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JUL 26 2019

J. Hillary Conklin  
Tisbury Town Clerk

**MEETING of Tisbury School Building Committee**  
June 26, 2019  
Emergency Services Building Conference Room, Lower Level,  
215 Spring Street, Tisbury, Massachusetts

**TSBC Members Present:** Rachel Orr, Peter Gearhart, Harold Chapdelaine, Reade Milne, Alice Robinson, Rita Jeffers, John Custer, Mike Watts, Jim Rogers

**Others:** Melissa Ogden, \*Mary Ellen Larson, \*Ben Robinson, \*Melinda Lohberg, \*Keith Fullin, \*Paul Lazes, \*Cate Bernard, \*Amandine Surier-Hall, \*Janet Packer, \*Anna Eddy

\* Late Arrivals or early departures.

The Tisbury School Building Committee (TSBC) was called to order at 5:07 PM. (*Recorder's note: discussions are summarized and re-grouped for clarity and brevity.*)

**Approval of minutes** of June 6, 2019 meeting approved with minor typographical corrections:

1. Paragraph 1 under "Organization of committee:" "Watt" should be "Watts"
2. Paragraph 1 under "Public Comment:" "westie" should be "website"
3. Paragraph 2 under "Public Comment:" "Shawn" should be "Sean"

Moved to approve by , seconded by . 9 Ayes, 0 Nays, 0 Abstentions

Alice Robinson agreed to serve as interim clerk until September.

**Committee members checked their calendars** for the proposed meeting schedule. For most members, there are few conflicts so the meeting schedule will stay on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays through November. Additional meetings may be needed in August and the November/December dates may need to be adjusted due to holidays. Members are requested to notify Chairman Orr in a timely fashion if they are unable to attend a meeting to make sure each meeting has a quorum.

**Open Meeting Law** clarifications were offered after Chairman Orr met with Town Hall staff. Members are reminded that emails may be used to inform but not discuss/deliberate issues or change policy outside of a meeting. Any questions are directed to the Town Hall – Hillary Conklin or Joanna Jernegan.

Additional discussion of remote participation in meetings will continue at a future meeting once Hillary is consulted about the procedures for either listening/discussion participation or listening/discussion participation with voting privileges. Reade Milne will get the information from Hillary Conklin and report back to the committee during the July 10 meeting.

**Protocols** – discussion about distribution of agenda and decision on protocol to be used by the committee. Chairman Orr reported that the agenda for the June 26 meeting was emailed to: committee members, Board of Selectman, Jay Grande (Town Hall support person), Kirk Metell (Town Facilities Manager), 2 Finance Committee members (at their request to the chairman), and John Custer forwarded the agenda to the Tisbury School

Committee (at the chairman's request).

After extensive deliberation, the following procedure was agreed upon by consensus:

1. Any committee member who has an agenda item they wish to have included on a meeting agenda should reach out to Chairman Orr before noon on the Friday before a meeting. "Topics not reasonably anticipated by the Chair" will be included as a regular agenda item. (The wording may change if recommended by town hall staff.)
2. The chair will endeavor to email the notice of the meeting by 4:00 for posting on Friday to the nine Building Committee members, the Town Clerk's office, the Tisbury Board of Selectman, the Tisbury School Committee, and Town Hall staff who will post the agenda on the town web site.
3. Once the Town Clerk posts the agenda, it becomes public record. In the interest of getting meeting agendas out to the public, access to the agenda via the Town Meeting Alert system is recommended.

**The Tisbury School Indoor Air Quality Report**, issued by the Massachusetts Department of Public Health, was recognized as an important document, although action on the report is not within the purview of this committee. The committee agreed that this report should be included in the information packet available electronically to respondents to the Owner's Project Manager (OPM) Request for Qualifications (RFQ). The School Committee is having a meeting on Monday, July 1 at 8:30 AM in the Tisbury School library to discuss the report and actions to be taken as a result.

