-laws, the Board must authorize the Executive Director to enter into agreements that exceed this amount.