

## MEMORANDUM

**TO:** Board of Directors, Massachusetts School Building Authority  
**FROM:** Katherine Craven  
**DATE:** July 28, 2010  
**RE:** Recommendation for Commissioning Consultants  
Roof and Window Repair/Replacement Projects

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Currently, the MSBA has pre-qualified 11 commissioning consultants who can provide a full range of commissioning services to accommodate the capital pipeline projects for either new construction or substantial addition/renovations which require full building commissioning or commissioning of multiple systems. Given the specific commissioning requirements for roof and window projects in the Green Repair Program and in the MSBA pipeline, the MSBA sought to enhance the list of commissioning consultants for these types of projects by pre-qualifying additional commissioning consultants that have demonstrated expertise in roofing and window projects.

The Commissioning Consultants (CxA) will be involved throughout the project, from schematic design through the warranty phase. The primary role of the CxA during the overall design phase is to review the schematics and design to ensure that they meet the Owner's and the MSBA's objectives and develop detailed commissioning specifications. During construction, the CxA will coordinate the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that the systems are functioning in accordance with the Owner's Project Requirements and the contract documents. The CxA is not responsible for design or general construction scheduling, cost estimating, or construction management, but may assist with problem-solving or resolving nonconformance issues or deficiencies.

A Request for Responses to Provide Building Commissioning Services (MSBA-RFR-Commissioning-2010) was posted on CommPASS, the MSBA website, and in the Central Register on June 16, 2010. Responses were due on June 30, 2010.

Responses were received from the following entities:

- Atlantic Construction & Management, Inc.
- Cannon Design
- CBI Consulting Inc.
- Gale Associates, Inc.
- Russo Barr Associates, Inc.
- Simpson Gumpertz & Heger Inc.
- Strategic Building Solutions, LLC
- VP Consultants, LLC

Evaluation criteria included the following:

- Qualifications and experience of the Respondent and the personnel identified to provide the services described in the RFR;
- Demonstrated capacity, facilities and organizational structure to perform the types of services described in the RFR;
- Adequacy of Respondent's resources to support the successful performance of the services sought in the RFR;
- Respondent's proposed overall approach to the RFR;
- Reasonableness of the proposed fees and expenses;
- An understanding of the MSBA's needs and objectives, and a familiarity with and understanding of M.G.L. c. 70B, Chapter 208 of the Acts of 2004, the MSBA's regulations (963 CMR 2.00 et seq.), the Green School Guidelines (MA-CHPS);
- Status as a minority or woman-owned business.

**Recommendation:** Authorize the Executive Director to enter into negotiations and Master Services Agreements with the following firms:

- Cannon Design
- CBI Consulting Inc.
- Gale Associates, Inc.
- Russo Barr Associates, Inc.
- Simpson Gumpertz & Heger Inc.
- VP Consultants, LLC

Strategic Building Solutions, LLC was also determined to meet the requirements of this RFR; however, they were previously approved to participate in the MSBA commissioning program and approval under this RFR is not necessary.

Although the final cost of these agreements will not be known until the MSBA determines the precise quantity of commissioning services that may be needed, the cumulative value of each agreement likely will 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.