

READING PUBLIC SCHOOLS  
Reading, Massachusetts



**Request for Qualifications for Designer Services**

The Reading School Building Committee, Awarding Authority, seeks proposals for designer services for renovation of the Reading Memorial High School.

The Reading School Building Committee will receive sealed statements of qualifications for furnishing design services as described in the attached Scope of Services until 3:00 p.m. local time, Thursday, May 2, 2002 at the Office of the Superintendent, Reading Public Schools, 82 Oakland Road, Reading, Massachusetts 01867. Fifteen copies of the package must be submitted. The package must be clearly marked "**Designer Services for Renovation of the Reading Memorial High School**".

The statement of qualifications shall be prepared as outlined in the attached instructions.

The Reading School Building Committee is authorized, under the provisions of G.L., Chapter 7, Section 38K, to develop guidelines for the designer selection procedures. G.L., Chapter 7, Section 38K authorizes the designer selection process to be adopted by cities and towns throughout the Commonwealth. These procedures are to apply to the selection of designers on building construction, renovation, alteration, remodeling and repair projects, and the estimated cost of which exceed one hundred thousand dollars. For those projects without an associated estimated construction cost, including but not limited to feasibility studies, projects are exempt from these procedures if the cost of the design service is less than ten thousand dollars.

The Request For Qualifications ("RFQ") for the proposed project may be obtained at Reading Public Schools, Office of the Superintendent, 82 Oakland Road, Reading, MA 01867, 781-944-5800, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, on or after April 5, 2002. In order to assist interested parties to respond to the RFQ, we have enclosed the "Reading Memorial High School Feasibility Study" from 1997, the "Reading Memorial High School, School Space Needs Study" from 2000, and the "Energy Reduction Report for Reading High", prepared by the Reading Municipal Light Department, December 1993.

The Reading School Building Committee reserves the right to waive any informality or to reject any or all proposals or to make the award deemed in its own discretion to be in the best interest of the Reading Public Schools.

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**Notice of Events**

<b>Event</b>	<b>Date</b>	<b>Time</b>
Release of the RFQ by the School Building Committee	April 5, 2002	8:00 a.m.
Announcement in the Central Register	April 17, 2002	-----
Vendor Conference/Site Visitation Briefing Session	April 24, 2002	2:00 p.m.
<b>(Superintendent's Conference Room, Reading Public Schools, 82 Oakland Road, Reading, MA, 01867, 781-944-5800)</b>		
RFQ Proposals due to School Building Committee	May 2, 2002	3:00 p.m.

The following timetable is **subject to change** by the Committee and should only be used as a guideline

Notification of shortlist firms	May 20, 2002
Interviews of shortlist firms	May 30, 2002
Notification of Award	May 31, 2002
Review of program and existing conditions	June-September, 2002
Presentation of options to SBC	September 26, 2002
Review of options	September 26 - October 22, 2002
Selection of one option	October 22, 2002
Finalization of schematic design and presentation to Special Town Meeting	January, 2003
General debt exclusion election	February or April, 2003

**Directions to Reading Public Schools, Office of the Superintendent**  
Take Exit 38B from 128. This is Main Street, Route 28, Reading. Drive north on Main Street through Reading Square, past the large white Old South Methodist Church on the

left and the Reading Fire Station on the right. Continuing north on Route 28, take a left at the first set of stoplights, Birch Meadow Drive. Then take quick right off of Oakland Road. Go over three sets of speed bumps; the football field and Hawkes Field House will be on your right. Drive to the end of the parking area. Reading Public Schools Administrative Office is on your left.

**READING PUBLIC SCHOOLS**  
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**Introduction and General Information**

**Request for Qualifications for Designer Services for the renovation of Reading Memorial High School**

**I. Qualifications Submissions**

Proposed Forms: All statements of qualification must include a completed application form provided herein or a facsimile thereof, which provides the same information, similarly organized, and assurances as requested on the provided forms. All statements of qualifications must be considered bona fide.

