



**City of Leominster, Massachusetts
Office of the Purchasing Agent**

**Owner's Project Manager - Request for Services
For
Fall Brook Elementary School**

Proposals Due: 11:00 A.M. March 15, 2023

REQUEST FOR OWNER’S PROJECT MANAGEMENT SERVICES (“OPM RFS”)

1. Introduction

The City of Leominster, (“Owner”) is seeking the services of a qualified OPM “Owner’s Project Manager” as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for the design, construction, addition to and /or renovation of the Fall Brook Elementary School (“School”) in Leominster,, Massachusetts (“Project”).

The Owner is requesting the services of an OPM to represent the Owner during the feasibility study and schematic design phases of the project initially. Subject to the approval of the Project by the Massachusetts School Building Authority (the “MSBA”) and further subject to continued funding authorized by the City of Leominster, the contract between the Owner and the Owner’s Project Manager may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction, and final closeout of the potential Project. A potential approved Project may include a renovation of the existing School, a renovation and addition of the existing School and/or new construction. The estimated total project costs of an approved potential Project may range from \$60,000,000 to \$125,000,000 depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA Board of Directors.

2. Background

The City of Leominster has nine public schools comprised of one preschool, one stand-alone kindergarten, four K-5 elementary schools, two middle schools, and one high school with a technical education school component.

3. Project Description, Objectives and Scope of Services

On or about June 23, 2021, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for the Fall Brook Elementary School. The MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA’s grant program is discretionary, and no city, town, or regional school district has any entitlement to any funds from the MSBA. At the December 21, 2022 Board of Directors meeting, the MSBA voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest to identify and study possible solutions and, through a collaborative process with the MSBA, reach a mutually-agreed upon solution. The MSBA has not approved a Project and the results of this feasibility study may or may not result in an approved Project.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the Fall Brook Elementary School.

The Fall Brook Elementary School was built in 1966. Four permanent portable classrooms, which are attached to the building, were installed in 2006. The square footage of the building is 65,032 sq. ft. The Fall Brook Elementary School is located on an 85-acre parcel of land shared by two schools. The Fall Brook Elementary School houses grades K-5 consisting of five sections each of grades 1 through 5. There are also three sections of kindergarten. Additionally, Fall Brook Elementary School houses an in-

district behavior program (K-2) as well as an in-district school-wide Applied Behavior Analysis inclusion program.

The foundation of the building is cast-in-place concrete spread footings. The perimeter is concrete foundation walls on a continuous strip footing and interior columns are supported on isolated spread footings which are compromised in certain areas. The building has a flat rubber roof with heat sealed rubber membrane. The roof is approximately 26-years old and leaks have been patched as necessary. There are approximately 500 single-pane windows with aluminum frames. The mechanical and electrical systems are original to the building. The electrical panels are all Federal Pacific brand. The HVAC system is continuously being repaired with numerous unit vent issues, overheating issues, thermostat issues, and ventilation issues. All these repairs have been hampered due to the presence of asbestos. The Fall Brook Elementary School consists of the following:

- 32 classrooms all of which are between 830-840 square feet in size,
- A gym that is 3,800 square feet,
- A library that is 1,000 square feet; and,
- A cafeteria that is 3,400 square feet in size.

Each of the spaces above are original with no updates. The interior plumbing is located on the outside of the walls due to the presence of asbestos. A report from Mount Vernon Group Architects submitted in 1997 stated that the Fall Brook Elementary School had poor electrical systems and Federal Pacific electrical panels, excessive asbestos, poor energy efficiency, and did not have a sprinkler system.

Project Objectives under consideration by the Owner include:

- Identification of community concerns that may impact study options,;
- Identification of specific milestone requirements and/or constraints of the District – e.g. Town votes, swing space, occupancy issues,
- Identification of alternative sites,
- Life cycle costs of operating the School as it relates to future operational budgets,
- Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council’s LEED for Schools (LEED-S) Rating System;
- Replacement or renovation of school facility systems, such as roof, windows, heating & ventilation systems, removal of asbestos, decrease the exorbitant repair costs as well as increase energy conservation due to most of the system components being original to the building and in need of replacement; and,
- Maximizing space in order to provide for a full range of programs consistent with state and approved local requirements to alleviate the overcrowding of the kindergarten classes.

The required scope of services is set forth in Article 8 of the standard contract for Owner’s Project Management Services for a Design/Bid/Build project that is attached hereto as Attachment B and incorporated by reference herein. If the Owner determines to use a CM-at-Risk delivery method, this contract shall need to be amended and/or substituted. The work is divided into the Project Phases as listed in Attachment A of this contract. The durations of the Phases shown below are estimates only, based on the Owner’s experience. Actual durations may vary depending upon the Project agreed upon by the Owner and the MSBA. The total duration of the Contract is estimated as follows:

- | | |
|---|---------------------|
| 1. Feasibility Study//Schematic Design Phase; | 12-18 months |
| 2. Design Development/Construction Documents/Bidding Phase; and | 10-12 months |
| 3. Construction Phase. | 24-36 months |

4. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify that it meets the following minimum requirements. Any Response that fails to include such certification in its response, demonstrating that these criteria have been met, may be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program (the "MCPPO") as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least five years' experience in the construction and supervision of construction and design of public buildings
- or,**
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least seven years' experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge, and abilities with respect to public construction projects, particularly involving the construction and renovation of K-12 schools in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

- 1) Past performance of the Respondent, if any, with regard to public, private, Department Of Education funded and MSBA-funded school projects across the Commonwealth, as evidenced by:
 - a) Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions, (Max. point value 10)
 - b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials. (Max. point value 10)
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project. (Max. point value 5)
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws. (Max. point value 5)
- 4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project for new construction of 80,000 square feet or renovation of 70,032 square feet ; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost. (Max. point value 10)

- 5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered. (Max. point value 10)
- 6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants. Max. point value 10)
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million. (Max. point value 10)
- 8) Familiarity with Northeast Collaborative for High Performance Schools criteria or US Green Building Council's LEED for Schools Rating System. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., NE-CHPS or LEED-S), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for NE-CHPS or LEED-S prerequisites. (Max. point value 5)
- 9) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners. (Max. point value 5)
- 10) Knowledge of the purpose and practices of the services of Building Commissioning Consultants. (Max. point value 5)
- 11) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract. (Max. point value 5)
- 12) Demonstrated experience with phased occupied building construction and renovation projects including managing hazardous materials removal, integrating new and maintaining building systems. (Max. point value 10)

In order to establish a short list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion, and such other relevant criteria as the MSBA may request. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFS, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed to the Project. No substitution or replacement of key personnel or change in the subconsultants identified in the response shall take place without the prior written approval of the Owner and the MSBA.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected

Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

5. Selection Process and Selection Schedule

Process

- 1) The Fall Brook Elementary School Building Committee will be responsible for the initial review of the responses. The responses will be evaluated to determine if the minimum requirements as outlined in Section 4 above are met. Failure to meet the minimum requirements will disqualify the response from further consideration. Responses that meet the minimum requirements will be further evaluated by the evaluation criteria contained within. All scoring will be documented in writing on a scoring sheet.
- 2) The Fall Brook Elementary School Building Committee will rank responses based on the weighted criteria identified in the previous section of this RFS on individual scoring sheets. The scoring sheets will be added together and averaged to determine the cumulative score of each response. The School Building Committee will identify a minimum of three short-listed firms.
- 3) Shortlisted firms will be provided an invitation to be interviewed by the Fall Brook Elementary School Building Committee. The invitation will include an agenda describing the interview process which will include time for a short presentation by the Firm to give background on who they are and why they are best suited to work on this project, followed by a question-and-answer session by the Fall Brook Elementary School Building Committee. The Fall Brook Elementary School Building Committee will then vote on a finalist based on initial evaluation criteria, reference checks, each firm's interview presentation, and responses to questions from the Fall Brook Elementary School Building Committee. The firm receiving the majority of the votes will be recommended to the MSBA. If no firm receives a majority of the votes, the lowest ranked firm will be removed from voting and the vote will be repeated with the remaining two firms until one firm receives the majority of the votes.
- 4) The Owner will require the selected finalist to provide a preliminary, detailed fee structure for the project, with an explanation of how that fee schedule was reached. In addition to the preliminary fee structure, hourly rates & roles for all proposed professional personnel assigned to the project will also be required.
- 5) The Owner will commence fee negotiations with the first-ranked selection. The Owner will consider fee structures from similar projects and other awarded contracts as part of the negotiation process.
- 6) If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.
- 7) The selected firm will be submitted to the MSBA for its approval.
- 8) The selected firm may be asked to participate in a presentation to the MSBA and/or submit additional documentation, as required by MSBA, as part of the MSBA approval process.
- 9) The Owner may re-advertise if less than three responses are received or to re-advertise if fee negotiations fail.

