

## MEMORANDUM

**TO:** Board of Directors, Massachusetts School Building Authority  
**FROM:** Maureen G. Valente, Chief Executive Officer  
John K. McCarthy, Executive Director, Deputy Chief Executive Officer  
**DATE:** January 20, 2016  
**RE:** Recommendations for Technical Review Services Consultants

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The Massachusetts School Building Authority (the “MSBA”) engages firms or individuals to assist staff with the technical review of district submittals and to assist MSBA staff with the implementation of the MSBA Grant/Reimbursement Program. Through a public procurement process in 2012, the MSBA entered into Master Services Agreements (the “Agreements”) with three firms that assisted staff with the review of design development and construction documentation submitted by districts, the performance of Senior Studies on existing school facilities, the implementation of the MSBA Model School Program, and the review and updating of sustainable design policies to align with changing codes. The MSBA extended the term of the Agreements with two of the firms for one additional year. The term of the current Agreements expires on June 30, 2016 and the MSBA has recently gone through a public process to procure technical review services that will be needed in the future.

MSBA staff identified the Procurement Management Team (the “PMT”) and developed the specifications, evaluation criteria, scorecard, and Request for Responses (“RFR”) for posting. On October 7, 2015, MSBA staff issued an RFR for firms or individuals interested in providing architectural and engineering services to assist the MSBA with detailed review of technical documents and materials submitted by local school districts and/or to otherwise assist MSBA staff with the implementation of its Grant/Reimbursement Program. The RFR was posted on the MSBA’s website, Central Register, and on COMMBUYS, a web-based market center for the Commonwealth.

The MSBA received three responses to the RFR by the October 21, 2015 deadline. The PMT met on October 28, 2015 to discuss the initial findings of the phase one review of responses and determined that all three responses would be advanced to a phase two review. The phase two review and scorecard were based on the following evaluation criteria, which was also included in the RFR:

- Demonstrated intent to further the development of Minority and Woman-Owned Business Enterprises (“M/WBEs”) – Supplier Diversity Program;
- Experience of the Respondent and the personnel identified to provide the services described in the RFR;
- Knowledge and understanding of public construction documentation and administration;
- Knowledge and understanding of development and evaluation of K-12 school projects;
- Overall approach to providing the technical services described in the RFR;

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- Demonstrated capacity and organizational structure to perform the types of technical services described in the RFR;
- Demonstrated intent that 50% or more of the work-hours will be performed in Massachusetts - Invest in Massachusetts; and
- Overall value of the price included in the response.

The PMT met again on November 3, 2015 to discuss the individual scores for each of the three responses. The PMT calculated the final scores based on the average of the individual scores from each of the three PMT members.

<b>Respondent</b>	<b>Final Score</b>	<b>Comments</b>
Gienapp Design Associates, LLC	93	Complete
OWL Engineers	32	Services listed in response limited to review of electrical, fire alarm and communications systems, therefore not responsive to the scope of work included in the RFR
STV, Inc.	93	Complete. Respondent provided certification that qualifications are met

**Recommendations:**

That the Board of Directors authorize the Executive Director to enter into negotiations and execute Master Services Agreements with Gienapp Design Associates, LLC and STV, Inc. that will commence on July 1, 2016 for a term of up to three years, with an option to extend the term of the agreements up to one additional year at the discretion of the MSBA.

The value of each agreement is expected to exceed \$150,000; therefore, the Large Procurement process that is set forth in the MSBA's Procurement Policy was used for this procurement. Also, the value of each contract may exceed \$250,000 during the term of the proposed agreements. Pursuant to the MSBA's By-laws, the Board must authorize the Executive Director to enter into agreements that exceed this amount; therefore, staff is asking the Board to authorize the Executive Director to enter into contracts with these firms.