MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: James A. MacDonald, First Deputy Treasurer, Chief Executive Officer
Mary L. Pichetti, Executive Director, Deputy Chief Executive Officer
SUBJECT: Recommendation for Post Occupancy Evaluation House Doctor Services Consultant
DATE: April 22, 2026

On November 5, 2025, the Massachusetts School Building Authority ("MSBA") issued a Request for Responses ("RFR") seeking qualified consultants interested in providing professional "Post Occupancy Evaluation ('POE') House Doctor" services to assist the MSBA in supporting and maintaining the MSBA's Post Occupancy Evaluation Program.

In accordance with the MSBA's procurement policies, six MSBA staff members were appointed to serve on the Procurement Management Team ("PMT"). The MSBA advertised the RFR in the Goods and Services Bulletin, and posted the documents on the MSBA's website, and on COMMBUYS, a web-based market center for the Commonwealth.

The MSBA received the following seven (7) Responses to the RFR before the 12:00 pm deadline on December 10, 2025: Fielding International & CMTA, Gannett Fleming, Jacobs Engineering Group, NV5, Perkins & Will, Studio Umbra, and Turner & Townsend Heery. The MSBA's Legal department conducted the Phase One Review to ensure that all Responses were responsive to the requirements of the RFR. After confirming responsiveness, the Responses were forwarded to the PMT for a Phase Two evaluation.

The PMT met on February 11, 2026, and February 12, 2026, to conduct a thorough evaluation and discussion of the Responses, and to complete a Phase Two scorecard based on the following evaluation criteria, which were included in the RFR:

- Demonstrated intent to further the development of Certified Business Enterprises – (Supplier Diversity Program);
- Demonstrated intent that 50% or more of the work hours will be performed in Massachusetts - (Invest in Massachusetts);
- Demonstrated experience of the Respondent's key personnel;
- Demonstrated capacity and organizational structure to perform the services described in the RFR; and
- The proposed overall approach as it aligns with the Scope of Services described in Section I(B.) of the RFR.

The PMT, by consensus, determined the following scores:

Firm	Score
Gannett Fleming	75
Fielding International & CMTA	70
Perkins & Will	65
Turner & Townsend Heery	55

Jacobs Engineering Group	50
NV5	30
Studio Umbra	10

The PMT unanimously agreed to request virtual presentations from the following Respondents in accordance with the RFR: Fielding International & CMTA, Gannett Fleming, and Perkins & Will. Virtual presentations were performed by Respondents via Microsoft Teams on the following dates:

- Friday, February 27, 2026, by Fielding International & CMTA
- Friday, February 27, 2026, by Perkins & Will
- Friday, February 27, 2026, by Gannett Fleming

Following Respondent presentations, the PMT convened on February 27, 2026, and March 13, 2026, to discuss the Phase Three evaluation of the Respondents, including the virtual presentations. The PMT adjusted the Phase Two scores to arrive at the final scores listed below:

Firms	Final Scores
Fielding International & CMTA	80
Gannett Fleming	60
Perkins & Will	65

After completing the Phase Three Review evaluation, the PMT recommended entering into a Master Services Agreement with Fielding International & CMTA.

Recommendations: Authorize the Executive Director to enter into a Master Services Agreement with Fielding International & CMTA, to provide the services solicited in the RFR for an initial two (2) year term. The MSBA may, at its sole option, extend the term for up to two additional one-year renewal periods, under the same terms and conditions, for a maximum potential term of four (4) years.

The value of the contract is expected to exceed $250,000 during the term of the proposed agreement; therefore, pursuant to the MSBA's By-laws, the Board must authorize the Executive Director to enter into an agreement that exceeds this amount.