



TOWN OF BROOKLINE

Massachusetts

BUILDING COMMISSION
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March 23, 2016

9TH ELEMENTARY SCHOOL SITE SELECTION STUDY (PRE-K TO GRADE 8) & BROOKLINE HIGH SCHOOL SITE SELECTION & FEASIBILITY STUDY

REQUEST FOR QUALIFICATIONS

The Town of Brookline is seeking Designer Services for the 9th Elementary School Site Selection Study (Pre-K to Grade 8). Three sites are included. Services required include analysis of site constraints and existing conditions, conceptual site and building design including design alternatives, cost estimating, and coordination of related work carried out by the Town.

Program Available March 23, 2016

Proposal Deadline April 13, 2016 at 2:00 p.m.

Briefing Session March 29, 2016 at 3:00 pm, Denny Room, Train Memorial Health Center,
11 Pierce Street, Brookline, Massachusetts

Ten (10) copies of the proposal must be submitted to the Brookline Building Commission, Town Hall – Third Floor, 333 Washington Street, Brookline MA 02445, Ray Masak, Project Manager, Telephone (617)730-2100

Yours very truly,

Janet Fierman
Chair

**2016 ELEMENTARY SCHOOL SITE SELECTION STUDY
BROOKLINE, MASSACHUSETTS**

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PART I

PROJECT DESCRIPTION

The Town of Brookline (owner) invites qualifications from Architects for services related to Site Selection for the construction of a 9th pre-K through 8 Elementary School.

The Owner is seeking design services to conduct a Feasibility Study which will include the development and evaluation of potential alternative solutions related to meeting the need for additional school capacity. Three sites are identified as the subject of the Study. This project will be proceeding without partnership with the MSBA. However, the project(s) is further subject to adequate funding authorized by the Owner. The contract between the Owner and the Designer may be amended to include continued designer services to study additional sites or provide additional services related to this site selection process.

The Designer's fee for the identified services including all reimbursable expenses will be negotiated. The Town of Brookline reserves the right to reject any or all qualifications and to accept any proposal that it considers to be in the best interests of the Town.

BACKGROUND

The Brookline Schools have been experiencing substantial and continuous enrollment growth since 2006. To date this has resulted in a 40% increase in K-8 enrollment and appears to be heading toward a 50% or greater increase across all grades K-12. In response, the town has completed numerous building additions and alterations and has conducted many minor and three major studies. Those major studies can be found at the following links:

- 2009 PSB Facilities Master Plan: <http://www.brooklinema.gov/DocumentCenter/Home/View/6328>
- 2013 BSPACE Report: <http://www.brooklinema.gov/DocumentCenter/View/2604>
- 2015 9th School Site Study: <http://www.brooklinema.gov/1286/9th-Elementary-School-Study>

The 2015 9th School Site Study identified 26 potential sites across the town and narrowed this to six priority sites. One of those six sites, the so called "Village School" site in Brookline Village, will be the subject of further study here. A second of those six sites, the so called "Isabel School" at Larz Anderson Park is now understood to be subject to legal restrictions that were not known at the time of the study. Because of this as well as other considerations, two additional sites in south Brookline have been added for study here. Both of these sites, the Baker School and Baldwin School, are owned by the town.

Time Line:

The following is the anticipated time line for this project:

- Advertise/publish RFQ/RFP mid-March.
- Proposals/qualifications April 13.
- April 12 Building Commission meeting: Assign Committee of Seven, interviews, negotiate contract in April.
- May 10 Building Commission meeting: Approve contract (BOS and SC sign), notice to proceed.
- Three months to complete draft study to be delivered early August.
- August 9 Building Commission meeting: Review draft with consultant. Revisions through August.
- September 13 Building Commission meeting: Accept final study.
- Final site selection decision by October 31, 2016
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PART II

SERVICES REQUIRED

PROJECT OBJECTIVES AND DELIVERABLES:

The work shall include a study of sites as defined under this Part and contain all information required by 963 CMR 2.10(8) and any other applicable rules, regulations, policies, guidelines and directives of the Town of Brookline. The project objective is to enable the town to select one site on which to move forward with a ninth elementary school. Specific work required at each site will vary.

