INSTRUCTIONS FOR COMPLETING THE REQUEST FOR SERVICES ("RFS")

This model RFS is intended for use in the procurement of an Owner's Project Manager ("OPM") by cities, towns, and regional school districts that have been invited by the Massachusetts School Building Authority (the "MSBA") to conduct a feasibility study or that have been approved for a project by the MSBA. Unless otherwise approved by the MSBA in writing, a city, town, or regional school district shall use this model RFS in the procurement of an OPM in order to qualify for MSBA funding. Each city, town, and regional school district shall be responsible for inserting project and district specific information where indicated in the RFS. Although this model RFS is intended to be comprehensive in meeting MSBA requirements for the procurement of an OPM, each city, town and regional school district shall be solely responsible for ensuring that its particular RFS complies with all applicable provisions of federal, state, and local law, including, but not limited to, all procurement laws. The MSBA recommends that each city, town, and regional school district have its legal counsel review its RFS to ensure that it is in compliance with all provisions of federal, state and local law prior to its publication. No addition, deletion or revision to the model RFS of any kind shall be valid unless approved in writing by the MSBA. The written approval given by the MSBA in this instance is solely for the purpose of determining whether the proposed RFS appears consistent with the MSBA's guidelines and requirements for OPM procurement and is not for the purpose of determining whether the proposed RFS meets any other legal requirements imposed by federal, state or local law, including, but not limited to, public procurement laws. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to its preparation or review of its RFS.

1) Each city, town and regional school district ("Owner") shall follow the instructions designated by italics and bold-face lettering in the body of the model RFS.
2) The Owner is responsible for reviewing its RFS to ensure that all template information and preparation guidance has been replaced with project and Owner specific information in the final RFS.
3) The Owner should review the RFS with its legal counsel to ensure it is in compliance with all federal, state and local laws.
4) The Owner shall submit a red-lined version of its final RFS indicating any and all additions, deletions or revisions to the model RFS for MSBA approval prior to the advertisement being placed.
5) The Owner shall include in the final RFS all attachments indicated in the RFS model.
6) A copy of the final RFS and the advertisement must be submitted to the MSBA as part of the required documentation in accordance with the sample narrative summary and checklist in the MSBA's OPM Guidelines.
7) The Owner should allow a minimum of ten business days for MSBA review of the RFS. Actual review time may vary.
8) Unless agreed to in writing by the MSBA, the Owner should not advertise the RFS until the MSBA has approved the form of the RFS.

REQUEST FOR OWNER'S PROJECT MANAGEMENT SERVICES ("OPM RFS")

1. Introduction

The ***(The Town of Medfield)***, ("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 ***Dale Street School*** ("School") in **The Town of Medfield**, 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 **Town of Medfield**, 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 ***$*100 - $150 million** 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 Town of Medfield is conducting a project to evaluate alternatives (including the possible replacement of or addition/renovation to) the Dale Street School in Medfield. The Dale Street School was initially built in 1940, and has since received various improvements and additions over time.
The contemplated project is for a facility for fourth and fifth grades with a design enrollment of 460 students to be located at the existing Dale / Memorial campus in Mefield.
The Medfield School Building Committee ("MSBC") was formed in April of 2023 to begin the planning of the project, and was accepted into the MSBA program in December, 2024 and completed

Module 1 of the MSBA process in December 2025.The existing Dale Street School facility does not adequately support the educational program for Grades 4 and 5 and exhibits multiple deficiencies related to space adequacy, functionality, flexibility, and compliance with current educational standards. These deficiencies limit the District's ability to deliver equitable, modern instructional programming and student support services.

Instructional Space Deficiencies
The building lacks appropriately sized general and special education classrooms, as well as properly located small-group instructional spaces integrated within general education classrooms. Existing classrooms were designed for traditional high school instruction of the 1940's and cannot accommodate contemporary instructional models that require flexible layouts, differentiated instruction, and integrated technology. As a result, instructional spaces are functionally obsolete and do not support current curriculum delivery expectations for upper elementary grades.