Sealed packages containing 15 copies must be clearly marked on the outside, "**Designer Services, Reading Memorial High School Renovation**" must be submitted by the proposal deadline to: Reading Public Schools, Office of the Superintendent, 82 Oakland Road, Reading, Massachusetts 01867.

**II. Scope of Work**

Pursuant to a vote of Reading Town Meeting on November 13, 2001, the Town of Reading through its School Building Committee wishes to retain a qualified architectural firm to prepare a schematic design describing a comprehensive renovation of Reading Memorial High School. This schematic design is intended to meet the physical and educational needs of the school as determined by the Reading School Committee, the School Building Committee and the project program as determined by the Architect in completing the work of paragraph B of this RFQ.

The scope of services requested under this contract shall include, but may not necessarily be limited to, the following professional services:

**A. Documentation and Review of Existing Conditions.**

1. The Architect and his Consultants shall gather all available technical information from various sources in the Town. This shall include the following, at a minimum:
  - a. Original construction documents from construction of Reading Memorial High School, both from 1952 and 1969, if available.
  - b. As-built documents from both phases as noted above, if available.
  - c. Civil engineering survey of the site including all site features, utilities, paving, walk and landscaping.
  - d. Energy use report prepared by Reading Municipal Light Department

- e. Available geotechnical information for the building and adjoining areas, including the former town pool on the property.
  - f. Determination of accurate floor to floor heights of every level in the facility relative to each other and the site information noted above.
  - g. Construction Documents from various construction renovations that may have taken place during the life of the facility, if available.
  - h. Documents from mechanical systems upgrades to the facility from 1998.
  - i. Previously prepared feasibility studies (1997 and 2000).
  - j. Previously prepared review of the presence of hazardous materials in the facility.
  - k. Interviews with current maintenance staff as may be needed to ascertain the condition of existing building mechanical and electrical systems.
  - l. Review of existing conditions through the use of on-site investigative time for review of physical conditions, confirmation of measurements, review of systems configuration and layout, etc., all as may be necessary to compile a complete and accurate assessment of the present buildings and grounds layout and condition.
2. Based upon the above gathered information, the Architect and his Consultants shall prepare site-based plans, architectural floor plans, and engineering plans on a CAD (computer aided drafting) system acceptable to the Town. CAD plans shall be accurately convertible to DXF or DWG format, and shall use a nationally recognized layer management system. These plans shall include at a minimum:
- a. Civil engineering survey of the site including all site features, utilities, paving, walk and landscaping.
  - b. Indication of accurate floor to floor heights of every level in the facility relative to each other and to the site information noted above.
  - c. Documentation of existing construction techniques of all walls, both interior and exterior, insofar as this information is discernable.
  - d. Documentation of existing conditions of all building components such as interior finishes, exterior envelope systems, roofing systems, windows and doors, kitchen equipment, laboratory equipment, etc.

- e. Documentation of facility structural systems, including fire protection and fire proofing systems, if any.
- f. Documentation of facility mechanical, electrical, and plumbing systems. This shall include documentation of system equipment, components and sizes, including system capacities, routes of major utility lines for all noted trades, and as much detailed information as is discernable from exhaustive on site investigation and review of available documentation.
- g. Documentation of existing installed security and technology systems.
- h. Review of the existing facility for current applicable code and regulation compliance.
- i. Review of current conditions as to the conformance of the facility to State and Federal handicapped accessibility codes and regulations.
- j. Review of existing facility for seismic hazards as described in the State Building Code.
- k. Documentation of all fixed equipment such as markerboards, blackboards, built in casework and cabinetry, and the like, which shall be indicated on the floor plans, along with the condition of each item in tabular format.
- l. As a part of the Architect's evaluation of existing conditions, it is expected that there will be a need to view certain inaccessible areas. Should the architect require access to be provided to spaces that are not readily accessible, e.g., behind certain wall, above solid ceilings, the Town will provide labor and materials to cut and patch finishes as needed to provide such access at no cost to the Architect.