For each site, the study shall provide a detailed understanding of its best use for new public school buildings and grounds (and other facilities as noted). A limited number of program alternatives are to be considered for each site (detailed below). For each site and program alternative the essential deliverables shall include the following:

- “Concept-level” site plan alternatives that address all fundamental site considerations (orientation, access and egress, drop-off, pick-up and parking, service, outdoor education and play spaces, grading, accessibility, wetlands, etc.).
- Building massing and organization at a diagrammatic level of development that addresses all fundamental site considerations (orientation, access and egress, traffic and parking, service, general location of cafeteria and gym, etc.).
- Simplified school building program of appropriately sized elements (rooms, etc.).
- High level regulatory analysis including zoning, building, site accessibility, historic, conservation, Article 97, eminent domain, etc. – level of effort appropriate to site selection considerations.
- High level site constraints analysis including easements, underground utilities, geotechnical, environmental, etc. – level of effort appropriate to site selection considerations.
- Traffic and parking analysis – level of effort appropriate to site selection considerations.
- Cost analysis including site acquisition, site development, building construction and total project cost – level of effort appropriate to site selection considerations.
- Scheduling and complexity analysis including phasing, project delivery method considerations, etc.

The work of the study may be understood to fall into three general categories:

1. Basic services related to site analysis and design.
2. Basic services related to coordination and integration of information provided by others including Town Counsel, Town Assessor, Town GIS department, etc.
3. Additional services provided by the consultant such as geotechnical, survey, traffic study, etc. may be necessary.

SITES:

1. Village School (Harvard Street):

This Harvard Street site in Brookline Village is currently in active use as a supermarket. Adjacent commercial buildings including the gas station, adjacent wood-frame buildings, and the car wash are part of the study. There are multiple land parcels, multiple owners, and commercial leases. The study includes consideration of which existing uses/buildings/parcels are needed for each option.

Site Location: On Harvard Street between 140 Harvard Street and Alton Place, Brookline, MA 02446

Village School Option 1: Redevelop the site to accommodate a 600 student school (27 K-8 classrooms and two pre-K classrooms) as well as a replacement supermarket.

Village School Option 2A: Redevelop the site to accommodate a 600 student school only.

Village School Option 2B: Redevelop the site to accommodate an 800 student school (36 K-8 classrooms and three pre-K classrooms) only.

2. Baker School Property:

The Baker School sits on a large parcel (500,000 sf/11 acres) along Beverly Road in South Brookline. The Baker School is sized to accommodate about 650-700 students and is overcrowded with its current enrollment of almost 800 students. Two temporary modular classrooms were added in 2015. The Baker property abuts both the D. Blakeley Hoar Sanctuary (woods and wetlands) and Hancock Village, a large multi-family development. Hancock Village is the location of two proposed 40B multi-family projects.

Site Location: 205 Beverly Rd, Chestnut Hill, MA 02467

Baker School Property Option 1: Redevelop the site to accommodate two K-8 schools (a 27 classroom school and a 36 classroom) and up to five (total) pre-k classrooms.

Baker School Property Option 2: Redevelop the site to accommodate an enlarged Baker School with new building on site to accommodate: 45 K-8 classrooms plus early education of between two and eight classrooms. Consider/propose both connected and separated building options (such as a separate pre-K-2 or grades 6-8 building, etc.).

3. Baldwin School Property Including Adjacent Soule Recreation Center (Park) Property:

The Baldwin School is a small facility on a 2.7 acre parcel on Heath Street in South Brookline adjacent to Soule Recreation Center, a 9.6 acre Park and Recreation facility. Baldwin currently houses a staff day care center and Winthrop House which is a substantially separate program of Brookline High School. New school use would require extensive coordination and collaboration with the Parks and Recreation Commission and Department.

Site Location: Baldwin School: Oak Street, Brookline, MA 02445 & Soule Recreation: 652 Hammond St, Chestnut Hill, MA 02467

Baldwin/Soule School Property Option 1: Redevelop the site to accommodate a 600 student school (27 K-8 classrooms and two pre-K classrooms). Site planning to include Soule Recreation Center and to be coordinated with Parks and Recreation.

Baldwin/Soule School Property Option 2: Redevelop the site to accommodate a 600-800 student Brookline High School expansion facility. Conceptual building program to be based on use scenario(s) provided by PSB. Site planning is to include Soule Recreation Center and to be coordinated with Parks and Recreation Commission.

PART III

GENERAL INFORMATION

PURPOSE

This request for qualifications (RFQ) provides interested submitters with information to enable them to prepare and submit proposals for consideration by the Town of Brookline, Massachusetts for the 9th Elementary School Site Selection Study

ISSUING OFFICE

The RFQ is issued for the Town of Brookline, Massachusetts by its Building Commission. The point of contact in the Town for this RFQ if further information is required is Ray Masak, Project Manager at 617-730-2100.