Student Support and Confidential Space Deficiencies
There is an insufficient number of dedicated, confidential spaces for counseling, psychological services, and related student support functions. Staff are required to use repurposed or shared spaces that do not meet privacy or programmatic requirements, negatively impacting service delivery and student well-

being. Many parent meetings take place in the principal's office as it is the sole confidential space in the building.

Music and Acoustical Deficiencies

Music instruction occurs in spaces that are not acoustically separated from adjacent classrooms, in hallways, other spaces not designed for musical instruction. This limits the effective delivery of the music curriculum, indicating a functional and programmatic deficiency and often results in frequent disruptions to classroom instruction

Temporary Space Reliance / Lack of Flexibility

The two modular classrooms currently in use were intended as a temporary solution but have become permanent. Removal of these units would result in an immediate classroom deficit and prevent the District from maintaining class size guidelines established by the Medfield School Committee. While temporary accommodations have been made to create small-group instructional areas, these spaces lack permanence, flexibility, and adaptability. The building does not have sufficient capacity to respond to enrollment changes or evolving program needs, creating inequities in access to instructional and support services. Recently, a class was displaced for 10 weeks due to the failure of one of the modular classrooms.

Core Space Deficiencies (Gymnasium)

The gymnasium is undersized relative to programmatic needs. The existing gymnasium floor area is approximately 3,348 square feet. The gymnasium does not adequately support physical education programming, scheduling needs, community use expectations or concurrent activities, representing a functional deficiency.

Core Space Deficiencies (Library / Media Center)

Despite mitigation efforts, the library/media center remains significantly undersized for an upper elementary educational program. The total area of the library/media center is approximately 2,460.5 square feet. In addition to the library program, it also serves as a makerspace area for students to use design thinking projects and daily announcements. These deficiencies prevent the library/media center from supporting small-group instruction, research-based learning, and concurrent use by multiple classes. As a result, the space functions primarily as a single-class instructional area, limiting its effectiveness and flexibility.

Educational Program Impact

The cumulative impact of these deficiencies is a facility that cannot adequately support project-based learning, collaborative instruction, team teaching, or interdisciplinary programming. The building does not provide appropriate spaces to support Special Education, English Learner (ELL), STEAM, or STEM instruction in an integrated and equitable manner.

A new or renovated facility must address these deficiencies by providing flexible, appropriately sized instructional and support spaces that align with MSBA guidelines and support the Medfield Public School's educational vision for elementary students.

Project Description, Objectives and Scope of Services

April 12, 2024 the Owner submitted a Statement of Interest (Attachment A) to the MSBA for ***Dale Street 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 ***December 12, 2025*** 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.

A School Building Committee (SBC) was formed by the Town consisting of 15 members (11 voting) representing varied backgrounds and perspectives relevant to this school project. An OPM Selection Subcommittee made up of # members (# voting) has been tasked with primary responsibility for obtaining OPM Services. Given this is the second feasibility study for the Dale St. School, it is the expectation that some of the previous study data can be used without duplicating portions of the study.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the ***Dale Street School)***

Dale Street School is comprised of structures built in 1942, 1962, a minor renovation for office conversion to educational space in 1997 and the installation of two modular classrooms in 2000. The original facility was designed as a Junior Senior High School. The main classroom structure is two stories high, built with cast in place footings and foundations with load bearing masonry walls. The roof framing is steel with wood planking and a slate roof. The construction drawings indicate the main structure has a flat roof of approximately 13' x 75" that runs north/south and flattens the top portion of the hip and it is shown as composite roofing. The remaining two portions of the original building are single story of similar construction with slate roofs. The locker room portion attached to the north raised elevation of the gym has a parapet walled flat roof. The two story section is 8,246 square feet per floor with a total of 16,492 square feet. The connecting link, which is utilized for music and art, is 2,664 square feet. The multi-leveled auditorium/gymnasium is 9,703 square feet total. The seating area has 197 seats total. The original building totals approximately 28,886 square feet.