**Members reviewed and discussed the revised Request for Qualifications for an Owner's Project Manager** with revisions in the following locations:

- I. Overview: Paragraph 1, Line 3: define RFQ  
 Paragraph 2: replace completely with revision provided by chairman's wording  
 Paragraph 3, Line 2: add: "The Owner's Project Manager will be provided with previous feasibility studies done on behalf of the Owner as a basis for beginning work."  
 Paragraph 4: No changes  
 Paragraph 5: replace "mid to late summer" with "September"  
 Paragraph 6: replace date and time with "July 31, 2019 from 11:00 AM to 2:00 PM."  
 Paragraph 7, Line 3: End sentence after "preferred applicants." Next sentence reads: "A designee(s) of the town will attempt ... "  
 Paragraph 7, Line 6: replace "School Building Committee" with "designee(s)"  
 Paragraph 8 & 9: No changes  
 Paragraph 10, Line 2: "and" should be "an"  
 Paragraph 11: No changes

II. Key dates: Dates adjusted to the following:

July 3, 2019	Advertise in Central Register
July 3, 2019	Advertise in Commbuys
July 5, 2019	Advertise in Local Paper (Vineyard Gazette)
July 31, 2019	Voluntary Site Inspection
August 9, 2019	Last Day for questions
August 14, 2019	Due date for Responses
August 14, 2019	Respondents short-listed
August 23, 2019	Interview short-listed Respondents
August 26, 2019	Negotiation begin with selected Respondent
September 6, 2019	Execute Contract

Dates in following Paragraphs 4 & 5 adjusted to meet the new schedule.

III. Scope of Services: No changes made in this section pending discussion with Town Counsel as to reasoning for the wording included.

IV. Requirements for Application: Add to bulleted list, item 9:  
Appropriate certificates of insurance "and licensure. "

Sections V – VII: No changes

The completed, revised RFQ from the chairman is attached to the minutes.

Motion by Mr. Chapdelaine: to approve changes noted on the chairman's copy of the draft RFQ from 6/21/19 with the exception of the "Scope of Services" section pending verification with Jay Grande and/or appropriate Town Counsel with a representative from the School Building Committee. Seconded by Ms Milne. Unanimous approval.

Member Rogers will initiate the conversation, and Member Chapdelaine is willing to join with Mr. Rogers for the discussion. 2 meeting dates were chosen to address the final version of the RFQ: July 1 and July 2, 2019, if necessary. Chairman will find a location.

Adjournment

• ON A MOTION DULY MADE BY AND SECONDED BY THE TISBURY SCHOOL BUILDING COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 7:26 PM.

**Appendix A: 6/26/19 Revision of Owner's Project Manager Request for Qualifications**

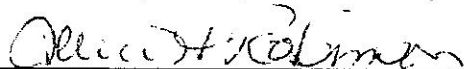
**Appendix B: Actions:**

- Ms Milne – will consult with Hillary Conklin about the procedures for remote meeting participation either listening/discussion participation or listening/discussion participation with voting privileges.
- Selectman Rogers (with or without Mr. Chapdelaine) – verify language for "Scope of Services" with Jay Grande and/or Town Counsel.

**Appendix B: Documents on File:**

- Agenda 6/26/19
- Sign In Sheet 6/26/19

Minutes respectfully submitted by Alice Robinson



Alice Robinson – Recording Secretary

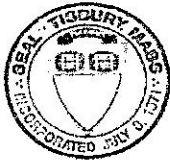
7/24/19  
Date



Rachel Orr – TSBC Chair

7/24/2019  
Date

Minutes approved by TSBC 7/24/19



**Request for Qualifications**  
**Owner's Project Manager ("OPM") for**  
**Design and Construction for the renovation of the Tisbury Elementary School**  
**In Vineyard Haven, MA**

**RESPONSES DUE:**  
**August 14, 2019 at 2:00 PM**  
Late Responses Will Be Rejected

**Deliver Completed Submissions to:**

Town of Tisbury, MA  
Office of Contract Specialist  
Attn: Marie Maciel  
115 High Point Lane  
Vineyard Haven, MA 02568  
Phone: 508-684-8777  
e-mail: [mmaciell@tisbury.ma.gov](mailto:mmaciell@tisbury.ma.gov)

**I. Overview**

The Town of Tisbury, ("Owner") is seeking the services of a qualified "Owner's Project Manager," as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFQ, to provide Project Management Services for the design, and construction for the renovation of and addition to ("Project") the Tisbury Elementary School Facility ("School") in Tisbury Massachusetts at 40 William Street.

