MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority

FROM: James A. MacDonald, First Deputy Treasurer, Chief Executive Officer

John K. McCarthy, Executive Director, Deputy Chief Executive Officer

DATE: April 8, 2020

RE: Recommendation to Execute Master Services Agreements for Technical Review Services Consultants

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The Massachusetts School Building Authority ("MSBA") engages professional consultants to assist staff with the review of district submittals and the implementation of the MSBA's grant program. This is the MSBA's third procurement for consultant services to assist staff with the review of design development and construction documents submitted by districts, perform Senior Studies on existing school facilities, review and update sustainable design policies to align with changing codes, support MSBA initiatives such as the post-occupancy program and perform special studies as directed by the MSBA. The current agreements for these services expire on June 30, 2020 which includes the extension of the original three-year term by one additional year.

In accordance with the MSBA's procurement policies, six MSBA staff members were appointed by the Executive Director to serve on the Procurement Management Team ("PMT"). In collaboration with the Director of Capital Planning and the legal department, the PMT developed the scope, evaluation criteria, scorecard, and Request for Responses ("RFR") for posting. On January 8, 2020, the MSBA 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 MSBA posted the RFR on the MSBA's website, Central Register, and on COMMBUYS, a web-based market center for the Commonwealth.

The MSBA received two responses to the RFR prior to the February 8, 2020 deadline. The PMT met on February 13, 2020 to discuss the initial findings of the phase one review and determined that both responses would be advanced to a phase two review. The phase two review and score card was based on the following evaluation criteria that 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;
- 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 February 26, 2020, discussed individual scores for each of the two responses and calculated the final scores based on the average of the individual scores from each of the six PMT members.

Respondent	**Final Score**	**Comments**
Gienapp Design Associates, LLC	89	Complete.
STV, Inc.	91	Complete.

Recommendation: 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, 2020 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 policy process was used for this procurement. Also, the value of each contract may 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 agreements that exceed this amount.