

**Massachusetts School Building Authority
MSBA-RFS-AccRepOPM-2013
MSBA-RFS-AccRepDesign-2013**

ADDENDUM A

Responses to Questions

1. The advertisement in the Central Register stated June 5, 2013 as the deadline for submission of a Response to the Accelerated Repair Requests for Services. The deadline stated in the RFSs is June 12, 2013. Can you confirm the deadline for submission of a Response?

A: The deadline for submission of a Response to either of the above-referenced Requests for Services is Wednesday, June 12, 2013 at 3:00 PM. Any Responses received after that time will not be considered by the MSBA.

2. How many Designers and OPMS will be selected and for what period of time?

A. The MSBA expects to select 10-15 Designers and 10-15 OPMs to provide services on Accelerated Repair projects for a term of **two (2) years**. The selection of Designers and OPMs pursuant to these RFSs is solely for the purposes of the Accelerated Repair Program, and any such selection shall have no bearing on the selection of an OPM or Designer for projects that are not part of the Program.

3. Section IV of the Designer RFS references the “Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction (Updated July 2011),” but the link is to an application that was updated in February 2013. Which is the correct application form?

A: Respondents should use the Standard Designer Application Form that was updated in February 2013. The Application Form may be found at:

(<http://www.mass.gov/anf/docs/dcam/dlforms/dsb/13-2-5-munic-app.doc>)

4. What is the difference between the Green Repair Program and the Accelerated Repair Program?

A: The Green Repair Program was funded by Qualified School Construction Bonds that were established by the American Recovery and Reinvestment Act (ARRA). The Accelerated Repair Program is a continuation of the Green Repair Program but is funded by the MSBA’s traditional revenue stream.

5. What is the eligible scope of Accelerated Repair Projects?

A: The eligible scope for the Accelerated Repair Program is limited to the replacement of roofs, exterior windows and doors, and boilers. Boiler replacement is limited to replacement of the

boiler and related work within the boiler room and does not include repair and/or replacement of any other components of the HVAC system.

6. The RFS mentions exterior windows and doors in some instances and only windows in others. Can you clarify whether exterior doors are included in the eligible scope of Accelerated Repair Projects?

A. As stated in the response to Question 5 above, the eligible scope of the Accelerated Repair Program includes exterior windows and doors.

7. Can a Designer submit a single Response even if it wants to be considered for multiple project scopes?

A: Yes, each Designer should submit one Response regardless of the scope categories, e.g., roof, exterior windows and doors, and/or boilers, for which it wants to be considered. The Designer must clearly indicate in its response the category or categories of work for which it is applying.

8. If a Designer is applying for multiple categories of work, is it limited to a total of five (5) examples of previous work in response to Question 8a of the Standard Designer Application Form?

A: Designers that are applying for multiple categories of work, i.e., roofs, windows and doors, and boilers, may submit up to five (5) examples of previous experience for *each* category of work.

9. Will the MSBA consider small firms?

A: The MSBA encourages small firms to apply. Each Respondent, regardless of size, will be evaluated based on the criteria set forth in the RFS.

10. Does the MSBA have selection goals for MBE and WBE firms that respond to the OPM RFS?

A: The MSBA has not established selection goals for MBE and WBE firms but diversity is included in the substantive evaluation criteria set forth in Section V.

11. How will selected OPMs and Designers be assigned to projects?

A: The MSBA will assign OPMs and Designers to Accelerated Repair Projects based on the assignment procedures that may be found on our website at:

<http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Our%20Programs/Repair%20Program/OPM%20&%20Designer%20Assignment%20Procedure%20-%20Final.pdf>

12. If a firm is selected to provide services on the Accelerated Repair Program, will it be precluded from working on Core Program projects?

A: No. OPMs and Designers who are selected to provide services on Accelerated Repair Program projects are eligible to seek work on Core Program projects.

13. If a firm states a geographic limitation, will that affect the possibility of being selected?

A: The MSBA reserves the right to consider the Respondent's Statement of Limitations in its evaluation. Depending on its scope, a geographic limitation may adversely affect a Respondent's likelihood of being selected.

14. If a firm states a geographic limitation, will that affect the possibility of being assigned to a project?

The MSBA employs a random assignment process that could limit the number of projects, if any, a consultant may be assigned if that consultant has stated a geographic limitation. For more information about the assignment process please carefully review the assignment procedures on our website:

<http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/Our%20Programs/Repair%20Program/OPM%20&%20Designer%20Assignment%20Procedure%20-%20Final.pdf>

15. Does a Designer need to have a Master File Brochure on file with the MSBA?

A: Yes. If you do not already have a Master File Brochure on file with the MSBA, you must submit one along with your Response to the RFS.