### **3. Health, Safety and Environmental Review:**

- a. The Architect shall review and update previously prepared hazardous materials reports done as a part of previous feasibility studies. Sufficient review of previous studies shall be undertaken to confirm their accuracy for current conditions and applicability to current regulations.
- b. As a part of the Architect and his consultants' review of HVAC systems, a thorough evaluation of the facility's air quality shall be provide. Should testing of air samples be recommended, the Town of Reading shall pay costs for such tests.
- c. The Architect shall review current egress and evacuation patterns and systems and evaluate them for compliance with current codes.

- 4 The intent of the work of this section 'A' is for the Architect and his Consultants to prepare existing conditions information of sufficient accuracy and detail to serve as a basis for the work of this contract and for use as base drawings and data for a future major renovation should that occur. The deliverables of this section shall include at a minimum:
  - a. Architectural floor plans annotated with existing conditions information such as wall types, finishes, etc.
  - b. Schedules of existing finishes in each room or space with notation as to physical condition (e.g. new, good, fair, poor, etc.)
  - c. Architectural exterior elevations of building exterior.
  - d. Plans of the existing structural systems as determined above, including indication of existing fire ratings and fire protection and fire proofing systems if any.
  - e. Mechanical, electrical, and plumbing systems plans as existing.
  - f. Security and technology systems plans as existing.
  - g. Comprehensive facilities conditions report.
  - h. Hazardous materials report with cost estimate for needed abatement.

**B Program review and verification.**

1. Under the overall direction of the School Building Committee, The Architect and its consultants shall review and confirm, through systematic staff and administrative interviews, interaction with the School Building Committee, School Committee and School Administration, etc., the following at a minimum:
  - a. Confirmation of existing student enrollment
  - b. Confirmation of existing and projected educational programs for a 10 to 12 year period.
  - c. Confirmation of projected enrollment for a minimum of 10 years, with further projections to 12 years, through the use of historical data and statistical analysis techniques acceptable to the Town. Previously prepared feasibility studies (1997 and 2000) will be made available for use under this study.
  - d. Confirmation of theoretical capacity of the existing facility based on current and projected programs as determined above, over the same time period.

2. The intent of the work of this section 'B' is to prepare enrollment and programmatic information of sufficient accuracy and detail to serve as a basis for the work of this contract and for base drawings and data for a future major renovation project should that occur. The deliverables of this section shall include at a minimum.
  - a. Educational Specifications, describing in comprehensive detail, the programmatic goals for the proposed Reading Memorial High School renovation. These "ed specs" shall be in the form acceptable to the Massachusetts Department of Education.
  - b. Detailed listing of proposed spaces, their required adjacencies, and required configuration and space needs in terms of educational equipment.
  - c. Evaluation of existing configurations of the facility as it relates to the educational specifications and space listing as prepared above. This shall include at a minimum annotated plans that fully describe existing shortcomings and issues on the educational program.

#### **C. Required Consultants**

1. The Architect shall retain, at minimum, the following professional consultants, under the scope of this contract. Should the Architect demonstrate "in house" capabilities in any of the following categories, the Town may in its discretion waive this requirement.
  - a. Plumbing/Fire Protection Consultant
  - b. Heating, Ventilating and Air Conditioning Consultant
  - c. Structural Consultant
  - d. Indoor Air Quality Consultant
  - e. Electrical Consultant
  - f. Security Consultant
  - g. Technology Consultant
  - h. Geotechnical Consultant
  - i. Traffic Consultant
  - j. Civil Engineering Consultant
  - k. Educational Consultant



- l. Demographic Consultant
- m. Kitchen/Food Service Consultant
- n. Hazardous Materials Consultant
- o. Cost Estimating Consultant