The main Tisbury Elementary School building opened in 1929 and was designed to serve grades one through 12. The gymnasium/auditorium was added in 1939 as a school and community space. The building became a kindergarten through grade 8 school with the opening of the Martha's Vineyard Regional High School in 1959. A major renovation of the existing brick-façade structure and gym was conducted in 1995, plus an addition which added two kindergarten

Draft 6/26/19

classrooms, a library and two science classrooms was completed at that time. The school facility also includes a modular building, known as the "White Building", and storage sheds. Information regarding current school enrollment and recent building condition surveys are available electronically upon request.

The Owner is requesting the services of an Owner's Project Manager to represent the Owner during the feasibility study and schematic design phases of the Project. The Owner's Project Manager will be provided with previous feasibility studies done on behalf of the Owner as a basis for beginning work. The contract between the Owner and the Owner's Project Manager may be amended to include continued Project Management Services through design development, preparation of construction documents, bid and award, construction and final closeout of the Project.

The fee for Project OPM services will be negotiated and will not exceed \$175,000. "Extra or Additional Services" fees will not be allowed unless negotiated and approved in writing by the parties. Prepayment for services will not be permitted, and no payments for services shall be made until such time(s) that goods and services are delivered to the Town by the OPM.

It is anticipated that the Project will commence in September of 2019.

The Town will conduct a Site Inspection of the School on July 31, 2019 from 11:00 AM to 2 P.M.

The Town, acting by and through its appointed School Building Committee, will evaluate all written submissions and a list of not less than three (3) finalists will be developed. The School Building Committee may, in its discretion, interview the applicants. The School Building Committee will determine finalists and identify and rank its preferred applicants. Designee(s) of the Town will attempt to negotiate a fee for the subject professional services. If the fee negotiations are not successful with the first preferred applicant, the designee(s) will commence fee negotiations with the second preferred applicant, and so forth until a contract is negotiated and awarded.

The Town anticipates that the contract will be awarded within ten (10) days after the fee negotiations are successful with the preferred applicant and will use its best efforts to accomplish this schedule. Any application submitted in response to this RFQ shall be binding for sixty (60) days subsequent to the time of the opening of Responses. The Town will NOT reimburse responders for any costs incurred in preparing Responses in response to this RFQ.

The qualifications-based selection process is governed by M.G.L., Ch. 149, Section 44A1/2.

The minimum qualifications and comparative evaluation criteria are set forth below. Each applicant must be an individual who is, or a firm which has on its staff for assignment to the Project, an architect or professional engineer registered in Massachusetts and must have at least five (5) years of experience in the design of, expansion to and renovations of, public buildings in Massachusetts. If not a registered architect or professional engineer, the experience requirement is at least seven (7) years' experience in construction and supervision of construction of public buildings.

The OPM will execute a contract prepared by the Town and will also be required to execute a Certificate of Non-Collusion and Certificate of Tax Compliance, as required by law. By submission of a Response to this RFQ, the Responder agrees that if its Response is accepted, it shall enter into a Contract with the Town which incorporates all the requirements of the RFQ. By submission of a Response, Responder indicates that it has examined this RFQ, is familiar with all terms of the RFQ and agrees to accept all terms of the Town's contract.

## **II. Key dates for this Request for Qualifications**

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

July 3, 2019	Advertise in Central Register
July 3, 2019	Advertise in Commbuys
July 5, 2019	Advertise in Local Paper (Vineyard Gazette)
July 31, 2019	Voluntary Site Inspection
August 9, 2019	Last Day for questions
August 14, 2019	Due date for Responses
August 14, 2019	Respondents short-listed
August 23, 2019	Interview short-listed Respondents
August 26, 2019	Negotiation begin with selected Respondent
September 6, 2019	Execute Contract

Request for Qualifications may be obtained from:

Marie Maciel  
Office of the Contract Specialist  
115 High Point Lane  
Vineyard Haven, MA 02568  
Phone: 508-684-8777  
Email: [mmaciela@tisbury.ma.gov](mailto:mmaciela@tisbury.ma.gov)

On or after July 3, 2019 between the hours of 8am to 3pm.