The following is a tentative schedule of the selection process, subject to change at the Owner's and MSBA's discretion.

- March 1, 2023 RFS appears in Central Register of the Commonwealth of Massachusetts, OSD's CommBuys bid website, the Sentinel & Enterprise newspaper, and the City's website
- March 7, 2023 Informational meeting and site inspection, 10:00a.m. at Fall Brook Elementary School, 25 Decicco Drive, Leominster, MA 01453
- March 10, 2023 Last day for questions from Respondents (3:00 pm deadline)
- March 15, 2023 Responses due at 11:00a.m., Office of the Purchasing Agent, City Hall, 25 West Street, Leominster, MA 01453
- March 20, 2023 Respondents short-listed
- March 27, 2023 Interview short-listed Respondents, rank finalists.
- March 30, 2023 Negotiate with selected Respondent
- April 5, 2023 Final selection submitted to the MSBA for review and approval
- April 26, 2023 Anticipated MSBA OPM Review Panel Meeting
- May 1, 2023 Anticipated execution of contract

The RFS may be obtained from:

Greg Chapdelaine, Purchasing Agent
City Hall – Office of the Purchasing Agent
25 West Street
Leominster, MA 01453
(978) 962-3538
gchapdelaine@leominster-ma.gov or mtarr@leominster-ma.gov

On or after **March 1, 2023**.

Any questions concerning this RFS must be submitted in writing (email is acceptable) to:

Greg Chapdelaine, Purchasing Agent
City Hall – Office of the Purchasing Agent
25 West Street
Leominster, MA 01453
(978) 962-3538
gchapdelaine@leominster-ma.gov or mtarr@leominster-ma.gov

By 3:00 p.m. on March 10, 2023.

Sealed Responses to the RFS for OPM services must be clearly labeled “Owner’s Project Management Services for Fall Brook Elementary School and delivered to:

Greg Chapdelaine, Purchasing Agent
City Hall – Office of the Purchasing Agent
25 West Street
Leominster, MA 01453
(978) 962-3538

no later than 11:00 a.m., March 15, 2023. The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

6. Requirements for content of response:

Submit *seventeen (17)*¹ hard copies of the response to this RFS and one electronic version in PDF format on a USB Flash Drive. All responses shall be:

- In ink or typewritten:
 - Presented in an organized and clear manner;
 - Must include the required forms in Attachment C;
 - Must include all required Attachments and certifications;
 - Must include the following information:
1. Cover letter shall be a maximum of two pages in length and include:
 - a. An acknowledgement of any addendum issued to the RFS.
 - b. An acknowledgement that the Respondent has read the RFS. Respondent shall note any exceptions to the RFS in its cover letter.
 - c. An acknowledgement that the Respondent has read the Contract for Project Management Services. Respondent shall note any exceptions to the Contract for Project Management Services in its cover letter.
 - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFS to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification must be attached to the cover letter).
 - e. A description of the Respondent’s organization and its history.
 - f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.
 - g. The name, title, address, e-mail, and telephone number of the contact person who can respond to requests for additional information.
 2. Selection Criteria: The response shall address the Respondent’s ability to meet the “Selection Criteria” Section including submittal of additional information as needed. The total length of the

¹ *The Owner should determine the number of copies required for its selection committee and other local representatives as needed. Please include two additional copies to be sent to the MSBA as part of the approval documentation required.*

Response (including Attachment C only but excluding Attachments A, B and D) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of “12 pt” for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½” x 11” pages, double-sided.**

The Owner shall list any and all certifications here that the Respondent will be required to submit as Attachment D: Required Certifications (e.g., certification regarding conflict of interest law). The Owner should consult with its legal counsel to determine what certifications may be required.

7. Payment Schedule and Fee Explanation:

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

8. Other Provisions

A. Public Record

All responses and information submitted in response to this RFS are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

B. Waiver/Cure of Minor Informalities, Errors, and Omissions

The Owner reserves the right to waive or permit cure of minor informalities, errors, or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFS in any manner necessary to serve the best interest of the Owner and its beneficiaries.

C. Communications with the Owner

The Owner’s Procurement Officer for this RFS is:

Greg Chapdelaine, Purchasing Agent
City Hall – Office of the Purchasing Agent
25 West Street
Leominster, MA 01453
978-962-3538
gchapdelaine@leominster-ma.gov

Respondents that intend to submit a response are prohibited from contacting any of the Owner’s staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business and must not relate to this RFS. In addition, such respondents shall not discuss this RFS **Base OPM Contract for DBB/CMR v. 1.15.21**

with any of the Owner's consultants, legal counsel, or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

D. Costs

Neither the Owner nor the MSBA will be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an OPM approved by the MSBA.

E. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

F. Rejection of Responses, Modification of RFS

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

G. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

ATTACHMENTS:

Attachment A: Statement of Interest

Attachment B: Contract for Owner's Project Management Services

Attachment C: OPM Application Form – March 2017

Attachment D: Required Certifications

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2021 Statement of Interest

Thank you for submitting your FY 2021 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to mail all required supporting documentation, which is described below.

VOTES: Each SOI must be submitted with the proper vote documentation. This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
 - For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
 - Regional School Districts do not need to submit a vote of the municipal body.
 - For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3: If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects Priority #3, Prevention of a loss of accreditation, the SOI will not be considered complete unless and until a summary of the accreditation report focused on the deficiency as stated in this SOI is provided.

ADDITIONAL INFORMATION: In addition to the information required above, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact the MSBA at 617-720-4466 or SOI@massschoolbuildings.org.

Massachusetts School Building Authority

School District Leominster

District Contact Paula Deacon TEL: (978) 534-7700

Name of School Fall Brook

Submission Date 6/23/2021

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- After the district completes and submits this SOI electronically, the district must mail hard copies of the required documentation described under the "Vote" tab, on or before the deadline.
- The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation in a format acceptable to the MSBA. If Priority 1 is selected, your SOI will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If Priority 3 is selected, your SOI will not be considered complete unless and until you provide a summary of the accreditation report focused on the deficiency as stated in this SOI.

**LOCAL CHIEF EXECUTIVE OFFICER/DISTRICT SUPERINTENDENT/SCHOOL COMMITTEE CHAIR
(E.g., Mayor, Town Manager, Board of Selectmen)**

Chief Executive Officer *

School Committee Chair

Superintendent of Schools

Dean Mazzarella

Eileen Griffin

Paula Deacon

Mayor



(signature)

(signature)

(signature)

Date

Date

Date

6/23/2021 9:33:23 AM

6/22/2021 1:19:16 PM

6/22/2021 12:59:22 PM

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

School District Leominster

District Contact Paula Deacon TEL: (978) 534-7700

Name of School Fall Brook

Submission Date 6/23/2021

Note

I have mailed the School Committee Minutes reflecting the vote and the City Clerk certification of the City Council vote.

