

Long-Range Capital Plan & Fixed Asset Assessment

REQUEST FOR PROPOSALS (RFP)

Location: Cape Cod Regional Technical High School, Harwich, MA. 02645

Issue Date: May 21, 2026

1. Background and Project Overview

The Cape Cod Regional Technical High School (District) is seeking proposals from qualified consulting firms to develop a comprehensive **20-Year Long-Range Capital Plan** and a **Fixed Asset Inventory/Assessment**. The goal is to establish a roadmap for the maintenance, repair, and replacement of district facilities, infrastructure, and equipment to support the school's vocational and academic missions.

The District operates a regional vocational technical high school campus in Harwich, Massachusetts, comprising approximately 228,000 square feet of instructional, vocational, administrative, and support space. The facility includes specialized Career and Technical Education (CTE) program areas, academic classrooms, athletic and student support facilities, and associated site infrastructure. Cape Cod Regional Technical High School was originally constructed in 1975. The district began construction of a new replacement facility in 2019, with occupancy in the 2020–2021 school year. The selected consultant will be expected to evaluate both traditional educational facilities and specialized vocational instructional spaces as part of the assessment process.

2. Scope of Services

The selected consultant shall perform the following:

- **Facility Condition Assessment (FCA):** On-site inspection of the school facility (approx. [Insert Sq Ft]), including MEP (Mechanical, Electrical, Plumbing) systems, building envelope, and site improvements.
- **Fixed Asset Inventory:** Identification and tagging of assets meeting the District's capitalization threshold, including location, condition, and remaining useful life.
- **Financial Modeling:** Development of a 20-year capital expenditure (CapEx) schedule with inflation-adjusted cost estimates.
- **Prioritization Matrix:** A ranking system for capital projects based on safety, regulatory compliance (ADA, OSHA), educational impact, and efficiency.
- **Final Report:** A digital and physical report including a narrative summary, asset database, and photographic documentation of deficiencies.

The District will make the facility available on June 2 at 9:00 a.m. for an optional pre-proposal walkthrough prior to the proposal submission deadline of June 23, 2026, at 1:00 p.m.

3. Submission Requirements

Under M.G.L. c. 30B, the bidder must submit proposals in two **separate, sealed envelopes**:

1. **Envelope A: Non-Price Technical Proposal**
 - Letter of Transmittal.
 - Firm experience with MA Regional Vocational Technical School Districts (RVTDS).
 - Project team resumes and MCPPO certifications (if applicable).
 - A detailed Work Plan and Timeline.
 - Minimum of three (3) references for similar projects in Massachusetts.
2. **Envelope B: Price Proposal**
 - A firm, fixed total price for the entire scope of work.

- A breakdown of costs by task/milestone.

4. Minimum Quality Requirements

The awarding authority will reject proposals that do not meet these criteria:

- The firm must have at least five (5) years of experience in municipal or school capital planning.
- Submission of a completed **Certificate of Non-Collusion and State Tax Compliance Certificate**.
- The firm must be able to complete the final report within 90 days of the "Notice to Proceed."

5. Comparative Evaluation Criteria

The District will evaluate responsive proposals based on the following:

Criteria	Highly Advantageous	Advantageous	Not Advantageous
Experience with Tech Schools	5 or more comparable projects for Massachusetts RVTSDs or similar CTE facilities	2–4 comparable school or municipal projects	Limited or no comparable experience
Project Team	Team includes licensed engineers/architects and demonstrated school capital planning experience	Team has relevant municipal or facility assessment experience	Team lacks relevant public-sector or facility planning experience
Methodology	Detailed methodology with asset management tools, lifecycle forecasting, and a clear implementation schedule	Standard assessment and reporting methodology	Minimal detail or unclear approach
Data Management & Deliverables	Includes digital asset database, GIS/CMMS compatibility, and	Provides standard digital reporting formats	Deliverables insufficiently defined

	user-friendly reporting tools		
References	Strong references for highly similar projects with positive outcomes	Positive references for related projects	Weak, unrelated, or unavailable references

6. Statement of Award

The contract will be awarded to the responsible and responsive parties submitting the most advantageous proposal, taking into consideration price and the evaluation criteria set forth herein, pursuant to M.G.L. c. 30B, §6.

7. Rule for Award

Price proposals will be opened after completion of the technical evaluation. Price will be considered in determining the most advantageous proposal, but will not be scored numerically.

Following the evaluation of non-price proposals, the awarding authority will open price proposals and determine the most advantageous proposal based on a combination of price and technical factors.

8. Right to Reject

The District reserves the right to reject any or all proposals, waive informalities, and award the contract in the best interest of the District.