#### **D. Schematic Design**

- l. The School Building Committee, through its deliberations, has agreed to apply the following criteria to the proposed renovation of Reading Memorial High School. These specific criteria are in addition to the general goal of the design of a comprehensive facility renovation that meets the physical and educational needs of the Reading Memorial High School population as determined in the programming phase.
  - a. The renovation shall be consistent with the requirements of the Department of Education so that funding by the State to maximize the Town's reimbursement rate will be achieved. Design proposals that do not meet this requirement will not be accepted.
  - b. The renovation shall include a solution to inequities in the existing athletic facilities as related to Federal Title 9 requirements.
  - c. The project shall include new and/or renovated science laboratories, as it is understood that current capacity is inadequate. These rooms shall be, to the extent feasible, created within the existing footprint of the facility.
  - d. The project shall include upgrades to all existing finishes and mechanical, electrical, technology, communications, and security systems, including those in the existing Field House.
  - e. The project shall include upgrades to building systems and components as needed to meet current seismic codes for reduction of seismic hazards at a minimum, as described in section 3408 of the State Building Code.
  - f. The project shall include solutions for handicapped accessibility to all areas as required by State and Federal Codes and regulations.
  - g. The School Building Committee has recognized that significant internal traffic and circulation problems exist in certain areas of the facility that contribute to difficulty in student transit between classes and are also a potential safety concern. The design shall address this issue.

- h. The project shall include the creation of dedicated spaces for both music and drama programs.
  - i. The project shall include a dedicated language lab.
  - j. The project shall include a complete upgrade to educational technology systems in the facility.
2. The following assumptions for the schematic design are to be made:
- a. The Architect shall assume, to the extent feasible, that no physical additions to the facility shall be proposed, except as may be required to improve acknowledged safety related circulation patterns as noted above.
  - b. While it is understood that the Massachusetts Department of Education requires that classroom sizes meet certain minimum standards, it is recognized that other criteria noted may preclude meeting these requirements in all cases. Satisfying additional criteria as included herein shall be considered to the extent that funding of the project by the State will not be jeopardized.
  - c. It is assumed that certain non-educational programs currently in the facility will be relocated off campus, exact scope to be determined under this contract.
3. Based on all the above information, the Architect and its consultants shall prepare a fully developed proposed schematic design proposal for the Reading Memorial High School facility as hereinafter described.
- a. Preparation of a minimum of three alternate conceptual design solutions for consideration by the School Building Committee. Upon review of all alternatives, the School Building Committee will select one preferred solution, which will be developed as follows:
  - b. Preparation of schematic design documents that fully describe the proposed solution. These documents shall include complete floor plans, exterior elevations of any proposed additions (shown in relation to existing building sections as needed), drawings of proposed mechanical and electrical systems upgrades (all required trades – one line diagrams), and outline specifications of all project components.
  - c. Preparation of phasing plans(s) as noted in the next paragraph, II E.
  - d. The Architect shall provide camera-ready copy of color plans, elevations and other drawings as requested by the committee. This will include at least three-color perspective renderings of critical project components of the project.

- e. The Architect and its consultants shall be available for attendance at public hearings and meetings, including Town Meeting, to present their findings and the proposed project, as requested by the School Building Committee.
- f. The Architect and its consultants shall also be available for attendance at meetings with representatives of the Department of Education to discuss reimbursement issues.

#### **E. Phasing**

- 1. The Architect and its consultants shall present alternative solutions to the School Building Committee indicating a construction-phasing plan for the project. After discussions and review of such solutions with the School Building Committee, the Architect and its consultants shall fully develop an approved solution so that all aspects of the approved phasing plan are indicated. The final phasing plans shall include description of circulation patterns during and after each phase, preliminary solutions for maintenance of all facility systems to occupied areas at all times, and proposed temporary spaces, including portable facilities, if warranted.
- 2. Phasing plans shall be created that indicate graphically the condition of the entire facility before, during and after each phase of the project, showing un-renovated areas, areas under construction, and completed areas, all at each phase of construction.
- 3. It is hoped that the project can be completed in a time span to include three summers and two academic years, and the Architect shall endeavor to create a phasing plan meeting this schedule. However, if the Architect in his professional judgement determines that this schedule will not be in the best interests of students and staff, in terms of safety or environmental health, an alternate schedule shall be presented as well.

#### **F. Cost Estimate**

- 1. The Architect and its consultants shall prepare a comprehensive cost estimate of the proposed schematic design, using a professional cost estimator acceptable to the School Building Committee.
- 2. The cost estimate shall take into account the costs associated with the expected extended phasing plan.
- 3. The cost estimate shall include allowance for inflation during the duration of the project.