The following Priorities have been included in the Statement of Interest:

1. Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. Elimination of existing severe overcrowding.
3. Prevention of the loss of accreditation.
4. Prevention of severe overcrowding expected to result from increased enrollments.
5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. Short term enrollment growth.
7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

SOI Program: Core Potential Project Scope: Renovation/ Addition

Is this a Potential Consolidation? NO

Is this SOI the District Priority SOI? YES

School name of the District Priority SOI: 2021 Fall Brook

Is this part of a larger facilities plan? NO

If "YES", please provide the following:

Facilities Plan Date:

Planning Firm:

Please provide a brief summary of the plan including its goals and how the school facility that is the subject of this SOI fits into that plan:

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 25 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 14 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? NO

Does the District have related report(s)/document(s) that detail its facilities, student configurations at each facility, and District operational budget information, both current and proposed? NO

If "NO", please note that:

If, based on the SOI review process, a facility rises to the level of need and urgency and is invited into the Eligibility Period, the District will need to provide to the MSBA a detailed Educational Plan for not only that facility, but all facilities in the District in order to move forward in the MSBA's school building construction process.

Is there overcrowding at the school facility? YES

If "YES", please describe in detail, including specific examples of the overcrowding.

Fall Brook School was built for a capacity of 550 people. Currently the school houses 661 students and approximately 100 staff.

Has the district had any recent teacher layoffs or reductions? YES

If "YES", how many teaching positions were affected? 50

At which schools in the district? Some staff were laid off during the pandemic but the building will be fully staffed in FY22.

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

Teachers that were laid off but have since been brought back included Physical Education, Music, Art, Library and Technology and homeroom classroom teachers.

Has the district had any recent staff layoffs or reductions? YES

If "YES", how many staff positions were affected? 40

At which schools in the district? Due to the Pandemic staff were laid off but have now been brought back.

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

Specialized program support staff.

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

Does not apply.

Please provide a description of the local budget approval process for a potential capital project with the MSBA. Include schedule information (i.e. Town Meeting dates, city council/town council meetings dates, regional school committee meeting dates). Provide, if applicable, the District's most recent budget approval process that resulted in a budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities).

Local School Committee Approval City Council Approval

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

Fall Brook was built in 1966. Four permanent portables classrooms which were attached to the existing building were installed in 2006. The MSBA funded a new boiler in 2012.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

65032

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

Fall Brook Elementary School is located on an 85 acre parcel of land shared by two schools. The other school is a middle school which houses approximately 600 students.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

25 DeCicco Drive Leominster, MA 01453

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Foundation - Cast-in-place concrete spread footings.

Perimeter - concrete foundation wall is supported on a continuous strip footing and interior columns are supported on isolated spread footings.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? NO

Year of Last Major Repair or Replacement:(YYYY) 1966

Description of Last Major Repair or Replacement:

The School was built in 1966. In some places the brick is compromised.

Roof Section A

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 65000

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Rubber flat roof with heat sealed rubber membrane.

Age of Section (number of years since the Roof was installed or replaced) 26

Description of repairs, if applicable, in the last three years. Include year of repair:

Leaks have been patch as necessary. Excessive leaks have been repaired.

Window Section A

Is the District seeking replacement of the Windows Section? YES

Windows in Section (count) 500

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Original single pane windows with aluminum frames.

Age of Section (number of years since the Windows were installed or replaced) 55

Description of repairs, if applicable, in the last three years. Include year of repair:

Broken panels are replaced as needed.

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

The mechanical and electrical systems are all original to the building. The electrical panels are all Federal Pacific. The HVAC system is continually being repaired with numerous unit vent issues, overheating issues, thermostat issues and ventilation issues. All these repairs have been hampered due to the presence of asbestos.

Boiler Section 1

Is the District seeking replacement of the Boiler? NO

Is there more than one boiler room in the School? NO

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Natural Gas

Age of Boiler (number of years since the Boiler was installed or replaced) 10

Description of repairs, if applicable, in the last three years. Include year of repair:

Routine maintenance.

Has there been a Major Repair or Replacement of the HVAC SYSTEM? NO

Year of Last Major Repair or Replacement:(YYYY) 1966

Description of Last Major Repair or Replacement:

Unit vents are being repaired as needed. Maintenance costs are increasing due to the age of the system and the difficulty in finding replacement parts.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? NO

Year of Last Major Repair or Replacement:(YYYY) 1966

Description of Last Major Repair or Replacement:

None. The original Federal Pacific panels are still in use.

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Ceiling - main ceiling is one foot by one foot concealed spline ceiling system. Repair and maintenance is difficult due to the presence of asbestos.

Lighting - all old florescent. Repaired and maintained as needed. The lighting throughout recessed, acrylic lens, one by four, two lamp fluorescent fixtures with non energy saving ballast and non energy saving lamps. Could not determine if PCB are present.

Gymnasium has 250 watt metal halide or mercury vapor lamp high-bay fixtures.

Finishes - All cinder block - painted. All plumbing and electrical is surface mounted due to inability to access the walls.

Floor - 9 x 9 asbestos tiles. Repair and maintenance is difficult due to the presence of asbestos.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current grade structure and programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

Fall Brook Elementary is a K-5 school consisting of 5 sections each of grades 1, 2, 3, 4, and 5. There are also 3 sections of Kindergarten. Additionally, Fall Brook houses an in district behavior program (K-2) as well as an in district, school wide, inclusion ABA program. Due to limited space, these programs have become limited in scope and structure. There

are current plans to include an ABA sub separate program, however, again due to space this cannot logistically happen. We also have approximately 100 EL students ranging from newcomers through levels 4/5.

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

Fall Brook has 32 classrooms all of which are between 830-840 square feet. Homeroom, Special Education, ELL, and Art are included within the 32. Our STEM special is on a cart and our music "room" on a stage (no windows or ventilation). The gym is 3800 square feet and the library 1000 square feet. We currently have no media center nor science lab/specialized programming rooms. Our cafeteria is 3400 square feet. Each of these spaces are original with no updates. Within classrooms, the interior plumbing is on the outsides of walls, ceiling tiles are missing/damaged, and HVAC in need of constant repair.

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

Based on the city's Certificate of Inspection, the "allowable occupant load" is currently at 616. Over the past 20 years we have consistently had anywhere from 630-725 students enrolled. Additionally, including all staff (custodial, kitchen, part-time), there are another 95 adults present on a daily basis. Due to the fact that South Leominster continues to develop/grow, there has been little to mitigate enrollment or space. Staff "lunch rooms" have been converted to office spaces, the library has had office spaces partitioned within, and every other conceivable space has been converted into learning environments.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The City Capital Repair Program is done on an emergency basis. A scheduled repair and maintenance program has not been in place due to lack of funding.

Priority 5

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

Roof - the roof is 26 years old and is in need of consistent repairs and needs to be replaced.

Windows - The windows are original to the building 1966 and make up approximately 55-60% of the exterior structure. They are not energy efficient.

Ceilings - they are 1 x 1 concealed spline. They are consistently breaking and wet. It is difficult to find replacement parts.

Repairs are difficult due to the presence of asbestos.

Plumbing - existing plumbing has known asbestos insulation wrapping. Any additional plumbing work has to be surface mount due to asbestos in the walls.

Floors - 80% of the floor is 9 x 9 asbestos tiles.

Priority 5

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

The repairs have been done as needed but restricted due to asbestos and lack of funding.

Priority 5

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

Due to the obstruction of asbestos throughout the ceiling, floors and walls, maintenance can only take place under stringent safety conditions. As a result student learning is impacted during school hours.

Priority 5

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility that is the subject of this SOI and how it will improve your district's educational program.

We have not been able to implement technology in the school as we are unable to access areas to install it due to the asbestos.

The safety of our students would improve because they would not be exposed to all these hazardous concerns.

