

# **CITY OF GARDNER**

## **REQUEST FOR OWNER’S PROJECT MANAGEMENT SERVICES**

### **(“OPM RFS”)**

#### **1. Introduction**

The *City of Gardner* (“Owner”) is seeking the services of a qualified OPM “Owner’s Project Manager” as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for the design, construction, addition to and /or renovation of the *Waterford School Street Elementary School* (“School”) in **Gardner**, Massachusetts (“Project”).

The Owner is requesting the services of an OPM to represent the Owner during the feasibility study and schematic design phases of the project initially. Subject to the approval of the Project by the Massachusetts School Building Authority (the “MSBA”) and further subject to continued funding authorized by the **City of Gardner**, the contract between the Owner and the Owner’s Project Manager may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project. A potential approved Project may include a renovation of the existing School, a renovation and addition of the existing School and/or new construction. The estimated total project costs of an approved potential Project may range from **\$50,000,000** to **\$75,000,000** depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA Board of Directors.

#### **2. Background**

The City of Gardner School District consists of five separate schools and a central administration office:

- Gardner High School, serving Grades 8-12
- Gardner Academy of Learning and Technology, serving Grades 9-12
- Gardner Middle School, serving Grades 5-7
- Elm Street Elementary School, serving Grades 2-4
- Waterford Street Elementary School, serving Grades PreK-1

In 1953, the Waterford Street Elementary School was built as a Junior High School for grades 7-8. It is currently being used as an elementary school for Pre-Kindergarten through First Grade children. The two story building is approximately 70,000 square feet with tan brick and precast panels on the exterior with a concrete foundation and a flat roof with an EPDM membrane (replaced in three phases – 1999, 2001 and 2011). The exterior wall materials are exhibiting signs of weathering and cracking and are structurally non-compliant with current building codes. The school’s windows and doors were replaced in the 1990’s. The window caulking and sealing joints are aged and exterior doors are void of a thermal break between the interior and exterior. The 25 year old boiler system was recently replaced. The only ventilation the building receives is from operable windows and building membrane leaks. The exterior walls, windows, doors and HVAC conditions are the weak links in the building’s overall energy performance.

The agreed enrollment with MSBA is K-1 at Waterford Street Elementary School is 365.

The agreed enrollment with MSBA for K-4 at Waterford Street Elementary School is 925.

The enrollment for Waterford Street Elementary School K-1 as of Oct 1, 2017 is 398.

The enrollment at the Elm Street Elementary School grades 2-4 as of Oct 1, 2017 is 553 students.

### 3. Project Description, Objectives and Scope of Services

On or about **April 4, 2016**, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for the Waterford Street Elementary School. The MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA's grant program is discretionary, and no city, town, or regional school district has any entitlement to any funds from the MSBA. At the **October 25, 2017** Board of Directors meeting, the MSBA voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest to identify and study possible solutions and, through a collaborative process with the MSBA, reach a mutually-agreed upon solution. The MSBA has not approved a Project and the results of this feasibility study may or may not result in an approved Project.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the Waterford Street Elementary School, a 64 year old, 70,000 square foot building with failing windows, doors, roof and HVAC system. The school is located on a main roadway (Waterford Street). The front of the building includes a one way loop to accommodate bus drop off at the main entrance for faculty, staff and visitor access. The site is also accessible from the east by a gated, paved driveway, which is primarily for emergency vehicles and Special Education School buses. Although there are some pedestrian pathways located throughout the site, pedestrian access to the main entrance of the building depends on vehicular circulation routes and the existing parking areas. There are approximately 48 striped parking spaces throughout the property and approximately 80 striped parking spaces along Waterford Street. Curb cuts, crosswalks, parking spaces, signage and accessible route to the building's main entrance do not appear to comply with the current building code (MAAB) Standards. There are two crosswalks with accompanying curb cuts and ramps along Waterford Street which also do not meet current MAAB Standards. No other curb cuts, ramps, accessible parking and passenger loading zones or other accessible routes exist on the property. Few site furnishing exist on site and play areas for students are in fair to poor condition and do not appear to comply with accessibility standards.

The City of Gardner submitted a Statement of Interest to MSBA for a replacement or addition to obsolete buildings in order to provide for a full range of programs consistent with State and locally approved requirements.

Project Objectives under consideration by the Owner include:

- Identification of community concerns that may impact study options;
- Identification of specific milestone requirements and/or constraints of the District – e.g. City votes, swing space, occupancy issues;
- Identification of alternative sites;
- Life cycle costs of operating the School as it relates to future operational budgets;
- Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System

The required scope of services is set forth in Article 8 of the standard contract for Owner's Project Management Services for a Design/Bid/Build project that is attached hereto as Attachment B and incorporated by reference herein. If the Owner determines to use a CM-at-Risk delivery method, this contract shall need to be amended and/or substituted. The work is divided into the Project Phases as listed in Attachment A of this contract. The durations of the Phases shown below are estimates only, based on the Owner's experience. Actual durations may vary depending upon the Project agreed upon by the Owner and the MSBA. The total duration of the Contract is estimated as follows:

- |    |  |                      |
|----|--|----------------------|
| 1. | Feasibility Study/Schematic Design Phase;                    | <b>10-24 months*</b> |
| 2. | Design Development/Construction Documents/Bidding Phase; and | <b>10-12 months*</b> |
| 3. | Construction Phase.  | <b>24-36 months*</b> |

**4. Minimum Requirements and Evaluation Criteria:**

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify that it meets the following minimum requirements. Any Response that fails to include such certification in its response, demonstrating that these criteria have been met, may be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program (the “MCPPO”) as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least five years’ experience in the construction and supervision of construction and design of public buildings;
- or,**
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least seven years’ experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of K-12 schools in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

Please note: The rating will be determined based on the number of points accumulated in each category.