Questions concerning this RFQ should be submitted, via email, to Marie Maciel at [mmaciela@tisbury.ma.gov](mailto:mmaciela@tisbury.ma.gov), no later than **2:00 PM on August 9, 2019**. Any questions requiring consideration shall be answered in an addendum electronically delivered to all registered responders.

Responses to this Request for Qualifications will be received until **2:00 PM on August 14, 2019** at the Contract Specialist office, 115 High Point Lane, Vineyard Haven, MA 02568. Please provide one (1) original copy of the Response and (1) electronic copy, on a USB flash drive. No additional hard copy submissions are required. Submissions should be in a sealed envelope marked "Request for Qualifications for Professional Services -- Owner's Project Manager."

## **III. Scope of Services**



The duties of the OPM shall include, but are not limited to, providing advice and consultation to the Town with respect to design, environmental sensitivity, net zero energy goals and strategies, scope of the work, cost estimating, value engineering, general contractor and subcontractor prequalification pursuant to section 44D½ of 44D¾, when applicable, scheduling, the selection, negotiation with and oversight of a designer (architect) and general contractor for the Project, assisting with establishment of and ensuring compliance with the time schedules which shall serve as control standards for monitoring performance on the Project, monitoring and evaluation of construction, and assisting in Project evaluation, including, but not limited to, written evaluation of the performance of the designer, contractors, and subcontractors. Duties also specifically include:

- Provide advice on general contractor bid process;
- Provide advice during subcontractor bid process;
- Review the designer's contract and subsequent amendments;
- Monitor the designer's progress and work with the designer to resolve any problems hindering the Project's completion;
- Develop and ensure compliance with timelines and benchmarks;
- Ensure that users and others affected by the Project are properly consulted, including establishment and maintenance of website throughout development of design and implementation of the Project;
- Provide advice on design options presented by the designer or, where decisions are to be made by others, ensure that decisions are made and communicated to the designer;
- Review and approve invoices for payment submitted by the designer;
- Other tasks that are required to complete the Project but that are not within the scope of the designer's responsibilities, including providing a Clerk of the Works;
- Conduct inspections on the Project site, at least weekly, throughout construction phase and provide the Owner with inspection reports outlining progress, potential problems and suggested solutions.
- Guidance on funding sources and funding strategy for the Project.
- Such further duties as are set forth in the contract.

#### **IV. Requirements for Application**

In order to be eligible for selection, each Respondent must certify that it meets the following minimum requirements.

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 of public buildings, who also has experience with administration and/or oversight of 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 of public buildings, who also has experience with administration and/or oversight of design of public buildings.
- Name and Address of applicant.
- Brief resume of principals and of the staff to be assigned to the Project.
- List of projects, which would best illustrate qualifications for the Project. References and contact information for served agency/owner must be included.
- List of all projects, public and private, which the applicant has commenced within the past five (5) years.
- Statement of the proposed manner of delivery of services proposed for Project.
- Statement of any legal or administrative proceedings in which the applicant has been a party or otherwise involved within the past five (5) years that relate to the applicant's performance of this type of work.
- Appropriate certificates of insurance and licensure.
- Evidence of financial stability.
- Statement of the applicant's philosophy regarding the construction of public buildings.
- Completed OPM Application (attached).

The Town will evaluate all applications submitted. Any application that fails to meet any of the minimum qualifications set forth herein will be rejected as non-responsive. In addition to the minimum qualifications, the evaluation will consider the following comparative criteria.

