

Massachusetts School Building Authority

Timothy P. Cahill
Chairman, State Treasurer

Katherine P. Craven
Executive Director

MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: Katherine Craven
DATE: September 30, 2009
RE: Recommendations for Technical Review Services Consultant Contracts

In order to augment staff resources and ensure the timely review of technical work products generated by school districts and their consultants for projects in the MSBA's capital pipeline, MSBA staff issued a request for responses (RFR) for technical review services on February 19, 2008. The ten firms that submitted a response were: Arrowstreet, GEOD, ICON, HMFH, JCJ Architecture, Kaestle Boos, Margo Jones, Mount Vernon Group, Noise Control Engineering, and STV.

Pursuant to that RFR, some services have been performed on an as-needed basis, including, for example, conducting detailed technical reviews of studies, reports, plans, specifications, cost estimates and other materials prepared by consultants for local school districts to assess compliance with MSBA requirements. As more projects enter the capital pipeline, the expectation is that additional professional services will be required to assist staff with conducting senior studies, reviewing and evaluating value engineering proposals and life-cycle cost analyses proposed by districts; assisting in the development and implementation of the MSBA's commissioning program, guidelines and standards; and, reviewing proposed change orders during construction and conduct post-occupancy reviews to evaluate completed projects and contractor performance.

The MSBA is in the process of collecting updated fee information from the firms that responded to the RFR, but it is anticipated that individual contracts for the required services may exceed \$250,000.

Recommendation: Authorize the Executive Director to enter into a Master Services Agreement(s) pursuant to the Request for Responses for Technical Review Services. Although the final cost of the agreement(s) will not be known until the MSBA determines the precise quantity of services that may be needed, the value of each agreement may exceed \$250,000. Pursuant to the MSBA's By-laws, the Board must authorize the Executive Director to enter into agreements that exceed this amount.