MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: James A. MacDonald, First Deputy Treasurer, Chief Executive Officer
Mary Pichetti, Executive Director, Deputy CEO
DATE: February 19, 2025
RE: Authorization to Execute a Contract for Office Technology Fit-Out

---

The MSBA published an Invitation for Bids on January 21, 2025, for a project that includes, but is not limited to, the installation of all low-voltage wiring associated with Communications, IT, AV, Security, Network, and the MDF room for the MSBA's new office location at 10 Post Office Square, 4th Floor, Boston, MA. The work also includes HVAC, Plumbing, and Electrical scope for independent cooling in the MDF room. The scope of work was procured as a Prime Electrical contract. The Invitation for Bids was published in accordance with the documents prepared by BR+A Consulting Engineers, a consultant to the MSBA.

All bids for this project are subject to Chapter 149 of the General Laws, as amended, and in accordance with the terms of the contract documents titled: *MSBA-10 Post Office Square Technology Fit-Out*. The MBE and WBE participation goals for this contract are 2.84% and 4.38%, respectively.

The MSBA posted the Invitation for Bids on www.biddocs.com and advertised it on the MSBA's website, COMMBUYS (a web-based market center for the Commonwealth of Massachusetts), the Central Register, and The Boston Globe.

The MSBA conducted a site viewing at the new office location at 10 Post Office Square on January 29, 2025, followed by a virtual pre-bid conference on February 3, 2025. A total of four addenda were issued.

The MSBA received three General Bids by the February 11, 2025, deadline.

Contractor	Bid Amount
Lynnwell Associates, Inc.	$1,018,000.00
Sullivan & McLaughlin Companies, Inc.	$1,325,000.00
Your Electrical Solution, Inc	$1,578,000.00

Subsequently, MSBA staff determined Lynnwell Associates, Inc. to be the lowest eligible and responsive general bidder for the project. General Bids were determined to be valid only when accompanied by: (1) a Certificate of Eligibility issued by DCAMM, demonstrating that the general contractor has been approved in General Building Construction and Electrical to bid on projects of the size and nature advertised, (2) an Update Statement summarizing the general contractor's record for the period between the latest DCAMM statement and the date the general contractor submits its bid, and (3) a 5% bid deposit.

At the December 13, 2024, Board of Directors meeting, the Board approved the amended Fiscal Year 2025 Operating and Capital Budget to include an increase of $2,681,575 for costs associated with the office relocation to 10 Post Office Square. The increased value included an estimated budget of $952,000 for Construction, which includes $882,000 for the anticipated Office Technology Fit-Out.

The overrun of $136,000 will be funded by a matching portion of the Contingency within the office relocation budget. The office relocation budget of $2,681,575 includes $349,770 allocated for Contingency.

Budget realignment for office relocation

The budget included within the FY 25 Budget Amendment Recommendation Memorandum dated December 5, 2024, is updated to better align with the MSBA's general ledger accounts. The budget realignment includes $170,000 from the original $1,070,000 in FF&E combining with three other original Items, Construction, Add/Alts, and Move, to create a new subtotal of $1,227,000 in Miscellaneous. The balance of $900,000 from the original $1,070,000 in FF&E is found in Office Furniture. The MSBA Office Relocation Budget total remains the same and is presented as follows:

MSBA Office Relocation Budget (Board Memorandum February 19, 2025)				
10 Post Office Square				
Partial 4th Floor - 20,000 S.F.				
Item	**Estimated Budget**	**Budget Realignment**	**General Ledger Account**	**Estimated Budget**
Legal	$25,605.00	$25,605.00	**52550 Legal Services**	$25,605.00
Design	$179,200.00	$179,200.00	**52801 Architectural Services**	$179,200.00
Construction	$952,000.00	*$1,057,000.00*	**52301 Miscellaneous**	*$1,227,000.00*
Add/Alts	$25,000.00			
Move	$80,000.00			
FF&E	$1,070,000.00	*$170,000.00*		
		$900,000.00	**52602 Office Furniture**	$900,000.00
Subtotal	$2,331,805.00	$2,331,805.00	**Subtotal**	$2,331,805.00
Contingency (15%)	$349,770.75	$349,770.00	**59000 Other Expense**	$349,770.00
Total Project Cost	$2,681,575.75	$2,681,575.00	**Total Project Cost**	$2,681,575.00

Recommendation: That the Executive Director is hereby authorized to enter into a contract with Lynnwell Associates, Inc., contingent upon the satisfactory receipt of all project forms, bonds and insurance certificates as outlined in the bid documents, to install low-voltage wiring associated with Communications, IT, AV, Security, Network, and the MDF room for MSBA's new office location at 10 Post Office Square, Boston. The contract value exceeds $250,000. Pursuant to the MSBA's By-laws, the Board must authorize the Executive Director to enter into agreements that exceed this amount.