- 1) Past performance of the Respondent, if any, with regard to public, private, Department Of Education funded and MSBA-funded school projects across the Commonwealth, as evidenced by:
  - a) Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions. **Maximum points-20**
  - b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials. **Maximum points - 15**
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project. **Maximum points - 5**
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws. **Maximum points - 3**

- 4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project for new construction of **150,000 – 200,000** square feet or renovation of **70,000** square feet; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost. **Maximum points - 10**
- 5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered. **Maximum points - 10**
- 6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants. **Maximum points - 10**
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million. **Maximum points - 5**
- 8) Familiarity with Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., NE-CHPS or LEED-S), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for NE-CHPS or LEED-S prerequisites. **Maximum points - 8**
- 9) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners. **Maximum points - 10**
- 10) Knowledge of the purpose and practices of the services of Building Commissioning Consultants. **Maximum points - 2**
- 11) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract. **Maximum points - 2**

In order to establish a short-list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews and reference checks.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion, and such other relevant criteria as the MSBA may request. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFS, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the sub-consultants identified in the response shall take place without the prior written approval of the Owner and the MSBA.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

## **5. Selection Process and Selection Schedule**

### **Process**

- 1) The School Building Committee has appointed a sub-committee consisting of five voting members whose task will be to rank all responses and eventually recommend their first ranked selection to the School Building Committee, as a whole, for approval and then approval from the MSBA OPM Panel.
- 2) Identified reviewers must rank the Responses based on the weighted evaluation criteria identified in the RFS and must short-list a minimum of three Responses. Reference checks will be conducted by the OPM Selection Committee asking the same questions for the short listed OPM Responses.
- 3) Each committee member will be assigned one or more of the criteria. A list of questions will be developed from the criteria. The questions will then be approved by the School Building Committee. The same questions will be asked to each respondent during the Interviews. The rankings for the short list process will not be included in the interview process.
- 4) The Owner will commence fee negotiations with the first-ranked selection. Once a fee is agreed upon, it must be approved by the School Building Committee and then a final vote by the Gardner School Committee and Gardner City Council
- 5) 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.
- 6) The selected firm will be submitted to the MSBA for its approval with an agreed fee.
- 7) The selected firm may be asked to participate in a presentation to the MSBA and/or submit additional documentation, as required by MSBA, as part of the MSBA approval process.
- 8) The Owner reserves the right to reject any and all responses or to re-advertise for proposals in the event that fewer than three responses are received.

The following is a tentative schedule of the selection process, subject to change at the Owner's and MSBA's discretion.

<u>12/13/2017</u>	RFS appears in Central Register of the Commonwealth of Massachusetts and The Gardner News which is a newspaper of general circulation in the area in which the project is located or to be located.
<u>12/20/2017</u> <u>10:00 AM</u>	Informational meeting and site inspection at Waterford Street Elementary School
<u>01/05/2018</u> <u>12:00 PM</u>	Last day for questions from Respondents

<u>01/17/2018</u> <u>02:00 PM</u>	Responses due
<u>01/23/2018</u>	Respondents short-listed
<u>01/31/2018</u>	Interview short-listed Respondents
<u>02/05/2018</u>	Negotiate with selected Respondent
<u>02/7/2018</u>	Final selection submitted to the MSBA for review and approval
<u>03/05/2018</u>	Anticipated MSBA OPM Review Panel Meeting
<u>03/19/2018</u>	Anticipated execution of contract

The RFS may be obtained from:

Jennifer Dymek, Purchasing Director  
95 Pleasant Street, Room 217  
Gardner, MA 01440  
978-632-0426  
[jdymek@gardner-ma.gov](mailto:jdymek@gardner-ma.gov)  
[www.gardner-ma.gov/Bids.aspx](http://www.gardner-ma.gov/Bids.aspx)

On or after Wednesday, December 13, 2017.

Any questions concerning this RFS must be submitted in writing to:

Jennifer Dymek, Purchasing Director  
95 Pleasant Street, Room 217  
Gardner, MA 01440  
978-632-0426  
[jdymek@gardner-ma.gov](mailto:jdymek@gardner-ma.gov)

By noon on Friday, January 5, 2018.

Sealed Responses to the RFS for OPM services must be clearly labeled “Owner’s Project Management Services for Waterford Street Elementary School and delivered to:

Jennifer Dymek, Purchasing Director  
95 Pleasant Street, Room 217  
Gardner, MA 01440  
978-632-0426

**no later than 2:00 PM on Wednesday, January 17, 2018.** The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

## 6. Requirements for content of response:

Submit *nine (9)*<sup>1</sup> hard copies of the response to this RFS and one electronic version in PDF format on CD. All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required forms in Attachment C;
- Must include all required Attachments and certifications;
- Must include the following information:
  1. Cover letter shall be a maximum of two pages in length and include:
    - a. An acknowledgement of any addendum issued to the RFS.
    - b. An acknowledgement that the Respondent has read the RFS. Respondent shall note any exceptions to the RFS in its cover letter.
    - c. An acknowledgement that the Respondent has read the Contract for Project Management Services. Respondent shall note any exceptions to the Contract for Project Management Services in its cover letter.
    - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFS to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification must be attached to the cover letter).
    - e. A description of the Respondent's organization and its history.
    - f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.
    - g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
  2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (including Attachment C only but excluding Attachments A, B and D) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt" for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½" x 11" pages, double-sided.**

### **Required Certifications:**

- a. Certificate of Non-Collusion
- b. Tax Compliance Certification
- c. Conflict of Interest Certification

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<sup>1</sup> *The Owner should determine the number of copies required for its selection committee and other local representatives as needed. Please include two additional copies to be sent to the MSBA as part of the approval documentation required.*

- d. Non-Debarment Certification
- e. Hold Harmless Certification
- f. Assurance of Non-Discrimination Compliance
- g. Non-Default Certification

**7. Payment Schedule and Fee Explanation:**

The Owner will negotiate the fee for services dependent 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. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

**8. Other Provisions**

**A. 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.

**B. 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.

**C. Communications with the Owner**

The Owner's Procurement Officer for this RFS is:

Jennifer Dymek, Purchasing Director  
95 Pleasant Street, Room 217  
Gardner, MA 01440  
978-632-0426  
[jdymek@gardner-ma.gov](mailto:jdymek@gardner-ma.gov)

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business, and must not relate to this RFS. In addition, such respondents shall not discuss this RFS with any of the Owner's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

#### **D. Costs**

Neither the Owner nor the MSBA will 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 an OPM approved by the MSBA.

