

REQUEST FOR DESIGNER SERVICES (RFS)
East Longmeadow Public Schools
For
East Longmeadow High School

Addendum #1 – January 2nd , 2022

Question #1:

We downloaded the RFS for the East Longmeadow High School on Friday and noticed this morning that Attachments A and D are not attached and I can't find where they are downloadable (we were able to get the other attachments). Can you please provide attachments A and D?

Skanska (Owner's Project Manager) Response:

Attachment A (Statement of Interest) can be obtained by following this link:
<https://eastlongmeadowma.gov/CivicAlerts.aspx?AID=999>

Attachment D (Certifications MCPPO Certificate: School Project Designers) There is no downloadable form for this attachment. Please see below excerpt taken from the MSBA's Designer Selection Process Guidelines:

2. The Massachusetts registered architect or engineer responsible for and being in control of the services to be provided for the Designer must have successfully completed the Massachusetts Certified Public Purchasing Official Program seminar "Certification for School Project Designers and Owner's Project Managers," as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and must maintain certification by completing the "Recertification for School Project Designers and Owner's Project Managers" seminar every three years thereafter. Proof of recertification or registration in the next recertification seminar for which space is available must be provided.

Question #2:

We are attempting to submit a proposal for **RFS East Longmeadow High School** and one requirement states that applicants must have an up-to-date *Master File Brochure* on file at the Massachusetts School Building Authority.

I have the form but I am unaware of how to submit it and to whom. I was directed that it consists of the same information as the DSB form, which we are registered for, so there might be some file on record for us but I am not sure how to check.

Skanska (Owner's Project Manager) Response:

Skanska forwarded this question to MSBA's Project Coordinator and received the following response:

"In order to update a firm's MFB, they need to send an email with the file as a PDF to our DSP Administrator, Madeline Esdale (madeline.esdale@massschoolbuildings.org). We usually require hard copies but since COVID we only require PDFs. They must submit an updated MFB annually by the date of their previous submission to be considered for a project. If they are a new firm in our system, the same rules apply."