Please also provide the following:

Have the systems identified above been examined by an engineer or other trained building professional?:

YES

If "YES", please provide the name of the individual and his/her professional affiliation (maximum of 250 characters):

Mount Vernon Group
Architects and Planners

The date of the inspection: 1/10/1997

A summary of the findings (maximum of 5000 characters):

The building was found to have poor electrical, excessive asbestos, poor energy efficiency and does not have a sprinkler system. There was continuous concern with the Federal Pacific Panels.

REQUIRED FORM OF VOTE TO SUBMIT AN SOI

REQUIRED VOTES

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only. **FORM OF VOTE** Please use the text below to prepare your City's, Town's or District's required vote(s).

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the closing date, the

 of _____, in
 accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit
 to the Massachusetts School Building Authority the Statement of Interest dated _____ for the
 _____ located at
 _____ which
 describes and explains the following deficiencies and the priority category(s) for which an application
 may be submitted to the Massachusetts School Building Authority in the future

 _____;

and hereby further
 specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School
 Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of
 a grant or any other funding commitment from the Massachusetts School Building Authority, or commits
 the City/Town/Regional School District to filing an application for funding with the Massachusetts School
 Building Authority.



CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
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Dean Mazzarella	Eileen Griffin	Paula Deacon
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Mayor

		
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(signature)

(signature)

(signature)

Date

Date

Date

6/23/2021 9:33:23 AM

6/22/2021 1:19:16 PM

6/22/2021 12:59:22 PM

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

LEOMINSTER SCHOOL COMMITTEE MINUTES

May 17, 2021

Remote Meeting

PRESENT:

MICHAEL STASSEN

PETER HAIGIS

EILEEN GRIFFIN

MELISSA BIBLE

BRANDON ROBBINS

RONNIE HOULE

MAYOR MAZZARELLA

ISABELLE ALERA

PAULA DEACON, SUPERINTENDENT

JAMES REILLY, ASSISTANT SUPERINTENDENT

LAUREEN CIPOLLA, CURRICULUM

MELANIE MIKELS, INTERIM BUSINESS ADMINISTRATOR

RENEE KOSTKA, CURRICULUM

JEN MUNDIE, DIRECTOR OF STRATEGIC INITIATIVES

STEVEN MAMMONE, TECHNOLOGY

ABSENT:

SUZANNE KOEHLER

1. Call to Order

The meeting was called to order at 7:00 p.m.

Eileen Griffin read the School Committee Statement.

The Committee held a moment of silence for the passing of Gail Feckley and John Richard.

1b. Public Comment

None at this time.

1c. Communications

None at this time.

1d. Superintendent's Report

- Superintendent Deacon thanked everyone for their support with the vaccination clinics that were held in the schools last week. Another clinic is scheduled for May 25th for students 12 and older. It will be a first come first served basis.
- More than 70 percent of our students are in-person learning.
- As of tomorrow students will not need to wear a mask outside during recess. They still have to wear them in classrooms and on buses.
- Summer programming has been sent out.
- The Theatre Company will be doing a play "Bright Star" May 22 and May 23rd.
- Graduation will take place June 5th at Doyle Field.
- The last day of school will be June 16, 2021.
- The first day of school for next year will be August 31, 2021.

2. Public Hearing on the FY22 Budget

Eileen Griffin opened the Public Hearing on the FY22 Budget.

Melanie Mikels gave a presentation on the FY22 Budget. This budget will represent an increase of 2.4% over what was requested in FY21. The administration is requesting \$42,240,754 in Salaries and Wages and \$27,672,043 in Expenses with \$4,100,000 in Indirect Charges for a total of \$84,012,797. The district will also be receiving ESSER funding due to the pandemic.

Discussion followed. The State has set aside \$40 million to held districts that experienced a dip in enrollment. Our class size optimal limit is currently set at 25. Mayor Mazzarella stated that if the district experiences any savings it should be put in a rainy-day fund in case students return to the district.

No one from the public asked to speak on the budget.

Motion: *Michael Stassen made a motion to approve the FY22 Budget as presented for \$52,240,754 in Salaries and Wages, \$27,672,043 in Expenses. Seconded by Melissa Bible. Discussion followed. Mayor Mazzarella stated that we need to be flexible and understand that if the State numbers change and insurance costs change we will come back and have to change the vote.*

Voice vote:

Ronnie Houle yea

Melissa Bible yea

Brandon Robbins yea

Mayor Mazzarella yea

Michael Stassen yea

Peter Haigis yea

Isabelle Alera yea

Eileen Griffin yea

Motion carried (8-0).

2b. Vote to Submit MSBA Application – Fall Brook School

Motion: *Mayor Mazzarella made the following motion - Having convened in an open meeting on May 17, 2021, prior to the SOI submission closing date, the Leominster School Committee of Leominster, MA, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated _____ for the Fall Brook Elementary School located at 25 DeCicco Drive Leominster, MA which describes and explains the following deficiencies and the priority category(s) for which an application to the Core Program may be submitted to the Massachusetts School Building Authority in the future for a total renovation; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City of Leominster to filing an application for funding with the Massachusetts School Building Authority. Seconded by Brandon Robbins.*

Voice vote:
Ronnie Houle yea
Melissa Bible yea
Brandon Robbins yea
Mayor Mazzarella yea
Michael Stassen yea
Peter Haigis yea
Isabelle Alera yea
Eileen Griffin yea
Motion carried (8-0).

- 3.** **Approval of Minutes**
Motion: **Mayor Mazzarella made a motion to approve the minutes of May 3, 2021 and the Policy Subcommittee minutes of March 15, 2021. Seconded by Brandon Robbins. Motion carried (8-0).**

Voice vote:
Ronnie Houle yea
Melissa Bible yea
Brandon Robbins yea
Mayor Mazzarella yea
Michael Stassen yea
Peter Haigis yea
Isabelle Alera yea
Eileen Griffin yea
Motion carried (8-0).

- 4.** **Subcommittee Reports**
Finance Subcommittee
The Finance Subcommittee has not met.

Policy Subcommittee
The Policy Subcommittee met and discussed the Student Representation on the School Committee Policy. They are going to conduct more research on the policy.

- 5.** **Action Items**
Motion: **Michael Stassen made a motion to move \$3 million from Salaries and Wages to Expenses. Seconded by Ronnie Houle. Discussion followed. Peter Haigis stated that the money in large part is due to positions not being able to be filled. The money will be used for Health Insurance costs and SPED outplacements.**

Voice vote:
Ronnie Houle yea
Melissa Bible yea
Brandon Robbins yea
Mayor Mazzarella yea
Michael Stassen yea
Peter Haigis yea

*Isabelle Alera yea
Eileen Griffin yea
Motion carried (8-0).*

6. New/Old Business

Isabelle Alera urged the community to attend the theatre company plays. She gave her condolences to the family of Gail Feckley. She explained the Student Opportunity Act and how the \$40 million reserve fund from the State would be distributed.

The committee would like a presentation from the Booster Clubs.

The committee should consider meeting in person in June.

The committee would like an update on the athletic field.

The committee would like an update on School Choice.

7. Executive Session

Motion: *At 8:01 p.m. Brandon Robbins made a motion to go into Executive Session under Chapter 39 of the Mass General Laws to discuss contract negotiations with union and non-union personnel. Seconded by Peter Haigis. The committee will be returning.*

Voice vote:

Ronnie Houle yea

Melissa Bible yea

Brandon Robbins yea

Mayor Mazzarella yea

Michael Stassen yea

Peter Haigis yea

Isabelle Alera yea

Eileen Griffin yea

Isabelle Alera will not be joining the meeting due to a conflict of interest.

Motion carried (8-0).

The committee returned to regular session at 8:23 p.m.