#### **E. Withdrawn/Irrevocability of Responses**

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

#### **F. 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.

#### **G. Subcontracting and Joint Ventures**

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

#### **H. Validity of Response**

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

### **FURTHER INFORMATION**

*The Owner should include any additional information that is required or that may assist Respondents in responding to the RFS.*

#### **ATTACHMENTS:**

Attachment A: Statement of Interest

Attachment B: Contract for Owner's Project Management Services

Attachment C: OPM Application Form – March 2017

Attachment D: Required Certifications

ATTACHMENT A  
STATEMENT OF INTEREST

## Massachusetts School Building Authority

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### Next Steps to Finalize Submission of your FY 2016 Statement of Interest

Thank you for submitting your FY 2016 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to print and mail a hard copy of the SOI to the MSBA along with the required supporting documentation, which is described below.

Each SOI has two Certification pages that must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer\*. Please make sure that **both** certifications contained in the SOI have been signed and dated by each of the specified parties and that the hardcopy SOI is submitted to the MSBA with **original signatures**.

**SIGNATURES: Each SOI has two (2) Certification pages that must be signed by the District.**

In some Districts, two of the required signatures may be that of the same person. If this is the case, please have that person sign in both locations. Please do not leave any of the signature lines blank or submit photocopied signatures, as your SOI will be incomplete.

*\*Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated as the chief executive office under the provisions of a local charter.*

**VOTES: Each SOI must be submitted with the proper vote documentation.** This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
  - oF or documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
  - oR egional School Districts do not need to submit a vote of the municipal body.
  - oF or the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

**CLOSED SCHOOLS: Districts must** download the report from the "Closed School" tab, which can be found on the District Main page. Please print this report, which then must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer. A signed report, with original signatures must be included with the District's hard copy SOI submittal. **If a District submits multiple SOIs, only one copy of the Closed School information is required.**

**ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3:** If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects Priority #3, Prevention of a loss of accreditation, the MSBA requires the full accreditation report(s) and any supporting correspondence between the District and the accrediting entity.

**ADDITIONAL INFORMATION:** In addition to the information required with the SOI hard copy submittal, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact Diane Sullivan at 617-720-4466 or [Diane.Sullivan@massschoolbuildings.org](mailto:Diane.Sullivan@massschoolbuildings.org).

## Massachusetts School Building Authority

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School District Gardner

District Contact Chris Casavant TEL: (978) 632-1000

Name of School Waterford Street

Submission Date 4/4/2016

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### SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- ☑ The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- ☑ The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- ☑ The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- ☑ The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- ☑ After the district completes and submits this SOI electronically, the district must sign the required certifications and submit one signed original hard copy of the SOI to the MSBA, with all of the required documentation described under the "Vote" tab, on or before the deadline.
- ☑ The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- ☑ Prior to the submission of the hard copy of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- ☑ On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- ☑ The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- ☑ The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation and certification signatures in a format acceptable to the MSBA. If Priority 1 is selected, your Statement of Interest will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system.

<b>Chief Executive Officer *</b>	<b>School Committee Chair</b>	<b>Superintendent of Schools</b>
Mark Hawke	Mayor Mark Hawke	Ms. Denise Clemons

\_\_\_\_\_  
Mayor

_____ (signature)	_____ (signature)	_____ (signature)
_____ Date	_____ Date	_____ Date

\* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

## Massachusetts School Building Authority

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School District Gardner

District Contact Chris Casavant TEL: (978) 632-1000

Name of School Waterford Street

Submission Date 4/4/2016

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### Note

**The following Priorities have been included in the Statement of Interest:**

1.  Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2.  Elimination of existing severe overcrowding.
3.  Prevention of the loss of accreditation.
4.  Prevention of severe overcrowding expected to result from increased enrollments.
5.  Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6.  Short term enrollment growth.
7.  Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8.  Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

### SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

**Potential Project Scope:** Potential New School

**Is this SOI the District Priority SOI?** YES

**School name of the District Priority SOI:** 2016 Waterford Street

**Is this part of a larger facilities plan?** YES

**If "YES", please provide the following:**

**Facilities Plan Date:** 4/6/2015

**Planning Firm:** Flansburgh Architects

**Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals and how the school facility that is the subject of this SOI fits into that plan:**

The Gardner Public Schools Facilities Assessment includes an independent architectural and engineering facilities assessment of five of the six schools located in the District. The goal for the assessment was to identify building needs for improvements. The Facilities Assessment provided the following: 1. Documentation of existing conditions and physical assessment of each building and site; along with, recommendations to address findings at each school; 2. Review of the District's enrollment projections and consideration of their impact on future needs; 3. An identification of educational program to meet the Pre-Kindergarten through Fourth Grade reconfiguration, including a Space Utilization Analysis; 4. The development of an educational vision for the Pre-Kindergarten through Fourth Grade reconfiguration to best align with the District goals; 5. An identification of the potential and suggested capital improvements necessary to extend the useful life of each facility; 6. Conceptual design options and master plan developed to address district-wide facility and educational needs; 7. Cost estimates associated with conceptual options for the Pre-Kindergarten through Fourth Grade short and long-term facility improvements. The Facilities Assessment for the District is provided. A summary of the assessment of Waterford Street School is included within later sections of this Statement of Interest. The Assessment supports the District's vision to reorganize its schools to enhance the District's commitment to tiered instructional growth and to reduce transitions for students.

**Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 25 students per teacher**

**Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 25 students per teacher**

**Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? NO**

**Does the District have related report(s)/document(s) that detail its facilities, student configurations at each facility, and District operational budget information, both current and proposed? NO**

**If "NO", please note that:**

**If, based on the SOI review process, a facility rises to the level of need and urgency and is invited into the Eligibility Period, the District will need to provide to the MSBA a detailed Educational Plan for not only that facility, but all facilities in the District in order to move forward in the MSBA's school building construction process.**

**Is there overcrowding at the school facility? NO**

**If "YES", please describe in detail, including specific examples of the overcrowding.**

**Has the district had any recent teacher layoffs or reductions? NO**

**If "YES", how many teaching positions were affected? 0**

**At which schools in the district?**

**Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).**

**Has the district had any recent staff layoffs or reductions? NO**

**If "YES", how many staff positions were affected? 0**

**At which schools in the district?**

**Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).**

**Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.**

**Does Not Apply**

**Please provide a detailed description of your most recent budget approval process including a description of any**

**budget reductions and the impact of those reductions on the district's school facilities, class sizes, and educational program.**

Each year, the District's budget is created by its administration, and then presented to and approved by School Committee and finally presented to and approved by the City Council. Although there were no budget reductions associated with the fiscal year 2016 budget, there are many facility related issues that cannot be completed due to budgetary constraints. Due to a large number of building system failures to include; boiler failure and innoperable fire alarm pull stations at Waterford Street School; Lighting Control failure at the Gardner Middle School; as well as a variety of other facility related issues, the district exhausted it's entire Maintenance Repair Account allocation in December.

## General Description

**BRIEF BUILDING HISTORY:** Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

In 1953, the Waterford Street School was built as a Junior High School. Renovations include:

- In the late 1990's - window and door replacements;
- In 1999 – partial roof replacement;
- In 2001 - secondary roof replacement; and,
- In 2011 - roof replacement over the gym.

Waterford Street School is currently used as an elementary school for Pre-Kindergarten through First Grade. The two story building is approximately 70,000 square feet. It is a tan brick and precast panel building with a concrete foundation and a flat roof with an EPDM membrane. Exterior wall materials exhibit signs of weathering, cracking and are structurally non-compliant with current building codes. The school's windows and doors were replaced over twenty years ago. The window caulking and sealing joints are aged and exterior doors are void of a thermal break between the exterior and the interior. The building's boiler system is at least twenty-five years old, temperature controls do not operate and unit ventilators do not function. The only ventilation the building receives is from operable windows and building membrane leaks. The exterior wall, window, door and HVAC conditions are weak links in the building's overall energy performance.

**TOTAL BUILDING SQUARE FOOTAGE:** Please provide the original building square footage PLUS the square footage of any additions.

70,000

**SITE DESCRIPTION:** Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Waterford Street School is located on a main roadway (Waterford Street). The front of the building includes a one way loop to accommodate bus drop off at the main entrance for faculty, staff and visitor access. The site is also accessible from the east by a gated paved driveway that is for emergency vehicles and Special Education School buses. Although there are some pedestrian pathways located throughout the site, pedestrian circulation to the main entrance of the building depends on vehicular circulation routes and the existing parking areas. There are approximately 48 striped parking spaces throughout the property and approximately 80 striped parking spaces along Waterford Street. Curb cuts, crosswalks, parking spaces, signage and accessible route to the building's main entrance do not appear to comply with the current building code (MAAB) Standards. There are two crosswalks with accompanying curb cuts and ramps along Waterford Street. None of the curb cuts or crosswalks appears to comply with current MAAB Standards. No other curb cuts, ramps, accessible parking and passenger loading zones or other accessible routes exist on the property. Few site furnishings exist on site; and play areas for students are in fair to poor condition and do not appear to comply with accessibility standards.

**ADDRESS OF FACILITY:** Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

62 Waterford, Gardner, Massachusetts 01440

**BUILDING ENVELOPE:** Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

The two story brick and concrete building with a concrete foundation and a flat roof, with an EPDM membrane, was originally constructed in 1953.

**Has there been a Major Repair or Replacement of the EXTERIOR WALLS? YES**

**Year of Last Major Repair or Replacement:(YYYY) 1998**

**Description of Last Major Repair or Replacement:**

Through Wall Flashing

**Roof Section A**

**Is the District seeking replacement of the Roof Section? YES**

**Area of Section (square feet) 40000**

**Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))  
Tar & Gravel**

**Age of Section (number of years since the Roof was installed or replaced) 5**

**Description of repairs, if applicable, in the last three years. Include year of repair:**

The roof over the gym and cafetorium were replaced in the summer of 2011 with EPDM materials

**Window Section A**

**Is the District seeking replacement of the Windows Section? YES**

**Windows in Section (count) 32**

**Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))  
Thermal Pane**

**Age of Section (number of years since the Windows were installed or replaced) 22**

**Description of repairs, if applicable, in the last three years. Include year of repair:**

Windows were replaced throughout the building

**MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).**

The heating system for the building is at least 25 years old and has exceeded its serviceable life. The building is heated with a single steam generating cast iron sectional boiler (oil). A second boiler exists but has cracked sections and cannot be relied upon to serve as the primary boiler's backup unit. A domestic hot water heater exists and is served by propane gas. The automatic temperature controls for the building are pneumatic and are not operating at all. Due to the age of the system, parts and service for building controls are difficult to acquire. Heat is supplied in classrooms through cast iron radiators. The unit ventilators serving the classrooms and most spaces in the building are disconnected and the only ventilation classrooms receive is from operable windows and building membrane leaks. The steam traps blow frequently making the system inefficient. It is suspected that the condensate piping is congested with corrosion.

Most of the existing plumbing piping is original from 1953. It is in fair to poor condition and well beyond its life expectancy. Valves exhibit signs of wear and tear, piping insulation has missing sections, most plumbing fixtures are not water conserving or ADA compliant. There are no operable mixing valves or circulators to regulate hot water temperature. The kitchen does not include a dedicated waste system or an exterior main grease trap. The building does not include a standpipe or a sprinkler system.