#### **G. Deliverables, Expense, and Reimbursable Costs**

- 1. The following out-of-pocket expenses shall be at the Architect's expense.

- a. Costs for travel to and from the Town of Reading and any other locations in Eastern Massachusetts.
  - b. Costs of mailing overnight mail and delivery and courier services.
  - c. Costs for normal printing of drawings and other documents for the Architect and its consultants' in-house, day-to-day use.
  - d. Costs for plotting and printing of documents such as colored plans and elevations for requested presentations to the School Building Committee and other Town bodies.
  - e. Costs for providing 25 copies of a final schematic design report, in 8 ½ by 11 format, bound, including all written reports, tabular information, and reduced color copies of drawings. Copies of such documents shall also be provided in electronic format acceptable to the Town and suitable for display on the Internet.
  - f. Costs for 10 black and white copies of all full size drawings including plans, elevations, sections and details as needed to fully describe the proposed schematic design.
  - g. Costs for 3 copies of colored plans, elevations, and perspective renderings as described above, mounted on rigid board, for the Town's use.
2. Other out-of-pocket expenses not mentioned above shall be reimbursed by the Town at the Architect's cost plus a 10% markup for bookkeeping and processing fees upon the submission of supporting documents for such costs.

#### **H. Future work**

1. This contract is for programming, facility assessment, and schematic design only, as described above. Should the voters of the Town of Reading approve a debt exclusion override to fund renovation of the Reading Memorial High School, the Town will solicit requests for proposals for additional design services including design development, construction documents, bidding and construction administration.
2. The Architect selected for this project will be allowed to submit proposals for design services for the complete project. If such Architect is selected, prior to contracting for additional design services, a satisfactory peer review of services previously performed for the High School project will be undertaken to determine if such services rendered under this RFQ were reasonable and adequate and whether the contract should be awarded to the Architect.
3. In the event that future phases of design for this project are awarded to another firm, the Architect shall release to the Town and the selected firm all design

concepts and documents produced under this agreement. The Architect shall provide copies of all electronic files (both drawing and written) in commonly available formats, and shall provide a formal release to the Town and to any other selected architect allowing the free use of said documents for this project only. There shall be no additional fees paid in exchange for this release.

### **III. Selection of the Firm**

- A. Applicants and any consultants proposed for use should be prepared to demonstrate at a minimum, sufficient previous experience, both firm, individual, and consultant as it applies, in the following order to be considered for this project:
1. Design of new school buildings and renovations of existing high school buildings
  2. Knowledge of Massachusetts General Laws relating to public building construction, particularly all requirements of Chapter 579 of the Acts and Resolves of 1980: Chapter 7: Chapter 149
  3. Applicant should be a Registered Architect in the Commonwealth of Massachusetts.
  4. Current workload as it affects ability to perform this work.
  5. Experience with complex phased projects.
  6. Ability to present project needs to local boards and groups.
- B. The professional services to be awarded at this time consist of a facility's evaluation and preliminary design services. The School Building Committee reserves the right to terminate the services provided by the selected firm at the end of this phase and resolicit professional services or to continue, subject to independent review, with the selected firm beyond this phase.

### **IV. Proposal Requirements**

Each proposal for this project shall provide at a minimum, the following information:

1. Name, address and telephone number of the architectural firm, and the principal contact person.
2. A list of all public projects undertaken in Massachusetts in the past five (5) years. Please indicate the following information:
  - a. Location
  - b. Scope of Involvement
  - c. References, including name, title and current contact information
  - d. Start date, projected completion date, and actual completion date

e. Approximate total project cost

3. Proof of financial stability, including financial statement.
4. List of all claims, including insurance claims and claims in litigation or adjudicatory process or settled, brought by or against you in the past (3) years, including for each the reason for the claim, litigant and outcomes.