Motion: *Michael Stassen made a motion to ratify the agreement with Unit A. Seconded by Brandon Robbins.*

Voice Vote:

Ronnie Houle yea

Melissa Bible yea

Brandon Robbins yea

Mayor Mazzarella yea

Michael Stassen yea

Peter Haigis yea

Eileen Griffin yea

Isabelle Alera abstain

Motion carried (7-0).

Motion: *Peter Haigis made a motion to give a 2% stipend for FY21 to the Tutors, Paras, Senior Custodians, Junior Custodians and Secretaries. Seconded by Brandon Robbins.*

Voice Vote:

Ronnie Houle yea

Melissa Bible yea

Brandon Robbins yea

Mayor Mazzarella yea

Michael Stassen yea

Peter Haigis yea

Eileen Griffin yea

Isabelle Alera abstain

Motion carried (7-0).

Motion: *Brandon Robbins made a motion to approve a 2% increase for FY21 to non-union personnel retro to July 1, 2021. Seconded by Mayor Mazzarella.*

Voice vote:

Ronnie Houle yea

Melissa Bible yea

Brandon Robbins yea

Mayor Mazzarella yea

Michael Stassen yea

Peter Haigis yea

Eileen Griffin yea

Isabelle Alera abstain

Motion carried (7-0).

8. Adjournment

The meeting was adjourned at 8:34 p.m.

Respectfully submitted,

Chris Silverman

Asst. to the Superintendent

Council President

Mark C. Bodanza

Council Vice President

Gail P. Feckley



Councillors-at-Large

John Dombrowski

Claire M. Freda

Susan Chalifoux Zephir

Thomas F. Ardinger

Ward Councillors

Ward 1 – Gail P. Feckley

Ward 2 – Pauline M. Cormier

Ward 3 – David R. Cormier

Ward 4 – Mark C. Bodanza

Ward 5 – Peter A. Angelini

CITY OF LEOMINSTER

CITY COUNCIL

MONDAY, MAY 24, 2021

JOHN P. MAHAN CITY COUNCIL CHAMBERS

LEOMINSTER CITY CLERK
2021 MAY 20 PM 2:47

The City Council meeting on May 24, 2021 will be held virtually, by a conference telephone call only. All City Councillors, and members of the public interested in participating in the public forum, or a scheduled public hearing, are requested to call the following number : [+1 \(872\) 240-3212](tel:+18722403212) and enter the following code 991-669-941 (Please note: the call in number and code are different than the call in number and code from the last meeting conducted on May 10, 2021). The meeting will begin promptly at 6:50 PM on Monday, May 24, 2021. The conference phone call will be moderated by the City Council President and all discussion will be strictly limited to matters on the agenda. It is expected that the audio phone call will be broadcast on Leominster Access Television.

MOMENT OF SILENCE

In remembrance of Ward 1 Councillor, Gail P. Feckley.

PUBLIC HEARING, 6:50 PM

- 73-21 Massachusetts Electric Company d/b/a National Grid requests to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked - Mechanic St & Mt Pleasant Ave – Leominster Massachusetts. The following are the streets and highways referred to: Plan number# 30363626 Mechanic St & Mt Pleasant Ave - Rebuilding MH #5 at the corner of Mechanic St and Water St. Installation of conduit under the road going east down Mechanic St towards Mt Pleasant Ave to a new manhole #5373 about 250'. Installation on about 300' of conduit from MH #5373 up Mt Pleasant St to new MH #5372 on customer property for Switch Gear to be used in renovation of downtown underground system in the future. Will also becoming off of pole # 3 with conduit about 100' to

PUBLIC HEARING (CONTINUED)

MH # 5372 and out of Transformer #3 about next to MH #5372 about 100' to go across the street and service customer owned HH on private property located at the rear of #37 Mechanic St.

(Public Service; Regular Course; 05/10/2021; Public Hearing 05/24/2021 6:50 PM; Majority Vote).

PUBLIC FORUM, 6:55 P.M.

The public forum is an opportunity for any member of the audience to speak on a matter specifically listed on the Council Agenda. Speakers will be asked to come to the microphone and state their formal name and address along with identifying the specific item(s) they wish to address. Each speaker is respectfully asked to keep their comments within a two (2) minute time frame. The Council will not be responding or answering any questions; however, at the discretion of the Council President, clarification may be given.

I. REGULAR MEETING OF THE CITY COUNCIL, 7:00 P.M.

II. ROLL CALL OF COUNCILLORS IN ATTENDANCE

III. APPROVAL OF RECORDS

- May 10, 2021

IV. COUNCIL REORGANIZATION, ELECTION OF SUCCESSOR VICE-PRESIDENT

V. COMMITTEE REASSIGNMENTS

VI. COMMUNICATIONS FROM THE MAYOR

APPOINTMENTS:

Dean J. Mazarella, Mayor; request the appointment of Leon Christoforo, to the Historical Commission, Term to expire 04/15/2024.

(Ways and Means; Regular Course 05/24/2021; Interview 06/14/2021 at 6:40 PM; Majority Vote)

COMMUNICATIONS FROM THE MAYOR (CONTINUED)

Dean J. Mazzearella, Mayor; request the confirmation of the permanent appointment of Jennifer Reddington to the position of Comptroller for the City of Leominster for a term of three years, effective June 21, 2021.
(Ways and Means; Regular Course 05/24/2021; Interview 06/14/2021 at 6:35 PM; Majority Vote)

ORDERS:

- C-85 Dean J. Mazzearella, Mayor: Request that an appropriation of \$1,000,000.00 to be made to the Street Resurfacing Expense Account; the same amount to be transferred from the Stabilization Fund.
(Finance; Regular Course 05/24/2021; Pending: List of Streets from Mayor's Office; 2/3 Vote)
- C-86 Dean J. Mazzearella, Mayor: Request that an appropriation of \$100,000.00 to be made to the Library Building & Grounds and Books Expense Account; the same amount to be transferred from the Salary and Wages Account. RE: Repairs and Upgrades
(Finance; Regular Course 05/24/2021; Majority Vote)

EMERGENCY PREAMBLES:

- C-84 Dean J. Mazzearella, Mayor: Request that an appropriation of \$100,000.00 to be made to the Fire Overtime account; the same amount to be transferred from the Stabilization Account. RE: Supplemental Appropriation
(Finance; Regular Course 05/24/2021; 2/3 Vote)
- C-91 Dean J. Mazzearella, Mayor: Request that an appropriation of \$100,000.00 to be made to the Fire Overtime account; the same amount to be transferred from the Fire Department Salary and Wages Account. RE: Supplemental Appropriation
(Finance; Regular Course 05/24/2021; 2/3 Vote)

CDBG BUDGET:

- C-87 Dean J. Mazzearella, Mayor; submitted the proposed CDBG Budget/Action Plan for the City of Leominster - Year 47.
(Finance; Regular Course 05/24/2021; Public Hearing 06/14/2021 at 6:45 PM; Majority Vote)

COMMUNICATIONS FROM THE MAYOR (CONTINUED)

RESOLUTIONS:

- C-88 Dean J. Mazzarella, Mayor; request that the City Council accept the North Main Street Alteration Project Resolution.
(Legal Affairs; Regular Course 05/24/2021; Majority Vote)
- C-90 Dean J. Mazzarella, Mayor; request that the City Council ADOPT the Resolution to authorize the Superintendent to submit the Statement of Interest Form to the Massachusetts School Building Authority.
(Legal Affairs; Regular Course 05/24/2021; Majority Vote)

SPECIAL ACT:

- C-89 Dean J. Mazzarella, Mayor; request that the City Council ADOPT the attached Home Rule petition. RE: Police Detail Reform
(Legal Affairs; Regular Course 05/24/2021; Public Hearing 06/14/2021 at 6:50 PM; Majority Vote)