The electrical wiring system is severely outdated and unsuitable for reuse. The secondary service originates at medium voltage utility vault and runs underground into a main switchboard in the Custodian's Office. Portions of the electrical pull box and conduits are severely corroded. An emergency generator system exists but is not large enough to support the entire building, does not meet current electrical codes and is in very poor condition overall.

Most lighting within the building is fluorescent. There is no lighting controls system present. The electrical system does not provide the typical energy efficiency standards present within newer or renovated buildings.

The building has Category 5E copper cabling for data. Equipment to support the data cabling is located in computer labs within wall mounted racks with no additional room for growth. The current standard is for data racks to be supported within dedicated, secure and air conditioned spaces. Audiovisual equipment is old and dated and only some classrooms have projectors.

The existing fire alarm system is in good condition.

**Boiler Section 1**

**Is the District seeking replacement of the Boiler?** NO

**Is there more than one boiler room in the School?** YES

**What percentage of the School is heated by the Boiler?** 100

**Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)**

Oil

**Age of Boiler (number of years since the Boiler was installed or replaced)** 20

**Description of repairs, if applicable, in the last three years. Include year of repair:**

Replaced heating and hot water boilers

**Has there been a Major Repair or Replacement of the HVAC SYSTEM?** YES

**Year of Last Major Repair or Replacement:(YYYY)** 1996

**Description of Last Major Repair or Replacement:**

Air Handlers were replaced

**Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM?** NO

**Year of Last Major Repair or Replacement:(YYYY)** 1953

**Description of Last Major Repair or Replacement:**

N/A

**BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).**

Interior partitions types vary but include: gypsum board, ceramic tile and brick (exposed and painted). Partitions are in overall good condition; but, acoustic performance could be improved to better support the teaching and learning environment.

All flooring is in good to fair condition. Ceiling types vary throughout the building. In some cases, existing ceilings were glued to the underside of the structure. Suspended ceilings have been installed below those existing ceilings.

Doors and frames vary in size and material (include both metal and wood). Some doors are original wood doors with knob handles. They vary in condition from poor to good. Many of the doors do not meet current ADA requirements. Many fire extinguisher cabinets do not meet ADA requirements.

It is suspected that there are materials containing asbestos within the building's interior including; but not limited to, window and door caulking, pipe and fitting insulation, vinyl floor tile, adhesive (various including carpet and vinyl), plaster walls and ceiling tiles.

The bathroom fixtures are inappropriately sized for primary grade students requiring them to use "steps and stools".

Utilizing the "steps and stools" has resulted in violations from the Board of Health, the City Building Inspector and parent complaints.

**PROGRAMS and OPERATIONS: Please provide a detailed description of the current programs offered and grades served, and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).**

The Waterford Street School serves Pre-K through First Grade. Regular education, special education, health\ physical education and related services are provided for students. Regular classrooms were originally designed as Junior High School classrooms and are much smaller than what is required at the elementary school grade level. There is a lack of space for special education instruction, substantially separate special needs programs required under Individual Education Plans (IEPs), small group instruction; as well as, art and music education. The facility also does not have appropriate space available to support the school nurse (the nurse's office is located in a renovated locker room), guidance and adjustment counselors and the information technology network infrastructure (network equipment is housed in a computer lab rather than in a dedicated closet). In addition, there are not enough computers/technology devices to support all

students. The students, faculty and staff are creative and make the most of the space available. District and school faculty and staff feel that the school facility does not provide grade level appropriate space needed to support 21st century learning and teaching. As we increase our community outreach, there is a space needed for parents and stakeholders to meet with staff in order to improve our holistic approach to learning.

**CORE EDUCATIONAL SPACES:** Please provide a detailed description of the Core Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

Waterford Street School was built in 1953 to support junior high school aged students. Currently, Waterford Street School serves Pre-K through 1st Grade.

Based on a recent Facilities Assessment Report, the core educational spaces can be described as follows:

**Classrooms**

Quantity: 26

Average Size: 703 square feet

Area total: 18,278 square feet

Two of the classrooms are utilized as computer lab classrooms. (Revised as of the July 1, 2015 Re-organization.)

**Special Education**

Quantity of Special Education Self Contained Rooms: 1 (Revised as of the July 1, 2015 Re-organization.)

The school does not have any resource rooms, restrooms, or small group rooms dedicated for Special Education.

**Art**

Quantity of Classrooms: 1

Size: 760 square feet

**Music**

Quantity of Classrooms: 1

Size: 500 square feet

**Health and Physical Education**

The facility has a gymnasium, approx. 6000 square feet

**Media Center**

The Media Center is utilized as a Library and Computer Lab. It is approximately 800 square feet and located on the 1st floor. Due to the inadequate space in this room, the Media Center is not optimal to utilize as a Library and Computer Lab.

**Dining and Food Service**

The cafeteria is approximately square feet. Currently, there are four lunch sessions. The limited kitchen space and dated equipment limits food options and efficiencies of service.

**CAPACITY and UTILIZATION:** Please provide a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

Waterford Street School was designed for a capacity of 700 junior high school students. The current population is approximately 479 students in Pre-K through 1st Grade. Several of the current spaces are not being utilized as intended. For example, the former Boys and Girl's Locker Room has been repurposed as an Art Room, Nurse's Office and OT/PT space.

**MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).**

The District contracts with a vendor (S.J Services Janitorial Services) to provide cleaning, custodial services, and light maintenance of all school facilities. The District also employs three key staff positions who contribute to maintenance efforts – a Director of Facilities, a Groundskeeper and an Electrician (position is currently vacant). The Director of Facilities oversees the custodial vendor and also is a licensed plumber. The Director of Facilities also responds to work requests that are submitted by school staff and either assigns the work order to the vendor, the Groundskeeper, the Electrician, or handles it directly. The Groundskeeper is responsible for maintaining the outdoor sites of each of the schools. The District's maintenance staff and custodial vendor maintain the school buildings, including the Waterford Street School.