SCOPE OF WORK

This RFQ contains instructions governing the proposal to be submitted and the materials to be included therein; requirements which must be met to be eligible for consideration; general evaluation criteria and other requirements to be met by the consultant.

STATEMENT OF QUALIFICATIONS AND EXPERIENCE

Provide a statement of qualifications and experience.

TOWN STANDARD CONTRACTS

The Town has standard contracts for design services (only) and the “front end” for the contract specifications. There will be no changes to the design contract and the “front end” documents will be tailored for the project.

ADDENDA TO THE RFQ

If it becomes necessary to revise any part of this RFQ, addenda will be provided to all prospective submitters who receive the RFQ.

NON-DISCRIMINATION CLAUSE

The successful submitter will be required to adhere to the non-discrimination clause attached hereto as an exhibit within the proposed Agreement, see attachment titled “Fair Employment Practices”.

FORMAT FOR REQUIRED INFORMATION

Prospective consultants must submit ten (10) copies of the proposal. To be considered the proposal must respond to all requirements of this part of the RFQ. Any other information thought to be relevant, should be provided as an appendix to the proposal. Supporting documentation is required as proof of minimum qualifications. Failure to submit one or more required items may result in disqualification of proposal.

RESPONSE DATE

The qualification packages must arrive at the Building Department, Brookline Town Hall on or before 2:00 p.m. local time April 13, 2016 to be considered. Any proposals received after that time and date will not be considered. Prospective bidders mailing proposals should allow sufficient mail delivery time to insure timely receipt of their proposals.

FAIR EMPLOYMENT PRACTICES

It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B and the Town Bylaws relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age, or ancestry.

PART IV

CRITERIA FOR SELECTION

SUBMITTAL REVIEW AND EVALUATION

Submittals received in conformance with the information required from the Bidder will be reviewed and evaluated by a "Committee of Seven" formed by the Town in accordance with the Town By-Laws.

The Committee will select a short list of those submitters whom they believe are best qualified to perform the required services. The Committee may interview all submitters on the short list and will recommend for approval one submitter from the short list to the Town's Board of Selectmen and School Committee that they believe will give the greatest benefit to the Town.

EVALUATION CRITERIA

Each submittal will be evaluated based upon the submitter's capability to provide superior services to the Town, including:

1. Capability of the consultant to handle the size and scope of the work.
 - Current project workload
 - Size of overall staff
2. Experience of the consultant with similar scope of public projects.
3. Qualifications of individual team members staffing the project including Project Manager and Project Designer.
4. Approach to answering the question(s) provided
5. Cost and scheduling histories.
6. Reference checks.

PART V

MINIMUM QUALIFICATIONS

To be eligible for selection, the Designer must meet the following minimum qualifications.

- Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered architect responsible for and being in control of the services to be provided pursuant to the Contract.
- The Massachusetts registered architect responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program seminar “Certification for School Project Designers and Owner’s Project Managers” as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and must maintain certification by completing the “Recertification for School Project Designers and Owner’s Project Managers” seminar every three years thereafter. Proof of recertification or registration in the next recertification seminar for which space is available must be provided.
- Required qualifications include Architect, and the following engineering / consulting disciplines: Civil, Landscape Architecture, Cost Estimating, Accessibility, Traffic, Code, Educational Programming, Licensed Site Professional – Environmental Engineer, Hazardous Materials, Registered Land Surveyor, and Wetlands.

SUBMITTAL REQUIREMENTS

Firms shall provide the following information:

- Names and address of officers, directors and owners of firm
- The names of the individuals who will have a direct contact with the Building Commission throughout the project.
- A list of all public projects undertaken in Massachusetts within the past five years. This list shall include original budget amounts and actual final construction cost of the projects. Provide a list of references relating to those projects.
- A minimum of three examples of similar feasibility studies of site selection projects
- A list of all current projects.
- If the proposed will involve a joint venture, a list of all participating firms or individuals.
- A description of the firm’s current staffing and ability to undertake a project of this size in a timely fashion.
- The proposal shall also specify the names and backgrounds of all additional consultants who will be involved in this design including certificate.
- A proposed approach as to how the question(s) will be addressed and a schedule and resources utilized.
- A statement certifying that all information submitted in this proposal is correct under the penalties of perjury. (G.L. C7.38E)