The first addition, totaling 20,000 square feet, was constructed in 1962. It is typical school construction for this period, and began the conversion of the Junior-Senior High School to an upper elementary school for Grades 4-6. Despite this conversion, the main building was not upgraded at that time. The focus was on regular classroom space, an office area, and a cafeteria, not the impact the original structure would ultimately have on the changing needs of students and space requirements necessary to deal with these needs. Growing special education services and ELL services, reading and math remedial services, areas to house the arts evolved and posed significant challenges in the available space. The space requirements were limited and could only be addressed through converting storage areas to learning spaces or using non-instructional areas (hallways, cafeteria, library, etc) as alternatives.

The 1962 structure consists of cast in place reinforced concrete footing and foundations with a steel frame and bulb "T" and Tectum roof deck. This addition included: 10 classrooms, kitchen, cafeteria/assembly, activity room (now functioning as a media/computer center), storage, 2 student restrooms, teachers' room, 2 individual staff toilets, and administrative area (principal's office, reception/clerical, nursing station).

Before 1997, the central office for the district was located at Dale Street School. In 1997, the central office was relocated to the newly renovated Town House (municipal building), and the vacated space was renovated and converted to instructional space and an expansion to the library. There was no increase in square footage in the building as a result of this renovation.

The final addition to the facility was in 2000, at which time temporary modular classrooms were installed. There are two classrooms and two toilets. These units sit on cast in place foundation and have a flat roof structure. There are signs of cracking in the foundation. They are serviced by unit ventilators with gas fired HVAC roof top units. The building has 2" x 4" acoustic ceiling with 2" x 4" lay-in light fixtures. A failure of the outside wall displaced students during the 2024-2025 school year.

Dale Street shares a 17-acre campus with another elementary school (Memorial School). Separating the two schools is a shared physical education field/athletic field. The field is also used by Medfield High School for various sub varsity sports. Adjacent to Dale Street is a playing area with equipment. The area was professionally designed to meet the physical activity of children in Grade 4 and 5 but is also aging with repairs and closures happening over the past several years.

Project Objectives under consideration by the Owner include:
(Some examples of objectives are shown below. These may or may not apply to this RFS and/or the Owner may have others.)

1. ***Identification of:***
   - ***community concerns that may impact study options;***
   - ***renovation/addition vs. new structure cost-benefit***

2. ***Identification of specific milestone requirements and/or constraints of the District – e.g. Town votes, swing space, occupancy issues;***
3. ***Life cycle costs of operating the School as it relates to future operational budgets;***
4. ***Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System***
5. ***Determination of the best delivery method: CM-at-Risk or Design/Bid/Build Delivery Method.***

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;	***20-24*** months*
2.	Design Development/Construction Documents/Bidding Phase; and	***10-12*** months*
3.	Construction Phase.	***24-36*** months*

(*These ranges for scheduling timeframes are provided as guidelines only and are based upon schedules established by other Owners.)

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:

(The Owner should designate a specific number of points to each criterion listed below based on the relative importance the Owner places in each criterion.)

1) (20 points)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;
   b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials.
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. ***(5 points)***
3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws. ***(If the Owner is contemplating utilizing a CM-At-Risk, knowledge and experience with CM-At-Risk Procurement methodology should be included as a preferred evaluation criteria.) (5 points)***
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 of 90,000-95,000 square feet either new or renovation of proposed project

management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost. 20 ***points)***

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. ***(15 points)***
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. . ***(10 points)***
7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of $1.5 million. . ***(10 points)***
8) Familiarity with US Green Building Council's LEED for Schools Rating System. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., 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 LEED-S prerequisites. . ***(5 points)***
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. . ***(15 points)***
10) Knowledge of the purpose and practices of the services of Building Commissioning Consultants. . ***(5 points)***
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. . ***(5 points)***

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.*

****(The MSBA recommends that the Owner conduct at least three reference checks for each short-listed firm, and emphasizes that the Owner should adhere to the final selection process that is stated in the Owner's RFS.)***

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

(The Owner must outline its local selection process, which must be qualifications based and in compliance with the MSBA's published guidelines to procure the OPM services as generally outlined below. This process must include adequate documentation of ranking established during the selection process including scoring sheets [see suggested format for scoring sheets in OPM Guidelines, Attachment B] for each step [e.g. shortlisting and interviews]. The Owner will be required to submit documentation as described in the OPM Guidelines and Narrative to the MSBA as part of the MSBA's review and approval process.)