The District's Business Manager also serves on the City of Gardner's Capital Improvement Committee as an ex-officio member. The Committee meets monthly and studies proposed capital projects and improvements and often reviews and considers projects proposed by the District.

Some examples of capital repair projects at Waterford Street School include:

Boiler Replacements (1996);

Window Replacements (1998);

Partial Roof Replacement (1999);

Roof replacement over Gym and Cafetorium (2011).

No override or debt exclusion votes have been necessary for any school maintenance or capital repair projects.

**Priority 7**

***Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.***

The Waterford Street School was built in 1953, designed to serve junior high school students. AT 63 years old, the building systems have surpassed their useful lives. The educational spaces are not grade level appropriate to support learning and teaching in the 21<sup>st</sup> century.

In summary:

- We do not have the type of educational space required to support our Special Education or English Language Learner programs. Some special education students are placed out of the District to accommodate their needs. Therapy rooms do not have adequate space to support the equipment needed to provide required delivery of I.E.P. services;
  
- As a result of structural limitations, we cannot sufficiently integrate technology into the curriculum. Additionally, the building is not designed to meet the needs of 21<sup>st</sup> century technology infrastructure; thus, resulting in the inability to utilize technology devices available to support students;
  - The Media Center does not provide adequate access for full class use as a Library or Computer Lab;
  
- The limited space and inadequate infrastructure cannot support 21<sup>st</sup> Century Art and Music instructional programming; There is no common or shared instructional space for collaborative learning experiences;
  
- There is no space for parents and stakeholders to meet with staff. The one small conference room is only accessible through a classroom;
  
- The lack of classroom and building storage limits the ability to provide a full range of 21<sup>st</sup> Century academic and social/emotional programs.

**Priority 7**

***Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.***

As an obsolete building, the Waterford Street School has prompted the District to consider the facility's condition when updating its educational plan for the District. The age of the building contributed to the District's reorganization and consolidation of school facilities. The facility needs at Waterford Street School necessitated the District to hire a planning firm to complete a facilities study. The District and the City of Gardner have gathered support from the community in an effort to collaboratively seek solutions, including an MSBA grant to cover a portion of the cost for a new, an addition, or a renovated school facility. As needed and required, the District will continue to place students within educational settings external to the District as a result of not having fully accessible spaces including classrooms, restrooms, and other support spaces or the type of equipment necessary to support students with special needs. During the 2015-2016 School Year the City of Gardner appropriated approximately \$150,000 to upgrade the student bathrooms as well as replace one oil fueled boiler.

**Priority 7**

***Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.***

---

The previously stated issues have impacted the District's ability to provide effective educational programming in the following ways:

1. As the building sits on wetlands and creates moisture/mold problems in many of the first floor classrooms, the building is becoming increasingly hazardous to the health and safety of staff and students
2. The building is not ADA compliant or accessible. There is no elevator and the bathrooms and building entrances are not handicap accessible.
3. The classrooms used for Special Education and related services are currently using areas that were not designed to support the intensive needs of these programs.
4. The Art Classroom, Physical Therapy room and Nursing Office are currently located in a space that was originally the boys' locker/shower room.

### REQUIRED FORM OF VOTE TO SUBMIT AN SOI

#### REQUIRED VOTES

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen OR the Board of Selectmen/equivalent governing body AND the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only. FORM OF VOTE Please use the text below to prepare your City's, Town's or District's required vote(s).

#### FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on \_\_\_\_\_, prior to the closing date, the \_\_\_\_\_ [City Council/Board of Aldermen/Board of Selectmen/Equivalent Governing Body/School Committee] of \_\_\_\_\_ [City/Town], in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated \_\_\_\_\_ for the \_\_\_\_\_ [Name of School] located at \_\_\_\_\_ [Address] which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ ; [Insert a description of the priority(s) checked, fill on the Statement of Interest Form and a brief description of the deficiency described there in for each priority]. and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

**CERTIFICATIONS**

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

<b>Chief Executive Officer *</b>	<b>School Committee Chair</b>	<b>Superintendent of Schools</b>
Mark Hawke	Mayor Mark Hawke	Ms. Denise Clemons
Mayor		
(signature)	(signature)	(signature)
Date	Date	Date

\* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

ATTACHMENT B  
MSBA STANDARD CONTRACT

**CONTRACT FOR PROJECT MANAGEMENT SERVICES**

This Contract is made this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ between

the \_\_\_\_\_, \_\_\_\_\_  
(Owner) (day) (month) (year) (street)  
\_\_\_\_\_, Massachusetts, \_\_\_\_\_  
(City) (State) (Zip Code)

hereinafter called "the Owner" and \_\_\_\_\_  
(Owner's Project Manager)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(street) (city) (State) (Zip Code)

hereinafter called the "Owner's Project Manager" to provide the Project Management services required to complete the Basic and Extra Services described herein at \_\_\_\_\_  
(name/description of Project)

The Owner's Project Manager is authorized to perform the services required by this Contract through the Feasibility Study Phase and, pending receipt of a written Approval to proceed from the Owner, through the Schematic Design Phase. At the Owner's option, the Owner's Project Manager may be authorized to perform services for subsequent design phases and/or the Construction Phases and Completion Phase, at which time a mutually agreed upon amendment to this Contract will be executed between the Owner and the Owner's Project Manager. If the Owner elects to construct the project pursuant to G.L. c. 149, the amendment to this Contract shall include the Authority's Base OPM Contract Amendment for DBB for Basic Services required for the design-bid-build construction delivery method. If the Owner elects to construct the project pursuant to G.L. c. 149A, the amendment to this Contract shall include the insertion of the Authority's Base OPM Contract Amendment for CM at Risk, for Basic Services required for the CM at Risk construction delivery method.

For the performance of the services required under this Contract for the Feasibility Study Phase and the Schematic Design Phase, the Owner's Project Manager shall be compensated by the Owner for Basic Services in accordance with the Payment Schedule included as Attachment A.

IN WITNESS WHEREOF, the Owner and the Owner's Project Manager have caused this Contract to be executed by their respective authorized officers.