The applicant shall submit a current brochure describing the firm and its experience in school construction and shall also complete and submit the State's Application to Designer Selection Board form DSB-2000 (Attached) standard application to the Reading School Building Committee. In addition, the applicant must indicate the contact person for the School Building Committee and individual primarily responsible for this project.

#### V. Other Requirements

The Designer is required at his/her own expense to obtain and maintain professional liability insurance, comprehensive general liability insurance, valuable papers insurance and worker's compensation insurance during the period of performance of this contract satisfactory to the Town, with the Town named as an additional insured under such terms and conditions as shall from time to time be approved by the Town. The School Building Committee may require a consultant employed by a designer subject to this sub paragraph to obtain and maintain liability insurance. Minimum limits shall be as follows

Worker's Compensation:	Statutory Limits
Comprehensive General Liability:	\$1,000,000
Professional Liability:	\$1,000,000
Valuable Paper Insurance:	The Architect shall maintain during the life of this project valuable papers insurance in the minimum amount of the value of this contract for losses on premises where the documents may be kept.

- A. All firms submitting qualifications agree to abide by all relevant provisions of Massachusetts General Laws as they apply to procurement of design services for public buildings by municipalities.
- B. Questions regarding this request for qualifications may be directed to the School Building Committee, Reading Public Schools, 82 Oakland Road, Reading, MA 01867, 781-944-5800.
- C. The School Building Committee reserves the right to reject any and all proposals, or accept the proposal to be in the best interest of the Town of Reading.

**VI. Fees**

The selected finalist will be asked to submit a fee proposal not to exceed \$425,000 including normal reimbursable expenses as defined in paragraph II G. If the School Building Committee ("Committee") and the finalist can negotiate a satisfactory fee within the limits established by the Committee and other terms and conditions of the contract, the contract will be awarded to that party. If the parties are unable to come to agreement, the Committee will proceed to the next highest ranked finalist, and request that a fee proposal be submitted, until an agreement is reached with a satisfactory applicant or the process is terminated by the Committee.

VII. The School Building Committee will review all submitted applications and will rank and select the finalists. Contracts for Architectural and Design Services will be awarded, subject to the discretion of the School Building Committee as described above. The successful applicant will be required to complete certifications required by Massachusetts General Laws.

**CENTRAL REGISTER - DESIGNER SERVICES**

*Public projects where the construction cost is estimated to exceed \$100,000. Published two weeks prior to application deadline.*

**CR-1**

**AWARDING AUTHORITY:**

**AGENCY:**  
Reading, Town of  
School Building Committee  
82 Oakland Road  
Reading, MA 01867

**PROJECT NUMBER:** Not Applicable  
**Designer's Fee:** Set Fee  
**Estimated Construction Cost:** To be determined  
**Time Period for Completed Project:** Ten months

**CONTACT INFORMATION:**

**NAME:** Harry K. Harutunian, Ph.D.

**FAX:** 781-942-9149

**PHONE:** 781-944-5800

**CONTRACT INFORMATION:**

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**SCOPE:** This schematic design is intended to meet the physical and educational needs of the school as determined by the Reading School Committee, the School Building Committee and the project program as determined by the Architect.

**SPECIFIC DESIGNER SERVICES:**

- Architect
- Landscape Architect
- Planner
- Programmer
- Engineer
- Land Surveyor
- Space Planner
- Project Manager
- Other *Specify*

**DEADLINE FOR APPLICATION FORM:**

Thursday, 5/2/02, 3:00 p.m.

**PROJECT PROGRAM AVAILABILITY:** Friday, 4/5/02

**BRIEFING SESSION:** 4/24/02 at 2:00 p.m. 82 Oakland Rd., Superintendent's Conference Room

**ADDITIONAL INFORMATION:** The Request for Qualifications may be obtained at the Office of the Superintendent, Reading Public Schools, 82 Oakland Rd. Monday through Friday 8:00 - 4:00 p.m. (781-944-5800)

*Vol. 22 Issue 16 April 17, 2002*



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4/17

*Daily Chronicle Wed. 4/17/02 pg. A11*  
*RFQ available 4/15/02 (12 day delay)*