1) The Medfield School Building Committee's OPM Selection Subcommittee will be responsible for the initial review of the responses. The responses will be evaluated against the criteria identified in section 4 above. Responses that fail to meet the minimum criteria will be rejected. Responses that meet the minimum criteria will be further evaluated using the criteria identified. All scoring will be documented in writing. The OPM Selection Committee will then contact a minimum of three (3) references for each of the shortlisted firms and record the comments and ratings from each reference.
2) Identified reviewers must rank the Responses based on the weighted evaluation criteria identified in the RFS and will short-list a minimum of three Responses.
3) The full Medfield School Building Committee will interview the shortlisted respondents. On the basis of the interviews and adjusted for the results of the references as necessary, each member will record their rankings for the preferred firm on a reverse scale assigning three (3) points to their highest ranked; two (2) points to their second ranked; and one (1) point to the their third ranked. (If four firms are interviewed the scale will be appropriately adjusted to four.)
4) The OPM subcommittee will commence fee negotiations with the first ranked firm. The OPM subcommittee will negotiate a fee based upon the level of effort required, project complexity, projected construction costs and past project history. Should the project be approved by the MSBA Board and the Town of Medfield to move into Design and Construction, the District will enter into an amendment with the OPM firm to continue services in accordance with the OPM Base contract from design through closeout. The fee for Feasibility and Schematic Design will not exceed $405,000.
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.
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 will re-advertise if less than three responses are received or to re-advertise if fee negotiations fail.

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

February 4,,2026 RFS appears in Central Register of the Commonwealth of Massachusetts and ***a newspaper of general circulation in the area in which the project is located or to be located.***

February 10, 2026 Informational meeting and site walkthrough
February 11, 2026 Last day for questions from Respondents

February 18,2026 Responses due at 1:00 pm

February 20, 2026cRespondents short-listed

February 26, 2026cInterview short-listed Respondents

March 4, 2026Negotiate with selected Respondent

March 11, 2026 Final selection submitted to the MSBA for review and approval

April 6. 2026 Anticipated MSBA OPM Review Panel Meeting

April 10, 2026 Anticipated execution of contract

The RFS may be obtained from:

Name, Title: Michael La Francesca, Director of Finance & Operations

Address: 459 Main Street, 3rd Floor
Phone Number: 508-359-4798
Email address: mlafrancesca@email.medfield.net

On or after ***(day, XXX XX, 20XX).***

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

Name, Title Michael La Francesca, Director of Finance & Operations
Address 459 Main Street, 3rd Floor
Phone Number508-359-4798
Email mlafrancesca@email.medfield.net

Starting February 4, 2026 During regular business hours (8:00-4:00pm)

Sealed Responses to the RFS for OPM services must be clearly labeled "Owner's Project Management Services for (***identify school***)" and delivered to:

Name, Title Michael La Francesca, Director of Finance & Operations

Address 459 Main Street, 3rd Floor

Phone Number 508-359-4798

no later than February 18, 2026 at 1:00pm. 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***seven (7)*** 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, D, and E) 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.**

All certifications required to submit as Attachment D: Required

- Certificate as to Payment of State Taxes
- Certificate of Authority
- Certificate of Non-Collusion

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:

Name, Title Kristine Trierweiler
Address 459 Main Street, 2nd Floor Medfield, MA 02052
Telephone: 508-906-3011
Email address: Ktrierweiler@medfield.net

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: Enrollment Letter and Enrollment Certification
Attachment E: Required Certifications

ATTACHMENT A
Statement of Interest

(District to Attach)