#### **V. Comparative Evaluation Criteria**

1. Experience in the construction of similar projects is deemed to be highly desirable, as evidenced by:
  - a. Documented performance on previous projects, of a similar size, including the number of projects managed, projects requiring historic preservation, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per lead project manager (Project Director position or equivalent) per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions (judicial or administrative). Applicants demonstrating significant experience with facilities programming for projects similar to the Project are deemed to be highly desirable;
  - b. Describe Management philosophy of working relationships with designers, contractors, town and local officials.
  - c. Record of projects being completed as designed, on time and within budget and the degree of satisfaction of the owner.
2. Knowledge of Codes, Procurement Requirements and Sustainability:

- a. Provide examples of and demonstrate the Respondent's past performance and thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes, regulations, and approvals related to successful completion of the Project including Massachusetts Department of Environmental Protection approvals process.
- b. Provide examples of and demonstrate the Respondent's past performance and thorough knowledge of Commonwealth of Massachusetts construction and supplies procurement laws, regulations, policies and procedures.
- c. Thorough knowledge and demonstrated experience with life cycle cost analysis cost estimating and value engineering, with examples of recommendations on other projects and associated achieved benefits to project owners.
- d. Knowledge of the purpose and practices of building commissioning consultants.
- e. Knowledge of utility incentive programs for new construction, additions and renovations.

3. Project Understanding and Approach:

- a. Management approach: Describe the Respondent's approach to providing the level and nature of services required for the Project as described herein including: staffing level; Project management systems; information management; and examples of problem-solving approaches to resolving issues that impact time and cost.
- b. Explain the roles of your key Project team members throughout the Project phases, their prior experience working together and their experience on similar recent projects. Discuss how your staff will collaborate with the Town, the designer's project manager, and the contractor or construction manager.
- c. Discuss your firm's experience with management of school buildings and similar projects, and what specific considerations must be taken into account in such projects.

4. Project Team / Commitments / Availability / Qualifications:

- a. 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 are in process and that are similar in type, size, dollar value and complexity to the Project being considered.
- b. Quality of work and level of performance: Provide evidence of practicality, creativity, attention to detail and follow through, as well as professional competence.
- c. Ability to schedule, undertake and complete responsibilities in a timely manner.
- d. Depth and breadth of experience and qualifications for personnel to be assigned to the Project.
- e. Identify and qualifications of any engineers or other consultants whom the applicant proposes to employ to assist in the Project.
- f. Capacity and skills: Identify existing employees by number and area of expertise (e.g., field supervision, cost estimating, schedule analysis, value engineering, energy efficiency and

sustainability, net zero energy goals and strategies, constructability review, quality control and safety). Identify any services to be provided by sub-consultants;  
g. Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$\_\_\_\_\_.

## **VI. Evaluation/Ranking of Respondents**

Based upon the responses to the above Comparative Evaluation Criteria, the Town, acting by and through its appointed School Building Committee, will rank the Respondents in each of the above categories, and will weigh the criteria categories as follows:

- A. Relevant Experience: 25%
- B. Knowledge of Codes, Procurement Requirements and Sustainability: 25%
- C. Project Understanding and Approach: 30%
- D. Project Team/ Commitments/Availability/Qualification: 20%
- Total: 100%**

The Town will evaluate written applications and check such references as may be appropriate. The Town will develop a list of not fewer than three (3) finalists, ranked in order of preference. The finalists may be interviewed by the Town, before the making of the final selection. The Town will prepare a written decision describing the reasons for its selection if the contract is not awarded to the highest-ranked applicant.

## **VII. General Provisions**

1. The Town reserves the right to reject any and all applications/responses and to waive any informality whenever such rejection or waiver is in the best interests of the Town.
2. The Town will not be responsible for any expenses incurred in the preparation or submission of applications by the applicants. Each application should provide a concise explanation of the applicant's capacity to satisfy the requirements of the Project services requested in this RFQ. Emphasis should be placed on clarity of content.
3. The application, and any subsequent contract for services, shall be governed by applicable Commonwealth of Massachusetts law.
4. Upon submission, all applications, plans and specifications will become the property of the Town and will be subject to disclosure in accordance with the Massachusetts Public Records law.
5. The selected OPM will be required to comply with all applicable federal, state and local laws, by-laws and regulations.
6. The Town encourages applications from qualified MBE/DBE/WBE firms.