OWNER

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title)

By \_\_\_\_\_  
(signature and seal)

Date \_\_\_\_\_

OWNER'S PROJECT MANAGER

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title)

By \_\_\_\_\_  
(signature )

Date \_\_\_\_\_

(Attach Certificate of Vote of Authorization)

**ATTACHMENT A**

**PAYMENT SCHEDULE**

In consideration of Owner’s Project Manager's delivery of Basic Services, the Owner shall pay the Owner’s Project Manager on an hourly basis, up to a total fee that shall not exceed **[\$insert total fee amount]**. The **[\$insert total fee amount]** fee is a cap for Basic Services related to this Contract, and the actual amount paid by the Owner for Basic Services required during the duration of this Contract may be an amount less than **[\$insert total fee amount]**. The Owner’s Project Manager shall invoice the Owner based on hours worked pursuant to this Contract, according to the hourly rates below and the schedule set forth below. During the course of this Contract, the rates in effect shall not be increased above those delineated in the following table:

**Hourly Rate Schedule**

<b><u>Title</u></b>	<b><u>Rate/Hr.</u></b>
---------------------	------------------------

The Owner’s Project Manager shall perform the Services in accordance with the following Schedule:

<b><u>Project Phase/Item of Work</u></b>	<b><u>Not-to-Exceed Fee</u></b>	<b><u>Completion Date</u></b>
Feasibility Study/Schematic Design Phase		
Design Development/Construction Document/Bidding Phase		
Construction Phase/Final Completion		
Extra Services (Identify by Category)		
Reimbursable Services (Identify by Category)		
<b><u>Independent Cost Estimates</u></b>		
Task 8.2.2 – Up to two estimates	\$X/per estimate	N/A
Task 8.4.2 – One Estimate	\$X/per estimate	N/A

**ATTACHMENT B**

**CONTRACT FOR PROJECT MANAGEMENT SERVICES**

**AMENDMENT NO. \_\_\_\_\_**

**WHEREAS**, the \_\_\_\_\_ (“Owner”) and \_\_\_\_\_, (the “Owner’s Project Manager”) (collectively, the “Parties”) entered into a Contract for Project Management Services for the \_\_\_\_\_ Project (Project Number \_\_\_\_\_) at the \_\_\_\_\_ School on \_\_\_\_\_ “Contract”; and

**WHEREAS**, effective as of \_\_\_\_\_, the Parties wish to amend the Contract, as amended:

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Owner’s Project Manager to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Owner’s Project Manager shall be compensated by the Owner in accordance with the following Fee for Basic Services:

<b>Fee for Basic Services:</b>	Original Contract	After this Amendment
Feasibility Study Phase	\$ _____	\$ _____
Schematic Design Phase	\$ _____	\$ _____
Design Development Phase	\$ _____	\$ _____
Construction Document Phase	\$ _____	\$ _____
Bidding Phase	\$ _____	\$ _____
Construction Phase	\$ _____	\$ _____
Completion Phase	\$ _____	\$ _____
<b>Total Fee</b>	\$ _____	\$ _____

This Amendment is a result of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The Construction Budget shall be as follows:

Original Budget: \$ \_\_\_\_\_

Amended Budget \$ \_\_\_\_\_

4. The Project Schedule shall be as follows:

Original Schedule: \_\_\_\_\_

Amended Schedule \_\_\_\_\_

5. The Authority's standard OPM Contract Amendment for *[DBB OR CM RISK]*, which is attached hereto and incorporated by reference herein, is made a part of the Contract in its entirety.

6. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract, as amended. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract, as amended, shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract, as amended, remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Owner's Project Manager have caused this Amendment to be executed by their respective authorized officers.

**OWNER**

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title)

By \_\_\_\_\_  
(signature)

Date \_\_\_\_\_

**OWNER'S PROJECT MANAGER**

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title)

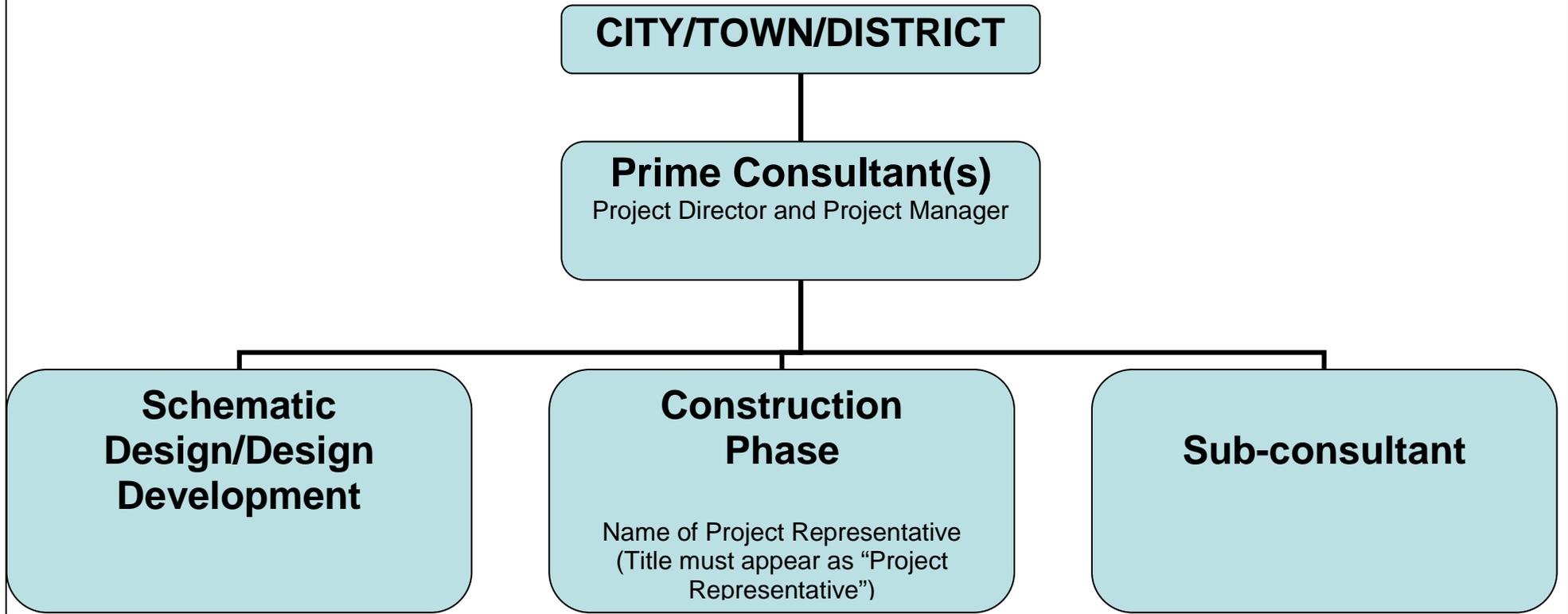
By \_\_\_\_\_  
(signature)