Owner's Project Manager Application Form – March 2017

1.Project Name/Location for Which Firm is Filing:

1a. MSBA Project Number:

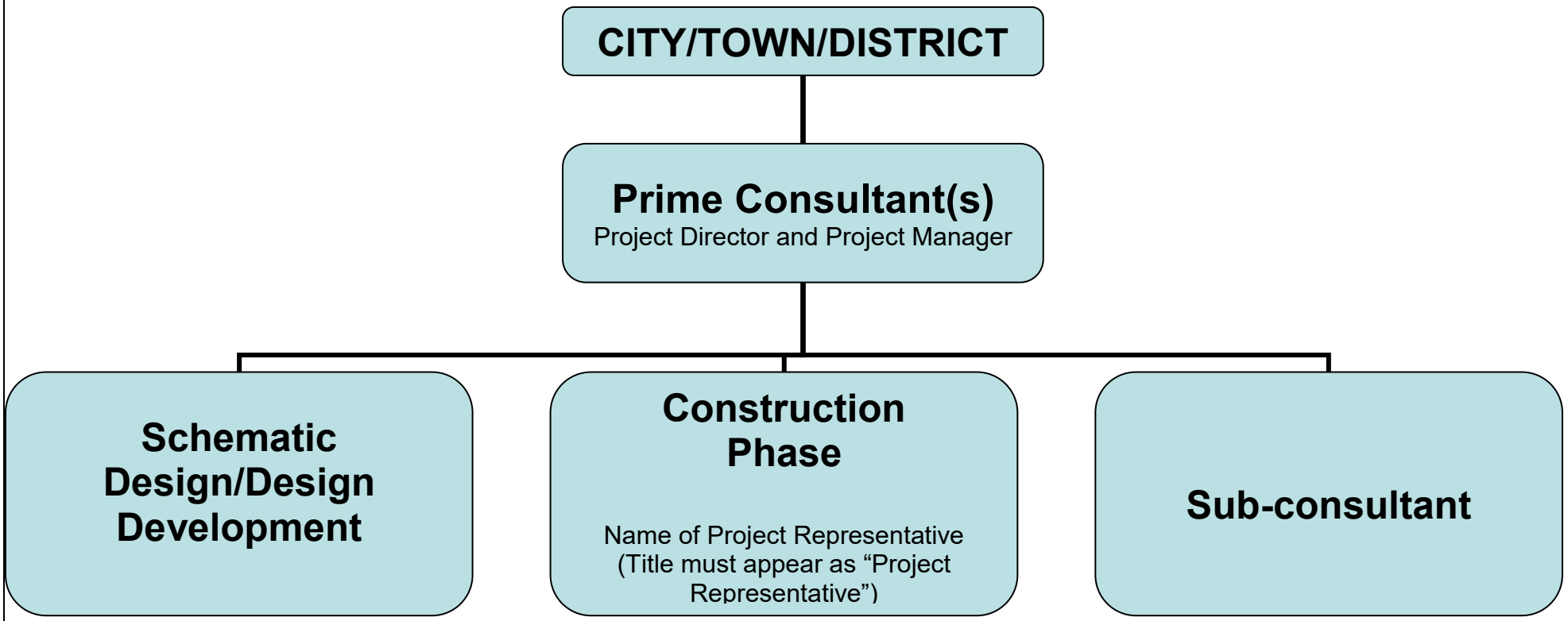
2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:	2b. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:
2c. Date Present And Predecessor Firms Were Established:	2d. Name And Address Of Parent Company, 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? ❑ Yes ❑ 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 **ONLY** 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 *(availability should be identified as a percentage: eg: "As of 5/30, 50% available")*:	h. Current Work Assignments And Availability For This Project *(availability should be identified as a percentage: eg: "As of 5/30, 50% available")*:
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. (cont)	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 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 (Signature) _____ Printed Name And Title _____ Date _____

ATTACHMENT D
Enrollment Letter and Enrollment Certification

(District to Attach)

ATTACHMENT E
Required Certifications (***To be developed by the Owner)***