VII. PETITIONS FIRST TIME ON THE AGENDA

VIII. MATTERS BEFORE THE CITY COUNCIL

IX. CITY OF LEOMINSTER – FINANCIAL REPORT

X. FINANCE

- C-79 Dean J. Mazzearella, Mayor: Request that an appropriation of \$250,000.00 be made to the Sidewalk Expense Account; the same amount to be transferred from the Stabilization Fund.
(Finance; Regular Course; 05/10/2021; DRAFT List of Streets received; 2/3 Vote)
- C-80 Dean J. Mazzearella, Mayor: Request that an appropriation of \$12,000.00 be made to the City Council Expense Account; the same amount to be transferred from the Stabilization Fund. RE: City Council advertising budget.
(Finance; Regular Course; 05/10/2021; 2/3 Vote)
- C-81 Dean J. Mazzearella, Mayor: Request that an appropriation of \$48,000.00 be made to the Police Department Salary & Wages Account; the same amount to be transferred from the Collective Bargaining Expense Account. RE: Shortfalls
(Finance; Regular Course; 05/10/2021; Majority Vote)
- C-82 Dean J. Mazzearella, Mayor: Request that an appropriation of \$100,000.00 be made to the Police Department Overtime Account; the same amount to be transferred from the Stabilization Fund. RE: Prevent negative spending. **TO BE RATIFIED**
(Finance; Regular Course; 05/10/2021; 2/3 Vote)
- C-83 Dean J. Mazzearella, Mayor: Request that an appropriation of \$28,000.00 be made to the Personnel Contract Services Account; the same amount to be transferred from the Stabilization Fund. RE: Assessment center for promotional exams for Police Sergeant, Police Lieutenant and Fire Lieutenant. *(Finance Suspension of the Rules; 05/10/2021; Regular Course; 05/10/2021; 2/3 Vote)*

XI. LEGAL AFFAIRS

- C-63 Dean J. Mazzearella, Mayor: Request that the City Council establish the creation of a Human Rights Commission for the City of Leominster.
(Legal Affairs; Regular Course; 03/08/2021; Further Time 03/22/2021;04/12/2021;04/26/2021; 04/21/2021 Subcommittee Mtg; 05/12/2021 @ 5:00PM CANCELLED; Majority Vote)

XII. WAYS AND MEANS

- 71-21 J & J Consignment: Request to renew license to deal second hand articles at 41 Dupont Circle.
(Ways and Means; Regular Course 05/10/2021; Referrals IN: Treasurer/Police; Majority Vote)
- 72-21 Best Buy Stores LP #1433: Request to renew license to deal second hand articles at 33 Orchard Hill Park Drive
(Ways and Means; Regular Course 05/10/2021; Referrals IN: Treasurer/Police; Majority Vote)

XIII. PUBLIC SERVICE

- 73-21 Massachusetts Electric Company d/b/a National Grid requests to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked - Mechanic St & Mt Pleasant Ave – Leominster Massachusetts. The following are the streets and highways referred to: Plan number# 30363626 Mechanic St & Mt Pleasant Ave - Rebuilding MH #5 at the corner of Mechanic St and Water St. Installation of conduit under the road going east down Mechanic St towards Mt Pleasant Ave to a new manhole #5373 about 250'. Installation on about 300' of conduit from MH #5373 up Mt Pleasant St to new MH #5372 on customer property for Switch Gear to be used in renovation of downtown underground system in the future. Will also becoming off of pole # 3 with conduit about 100' to MH # 5372 and out of Transformer #3 about next to MH #5372 about 100' to go across the street and service customer owned HH on private property located at the rear of #37 Mechanic St.
(Public Service; Regular Course; 05/10/2021; Public Hearing 05/24/2021 6:50 PM; Majority Vote).

XIV. NEW BUSINESS

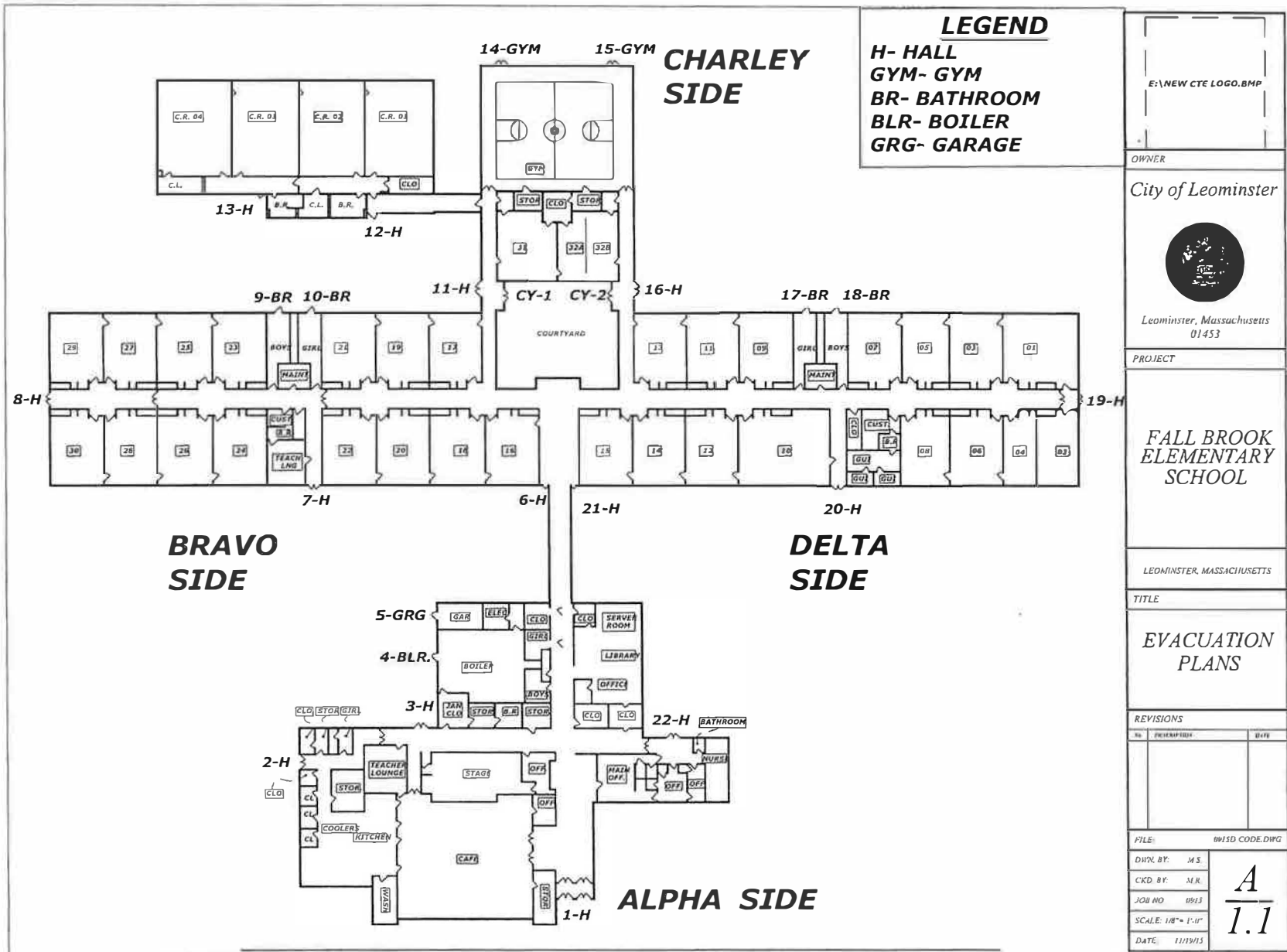
XV. OLD BUSINESS

XVI. COMMUNITY CALENDAR

**XVII. REFLECTIONS ON THE LIFE AND SERVICE OF WARD 1 COUNCILLOR
GAIL P. FECKLEY**

XVIII. ADJOURNMENT

- Katelyn Huffman, City Clerk



LEGEND
H- HALL
GYM- GYM
BR- BATHROOM
BLR- BOILER
GRG- GARAGE



OWNER
 City of Leominster
 Leominster, Massachusetts
 01453

PROJECT
 FALL BROOK
 ELEMENTARY
 SCHOOL

LEOMINSTER, MASSACHUSETTS

TITLE
 EVACUATION
 PLANS

REVISIONS

No.	DESCRIPTION	DATE

FILE: \\MSD CODE.DWG
 DWG BY: M.S.
 CKD BY: M.R.
 JOB NO: 0913
 SCALE: 1/8" = 1'-0"
 DATE: 11/19/13

A
1.1

THE CONTENTS OF THIS DOCUMENT ARE EXEMPT FROM THE MASSACHUSETTS PUBLIC RECORDS LAW UNDER THE PROVISIONS OF THE MASSACHUSETTS HOMELAND SECURITY ACT OF 2002, MGL, CHAPTER 313.