Date \_\_\_\_\_

<b>Owner's Project Manager Application Form – March 2017</b>			
1. Project Name/Location for Which Firm is Filing:			
1a. MSBA Project Number:			
2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:	2b. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:		
2c. Date Present And Predecessor Firms Were Established:	2d. Name And Address Of Parent Company, If Any:		
2e. Federal ID #:	2f. Name of Proposed Project Director:		
3. Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline):			
Admin. Personnel _____	Cost Estimators _____	Other _____	
Architects _____	Electrical Engrs. _____	_____	_____
Acoustical Engrs. _____	Environmental Engrs. _____	_____	_____
Civil Engrs. _____	Licensed Site Profs. _____	_____	_____
Code Specialists _____	Mechanical Engrs. _____	_____	_____
Construction Inspectors _____		Total _____	_____
4. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No			

5.

List ONLY Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:



6. Brief Resume for Key Personnel <b>ONLY</b> as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 6a Resides:	c. Name And Address Of Office In Which Individual Identified In 6a Resides:
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Date of MCPPO Certification:	f. Date of MCPPO Certification:
g. Applicable Registrations and Certifications :	g. Applicable Registrations and Certifications:
h. Current Work Assignments And Availability For This Project ( <i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i> ):	h. Current Work Assignments And Availability For This Project ( <i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i> ):
i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):	i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):

7a Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.									
a. Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Project Dollar Value	d. Completion Date (Actual Or Estimate)	e. On Time (Yes Or No)	f. Original Construction Contract Value	g. Change Orders	h. Number of Accidents and Safety Violations	i. Dollar Value of any Safety fines	j. Number And Outcome Of Legal Actions
(1)									
(2)									
(3)									
(4)									
(5)									

7b. Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform (cont) Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a. Project Name And Location Project Director	b. Original Project Budget	c. Final Project Budget	d. If different, provide reason(s) for variance	e. Original Project Completion	e. Actual Project Completion On Time (Yes or No)	f. If different, provide reason(s) for variance.
(1)						
(2)						
(3)						
(4)						
(5)						

8. **Capacity:** Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Sub-consultants. Identify project participants and highlight any work involving the project participants identified in the response.

Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Original Project Budget	d. Current Project Budget	d. Project Completion Date	e. Current forecast completion date On Time (Yes Or No)	f. Original Construction Contract Value	g. Number and dollar value of Change Orders	h. Number and dollar value of claims
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

9. References: Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a.	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person
	1)		5)		9)	
	2)		6)		10)	
	3)		7)		11)	
	4)		8)		12)	

9. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-consultants. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED.**

10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By \_\_\_\_\_ Printed Name And Title \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)



Attachment D  
Required Certifications

**Certificate of Non-Collusion**

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

**Tax Compliance Certification**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

**Conflict of Interest Certification**

The undersigned certifies that the Responder understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, applies to the Responder with respect to the services outlined in the Request for Qualifications. The undersigned also certifies that the Responder understands that the Responder, its officers, employees, agents, subcontractors and affiliated agencies, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

**Non-Debarment Certification**

The undersigned certifies under the penalties of perjury that the company/corporation is not presently debarred from entering into a public contract in the Commonwealth of Massachusetts under the provisions of M.G.L. c. 29, §29F, as amended, c. 152, as amended or any other applicable debarment provision of any other chapter of the Massachusetts General Laws or any rule or regulation promulgated thereunder.

**Hold Harmless Certification**

The undersigned agrees to indemnify and hold harmless the City of Gardner, its officers, employees, agents and the members of the Waterford School Building Committee from and against any and all liabilities, claims, damages or expenses resulting from or incurred in connection with work performed under this contract. The undersigned agrees to indemnify and hold harmless the City of Gardner, its officers, employees, agents and the members of the Waterford School Building Committee from and against any and all suits, causes of action, judgements or damages, including attorney’s fees, arising out of or resulting from bodily injury or death or destruction of property, in connection with work performed under this contract.

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Signature

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Date

---

Typed Name

---

Name of Business

**Assurance of Non-Discrimination Compliance**

The undersigned certifies that he/she does not subject employees or applicants for employment, by this firm, to discrimination on the basis of race, color, national origin, handicap, age, sexual orientation, gender identity, or sex, in any of the following areas:

- Recruitment, hiring, upgrading, promotion, whether for full-time or part-time employment, consideration for demotion, transfer, lay-off, or hiring.
- Rates of pay or any other form of compensation and change in compensation.
- Job assignments and seniority status.
- Granting and returning form leaves of absence, leave for pregnancy, or any other leave.
- Fringe benefits available by virtue of employment, whether or not administered by the recipient.
- Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, selection for tuition assistance, and selection for sabbaticals and leaves of absence to pursue training.
- Employer-sponsored activities, including social or recreational programs.
- Any other term, condition or privilege of employment.

**Non-Default Certificate**

The undersigned certifies under penalties of perjury that the corporation or company submitting this bid has not defaulted nor been terminated for cause on any contract in Massachusetts in the last five (5) years.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Name of Business