

## MEMORANDUM

**TO:** Board of Directors, Massachusetts School Building Authority  
**FROM:** John K. McCarthy, Executive Director  
**DATE:** May 29, 2013  
**RE:** MSBA Request for Services for Program Management Services

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On April 5, 2013, the Massachusetts School Building Authority (“MSBA”) issued a Request for Services (RFS) seeking qualified firms to provide program management services to the MSBA. As a minimum qualification, the RFS required each Respondent to specifically certify that it is not presently performing, and will not perform or seek to perform, services as a consultant or subconsultant in relation to the design or construction of any public school project funded in part by the MSBA during the term of any contract awarded pursuant to the RFS. In summary, the requested scope of services includes:

- General Program Management including the continued refinement of internal processes and procedures such as timing and content of district submittals; master project schedule and budget, project cost estimating, and project reporting; collection and publication of cost data including consultant fees, overall project costs, specific project costs, contingency uses, change order analysis and capital repair costs; and other services specifically described in the RFS.
- Project Program Management including the ongoing review and verification of school district submittals for compliance with the project scope and budget agreement during the design development, construction documents and bidding phases; assisting MSBA staff with site visits and project verification for potential and approved projects; and other services specifically described in the RFS.

To augment staff resources and ensure the timely review of technical work products generated by school districts and their consultants within the MSBA’s capital pipeline, the MSBA previously established a qualified pool of firms in March 2009. Since that time, the number of projects managed in the capital pipeline has grown from 99 to 326. Utilization of staff extension services has allowed the MSBA to efficiently handle the influx of a large volume of projects as a result of the built-up need from the moratorium and the Green Repair Program initiative as well as prepare guidelines and provide training on program processes for the districts and their consultants.

The MSBA posted the RFS on CommPASS and on the MSBA’s website. The following three firms submitted timely Responses:

- Expertcon, Inc. (“Expertcon”)
- Jacobs Project Management Co. (“Jacobs”)
- Keville Enterprises (“Keville”)

A committee of six MSBA staff members from Law, Finance and Capital Planning comprehensively reviewed each of the Responses. In conducting its review, the Committee

applied ratings of Highly Advantageous, Advantageous or Not Advantageous to each of the following evaluative criteria as described in the RFS:

- Supplier Diversity Program;
- MCPPO Certification;
- Demonstrated Experience and Performance of the Respondent Firm;
- Demonstrated Experience of Key Personnel;
- Capacity and Organizational Structure; and
- Proposed Overall Approach.

As a result of its review, the committee determined that Keville was the most advantageous firm. The committee agreed that Keville had the qualifications, depth of personnel, organizational structure, experience and overall approach necessary to provide the full scope of services in a manner most advantageous to the MSBA. Also, Keville is a certified WBE and has proposed a WBE sub-consultant as part of its team. In addition, after analyzing the cost proposals submitted by each firm, the committee determined that Keville's proposal offered the best overall value in terms of the estimated cost of services.

**Recommendation:**

Staff recommends that the MSBA Board of Directors (the "Board") authorize the Executive Director to enter into negotiations and execute a Master Services Agreement and appropriate Work Orders with Keville Enterprises to perform the program management services described in the RFS.

The estimated fees for years 2013 through 2016 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.