37 CLASSROOMS

Leominster Public School Buildings



1878
11,632 sq. ft.



1894
21,475 sq. ft.



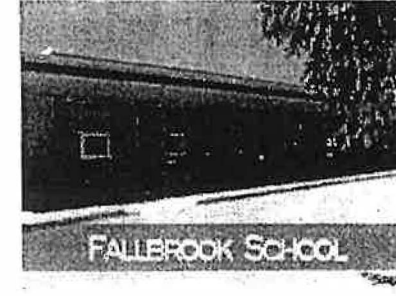
1956
78,249 sq. ft.



1959
91,737 sq. ft.



1963
286,019 sq. ft.



1966
70,032 sq. ft.



1970
83,162 sq. ft.



1995
94,000 sq. ft.



2003
138,000 sq. ft.

Approx 390 classrooms

MSBA Zoom Meeting Participants November 1, 2021 between 1:00 p.m. and 4:00 p.m.

Paula Deacon	Superintendent	paula.deacon@leominsterschools.org
Jeff Sullivan	Principal – Fall Brook School	jeffrey.sullivan@leominsterschools.org
Elliott Nadeau	Facilities Director	elliott.nadeau@leominsterschools.org
Chris Silverman	Asst. to the Superintendent	christine.silverman@leominsterschools.org
Jennifer Reddington	City Comptroller	jreddington@leominster-ma.gov
Steven Mammone	Technology Director	steven.mammone@leominsterschools.org
Ronnie Houle	School Committee Member	ronald.houle@leominsterschools.org
Suzanne Koehler	School Committee Member	suzanne.koehler@leominsterschools.org
Laureen Cipolla	Director of Curriculum	laureen.cipolla@leominsterschools.org
Raymond Libby	Custodian Fall Brook School	raymond.libby@leominsterschools.org

ATTACHMENT B
MSBA STANDARD CONTRACT
(Design/Bid/Build)

CONTRACT FOR PROJECT MANAGEMENT SERVICES

This Contract is made this _____ day of _____ in the year _____ between
the _____, _____
(Owner) (day) (month) (year) (street)
_____, _____, _____
(City) (State) (Zip Code)
hereinafter called "the Owner" and _____
(Owner's Project Manager)

_____, _____, _____, _____
(street) (city) (State) (Zip Code)
hereinafter called the "Owner's Project Manager" to provide the Project Management services required to complete
the Basic and Extra Services described herein at _____
(name/description of Project)

The Owner's Project Manager is authorized to perform the services required by this Contract through the Feasibility Study Phase and, pending receipt of a written Approval to proceed from the Owner, through the Schematic Design Phase. At the Owner's option, the Owner's Project Manager may be authorized to perform services for subsequent design phases and/or the Construction Phases and Completion Phase, at which time a mutually agreed upon amendment to this Contract will be executed between the Owner and the Owner's Project Manager. If the Owner elects to construct the project pursuant to G.L. c. 149, the amendment to this Contract shall include the Authority's Base OPM Contract Amendment for DBB for Basic Services required for the design-bid-build construction delivery method. If the Owner elects to construct the project pursuant to G.L. c. 149A, the amendment to this Contract shall include the insertion of the Authority's Base OPM Contract Amendment for CM at Risk, for Basic Services required for the CM at Risk construction delivery method.

For the performance of the services required under this Contract for the Feasibility Study Phase and the Schematic Design Phase, the Owner's Project Manager shall be compensated by the Owner for Basic Services in accordance with the Payment Schedule included as Attachment A.

IN WITNESS WHEREOF, the Owner and the Owner's Project Manager have caused this Contract to be executed by their respective authorized officers.

OWNER

(print name)

(print title)
By _____
(signature and seal)
Date _____

OWNER'S PROJECT MANAGER

(print name)

(print title)
By _____
(signature)
Date _____

(Attach Certificate of Vote of Authorization)

ATTACHMENT A

PAYMENT SCHEDULE

In consideration of Owner's Project Manager's delivery of Basic Services, the Owner shall pay the Owner's Project Manager on an hourly basis, up to a total fee that shall not exceed **\$[insert total fee amount]**. The **\$[insert total fee amount]** fee is a cap for Basic Services related to this Contract, and the actual amount paid by the Owner for Basic Services required during the duration of this Contract may be an amount less than **\$[insert total fee amount]**. The Owner's Project Manager shall invoice the Owner based on hours worked pursuant to this Contract, according to the hourly rates below and the schedule set forth below. During the course of this Contract, the rates in effect shall not be increased above those delineated in the following table:

Hourly Rate Schedule

<u>Title</u>	<u>Rate/Hr.</u>
---------------------	------------------------

The Owner's Project Manager shall perform the Services in accordance with the following Schedule:

<u>Project Phase/Item of Work</u>	<u>Not-to-Exceed Fee</u>	<u>Completion Date</u>
Feasibility Study/Schematic Design Phase		
Design Development/Construction Document/Bidding Phase		
Construction Phase/Final Completion		
Extra Services (Identify by Category)		
Reimbursable Services (Identify by Category)		

Independent Cost Estimates

Task 8.2.2 – Up to two estimates	\$X/per estimate	N/A
Task 8.4.2 – One Estimate	\$X/per estimate	N/A

ATTACHMENT B

CONTRACT FOR PROJECT MANAGEMENT SERVICES

AMENDMENT NO. _____

WHEREAS, the _____ (“Owner”) and _____, (the “Owner’s Project Manager”) (collectively, the “Parties”) entered into a Contract for Project Management Services for the _____ Project (Project Number _____) at the _____ School on _____ “Contract”; and

WHEREAS, effective as of _____, the Parties wish to amend the Contract, as amended:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Owner’s Project Manager to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Owner’s Project Manager shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:	Original Contract	After this Amendment
Feasibility Study Phase	\$ _____	\$ _____
Schematic Design Phase	\$ _____	\$ _____
Design Development Phase	\$ _____	\$ _____
Construction Document Phase	\$ _____	\$ _____
Bidding Phase	\$ _____	\$ _____
Construction Phase	\$ _____	\$ _____
Completion Phase	\$ _____	\$ _____
Total Fee	\$ _____	\$ _____

This Amendment is a result of: _____

3. The Construction Budget shall be as follows:

Original Budget: \$ _____
Amended Budget \$ _____

4. The Project Schedule shall be as follows:

Original Schedule: _____
Amended Schedule _____

5. The Authority's standard OPM Contract Amendment for *[DBB OR CM RISK]*, which is attached hereto and incorporated by reference herein, is made a part of the Contract in its entirety.
6. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract, as amended. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract, as amended, shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract, as amended, remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Owner's Project Manager have caused this Amendment to be executed by their respective authorized officers.