16. Given the limited scope of the projects, are Designers required to meet MBE and WBE participation goals?

A: The combined 17.9% participation goal for minority- and woman-business enterprises applies to all Accelerated Repair Program projects where the design fee or construction costs are estimated to be \$100,000 or more. For more information about MBE/WBE requirements, please contact the Supplier Diversity Office.

17. When can a selected firm expect to see work?

A: The MSBA anticipates assigning consultants to districts beginning in September 2013.

18. Can a firm or individual apply as a prime applicant and be listed as a subconsultant to another prime applicant?

A: Yes, subject to the limitations set forth in the response to Question 20, below. The MSBA will consider status as both a prime applicant and a proposed subconsultant in its evaluation of the firm's or individual's capacity.

19. Can a firm apply as an OPM and a Designer?

A: Yes, but for purposes of the Accelerated Repair Program, the MSBA will not select a firm to provide both project management and designer services. In the event the Designer Selection Panel and the MSBA's OPM selection team each select the same firm, the firm will be asked to choose which category of services it prefers to provide.

20. Can a firm apply as both a prime applicant for OPM services and be listed as a subconsultant to a prime applicant for Designer services or vice versa.

A. As stated in Question 19 above, the MSBA will not select a firm to provide both project management and designer services. For purposes of the Accelerated Repair Program only, a firm that is selected as an OPM cannot work as a subconsultant to a firm that is selected as a Designer and vice versa.

21. May two or more firms partner with each other in submitting an application?

A: Yes, firms may partner with each other in submitting a Response. The Response should clearly delineate the responsibilities of each of the firms as it relates to the provision of services.

22. Will the MSBA allow firms that are considering a partnership the option of including pages in excess of the page limitations as set forth in the RFS?

A: Yes. Individuals and firms that are considering a partnership may submit one (1) additional single-side page describing the partnership. All other page limitations remain in effect and should provide sufficient opportunity to describe the qualifications, experience, and project approach of firms that propose to work together on Accelerated Repair Program projects.

23. I am not MCPPO certified. Can I still apply?

A: MCPPO certification is a minimum qualification of both the Designer and OPM RFSs. If you are not yet MCPPO certified, you must submit proof of registration in the next regularly scheduled seminar. For more information about schedules and registration, please see: <http://www.mass.gov/ig/mcpo/>

Respondents who attended the most recent MCPPO certification seminar and who have not received their credentials by June 12, 2013 may provide the seminar attendance list as proof of completion until such time that they receive their certification. Once received, a copy of the certification should be emailed to Siobhan Tolman at siobhan.tolman@massschoolbuildings.org.

24. My MCPPO certification has expired. Can I still apply?

A: Yes, but you must provide proof of registration in the next recertification seminar. For more information about schedules and registration, please see: <http://www.mass.gov/ig/mcpopo/>

25. Please confirm the page limits for the Response.

OPMs:

OPMs are limited to:

- A cover letter of not more than 2 pages;
- A proposed management approach of not more than 5 double-sided pages (10 pages total);
- Standard OPM Application Form;
- Description of Partnership, if applicable, of not more than one (1) single-sided page;
- Statement of Limitations, if any;
- Authorized Respondent's Signature and Acceptance Form;
- MBE/WBE Certifications, if any
- Proof of MCPPO certification;
- Supplier Diversity Program Plan Form; and
- A detailed copy of the Respondent's policy relative to the prohibition of discriminatory employment practices, affirmative action/equal opportunity, the use of MBE/WBEs and the Mandatory Certifications listed in Section IV, Item 1(g) of the RFS

Designers:

Designers are limited to:

- A cover letter of not more than 2 pages;
- Standard Designer Application Form (Updated February 2013);
- Supplemental Information, subject to the page limitations set forth in Question 10 of the Standard Designer Application Form;
- Sustainability Statement of not more than 2 pages;
- Statement of Limitations, if any;
- Authorized Respondent's Signature and Acceptance Form;
- MBE/WBE Certifications, if any;
- Proof of MCPPO certification;
- A detailed copy of the Respondent's policy relative to the prohibition of discriminatory employment practices, affirmative action/equal opportunity, the use of MBE/WBEs and the Mandatory Certifications listed in Section IV, Item 1(h) of the RFS

Respondents should use the font and font size that is required or customarily used when filling out the Standard OPM and Standard Designer application forms. All other components of the submission must be in a font of 12 point or large. The MSBA will not consider any information contained in pages that are in excess of the stated limitations and reserves the right to disqualify

any Response if the MSBA determines, in its sole discretion, that additional pages or formatting errors are prejudicial to the interests of other Respondents.

Q: Could you please clarify the definition and/or scope of services of proposed sub-consultant 'Energy Efficiency' in Section V of the Designer RFS?

A: There is no specific scope of work associated with any of the subconsultants listed in Section V of the Designer RFS. Based on their experience and depending on the categories of work for which they are applying, Respondents may determine that subconsultants in certain related disciplines are required. If so, the Respondent must identify the subconsultant that may perform that related work.