OWNER

(print name)

(print title)

By _____
(signature)

Date _____

OWNER'S PROJECT MANAGER

(print name)

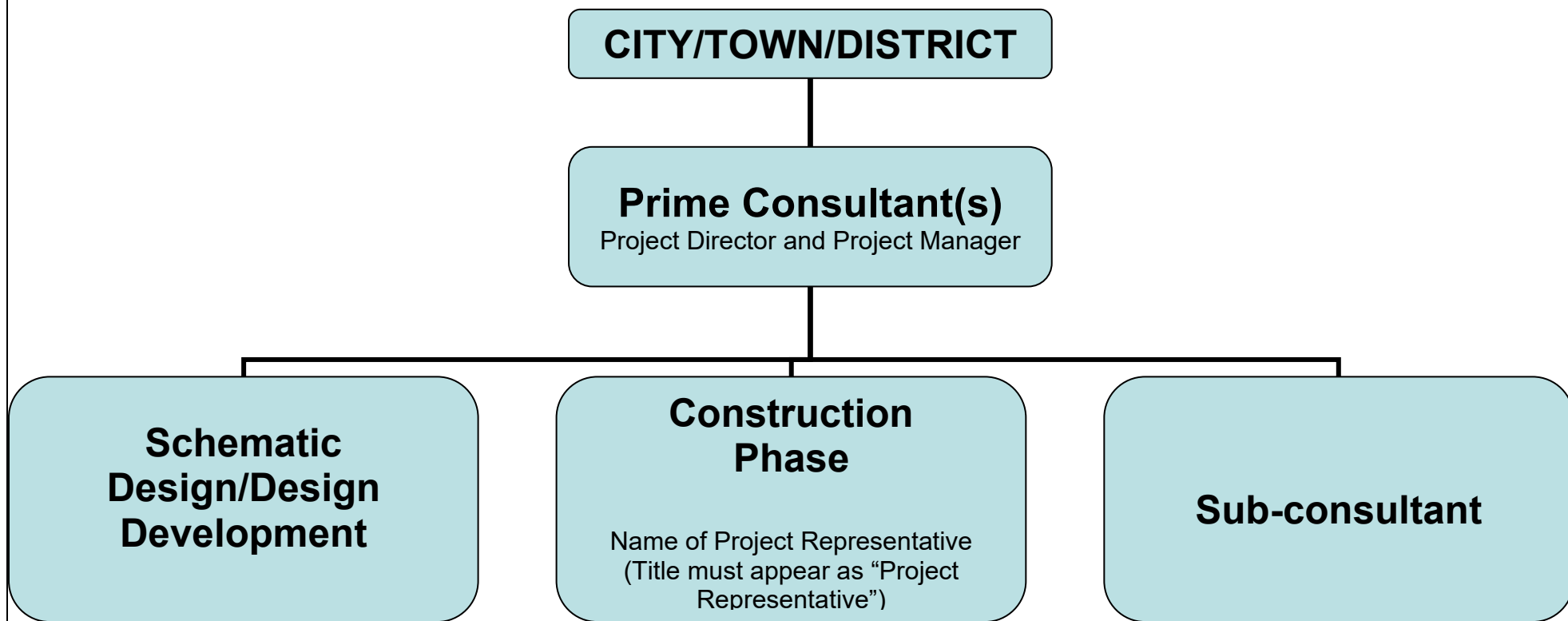
(print title)

By _____
(signature)

Date _____

Owner's Project Manager Application Form – March 2017			
1. Project Name/Location for Which Firm is Filing:			
1a. MSBA Project Number:			
2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:	2b. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:		
2c. Date Present And Predecessor Firms Were Established:	2d. Name And Address Of Parent Company, If Any:		
2e. Federal ID #:	2f. Name of Proposed Project Director:		
3. Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline):			
Admin. Personnel	_____	Cost Estimators	_____
Architects	_____	Electrical Engrs.	_____
Acoustical Engrs.	_____	Environmental Engrs.	_____
Civil Engrs.	_____	Licensed Site Profs.	_____
Code Specialists	_____	Mechanical Engrs.	_____
Construction Inspectors	_____	Other	_____
		Total	_____
4. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No			

5. List **ONLY** Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:



6. Brief Resume for Key Personnel ONLY as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 6a Resides:	c. Name And Address Of Office In Which Individual Identified In 6a Resides:
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Date of MCPPO Certification:	f. Date of MCPPO Certification:
g. Applicable Registrations and Certifications :	g. Applicable Registrations and Certifications:
h. Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):	h. Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):
i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):	i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):

7a Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.										
a. Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Project Dollar Value	d. Completion Date (Actual Or Estimate)	e. On Time (Yes Or No)	f. Original Construction Contract Value	g. Change Orders	h. Number of Accidents and Safety Violations	i. Dollar Value of any Safety fines	j. Number And Outcome Of Legal Actions	
(1)										
(2)										
(3)										
(4)										
(5)										

7b. Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform (cont) Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a. Project Name And Location Project Director	b. Original Project Budget	c. Final Project Budget	d. If different, provide reason(s) for variance	e. Original Project Completion	e. Actual Project Completion On Time (Yes or No)	f. If different, provide reason(s) for variance.
(1)						
(2)						
(3)						
(4)						
(5)						

8. **Capacity:** Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Sub-consultants. Identify project participants and highlight any work involving the project participants identified in the response.

Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Original Project Budget	d. Current Project Budget	d. Project Completion Date	e. Current forecast completion date On Time (Yes Or No)	f. Original Construction Contract Value	g. Number and dollar value of Change Orders	h. Number and dollar value of claims
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

9. References: Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a.	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person
	1)		5)		9)	
	2)		6)		10)	
	3)		7)		11)	
	4)		8)		12)	

9. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-consultants. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED.**

10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By
(Signature)

Printed Name And Title

Date

CITY OF LEOMINSTER, MASSACHUSETTS

Owner's Project Management Services – Fall Brook Elementary School

**CERTIFICATIONS REQUIRED BY LAW
FOR PUBLIC CONSTRUCTION CONTRACTS**

You must COMPLETE and SIGN the following certifications. You must also print, at the bottom of this page, the name of the contractor for whom these certifications are submitted.

TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.



NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.



PUBLIC CONTRACTOR DEBARMENT

The undersigned certifies under penalty of perjury that the below named contractor is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.



OSHA TRAINING

Pursuant to G.L. c. 30, §39S, the Contractor hereby certifies under penalties of perjury as follows:

- (1) Contractor is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work;
- (2) All employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and they shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and
- (3) All employees to be employed in the work subject to this contract have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

COMPLETE AND SIGN BELOW:

Authorized Person's Signature

Date

Print Name & Title of Signatory

Name of Contractor

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the

_____ held on _____
(Name of Corporation) (Date)

it was VOTED that:

_____ (Name) _____ (Officer)

of this company, be and he/she hereby is authorized to execute contracts and bonds in the name, and on behalf of, said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such

_____ under seal of the Company; will be binding upon this Company.
(Officer)

A True Copy,

ATTEST: _____

TITLE: _____

PLACE OF BUSINESS: _____

I hereby certify that I am the _____ of _____
(Title) (Name of Corporation)

_____ and that _____
(Officer/Name)

is duly elected _____ of said company; and the above vote has not
(Position/Title)

been amended or rescinded and remains in full force and effect as of the date of this contract.

CORPORATE SEAL:

Clerk's Signature

Clerk's Printed Name

Attachment D

TO BE RETURNED WITH OPM RFS PROPOSAL SUBMISSION

**City of Leominster, Massachusetts
Office of the Purchasing Agent**

Request for Services

Owner's Project Management Services – Fall Brook Elementary School

Addenda Acknowledgement

Proposal Submission Date: 11:00 A.M., March 15, 2023

The Bidder acknowledges receipt of the following addenda:

Addenda # _____ Dated: _____

Addenda # _____ Dated: _____

Addenda # _____ Dated: _____

Addenda # _____ Dated: _____

Addenda # _____ Dated: _____

-- OR --

None: _____

Signature of Authorized Agent

Company Name (Please Type)

Printed Name & Title

(Date)