9. Timeline

RFP responses are due on Tuesday, June 23, at 12:00 p.m. Price proposals will be opened publicly at 2:00 p.m. on June 23, 2026, in the District Conference room of Cape Cod Regional Technical High School, located at 351 Pleasant Lake Avenue, Harwich, MA 02645.

10. Optional Pre-Proposal Site Walkthrough

An optional pre-proposal site walkthrough will be conducted for interested proposers to familiarize themselves with the facility, existing conditions, and project requirements. Attendance is not mandatory and is not a condition for proposal submission.

Date: June 2, 2026
Time: 9:00 a.m.

Location: Main Entrance, Cape Cod Regional Technical High School, 351 Pleasant Lake Avenue, Harwich, MA 02645

Proposers are encouraged to attend to better understand the scope of work, facility layout, access considerations, and existing building systems. No individual meetings or separate walkthroughs will be permitted afterward.

All questions arising from the walkthrough must be submitted in writing in accordance with Section 11, "Addendum and Questions." Responses will be issued only by written addendum. Verbal statements made during the walkthrough shall not be considered binding.

11. Addendum and Questions

Responses to questions will be issued by addendum and distributed to all known proposers. All bidders should check the Cape Cod Tech website for issued addenda. <https://www.capetech.us/about/departments/business-office>.

12. Key Action Dates

- **RFP Available to Vendors on or after:** May 21, 2026
- **Optional Pre-proposal Site Walkthrough:** June 2, 2026, at 9:00 a.m.
- **Deadline for Questions:** June 15, 2026, at 11:00 a.m.
- **Issue Responses/Addendum, if any, to RFP:** June 18, 2026, at 1:00 p.m.
- **Proposal Submission Deadline:** June 23, 2026, at 12:00 p.m.
- Price Proposal Public Opening: June 23, 2026, at 2:00 p.m.
- **Contract Award:** Anticipated within 30 days of opening in coordination with the District's School Committee meeting.

Location for Submission: ATTN: Dr. Erin E. Orcutt, Business Office, 351 Pleasant Lake Ave, Harwich, MA 02645

Appendix A:

Certification of Non-Collusion, Authority to Bind the Bidder, and Release from Liability / Hold Harmless

**Cape Cod Regional Technical High School
351 Pleasant Lake Ave.
Harwich, MA. 02645**

Pursuant to MGL Chapter 62C, Section 49a, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under the Massachusetts law.

The undersigned certifies under 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 section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity,

The undersigned certifies under penalty of perjury that he/she is authorized to bind the bidder contractually and further certifies that the bidder will, if accepted for a contract in accordance with the terms of this invitation for bids, within ten (10) working days of the notice of award.

The undersigned acknowledges and certifies that the Awarding Authority is released from all liability and held harmless from any and all obligations that may arise from the provision of equipment, products, or services as specified in this invitation for bids.

Social Security Number or
Federal ID Number

Signature of Individual or Corporate Name

By: _____
Corporate Officer (if applicable)

Appendix B:
Tax Compliance Certification

*This must be included in the **Non-Price Technical Proposal** (Envelope A).*

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or Federal ID Number:

Signature of Individual or Corporate Name:

By: Corporate Officer (if applicable):

**Appendix C:
Price Proposal Form**

*This form must be submitted in a **Separate, Sealed Envelope** labeled "Price Proposal - Long Range Capital Plan" (Envelope B).*

Proposer Name: _____

The Proposer proposes to provide professional services for the Long-Range Capital Plan and Fixed Asset Assessment for Cape Cod Regional Technical High School, as specified in the RFP for the following firm, fixed price:

Task Item	Lump Sum Cost
Facility Condition Assessment (FCA)	\$
Fixed Asset Inventory & Tagging	\$
20-Year Capital Financial Plan	\$
Final Report & Presentation	\$
TOTAL CONTRACT PRICE	\$

Total Price in Words:

Signature of Authorized Agent: _____

Title:

Date: _____

Appendix D:

Evaluation Committee Scorecard

Project: Long-Range Capital Plan & Fixed Asset Assessment

Proposer Name: _____

Evaluator Name: _____

I. Minimum Quality Requirements (Pass/Fail)

If "No" to any of the following, the proposal is disqualified.

1. **5+ Years Experience:** Yes No
 2. **Non-Collusion Form Signed:** Yes No
 3. **Tax Compliance Form Signed:** Yes No
 4. **Debarment Status Checked:** Yes No
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II. Comparative Evaluation Criteria

Rate each category based on the definitions provided in Section 5 of the RFP.

Criteria	Highly Advantageous (3 Points)	Advantageous (2 Points)	Not Advantageous (1 Point)
Experience with Tech Schools	5 or more comparable projects for Massachusetts RVTSDs or similar CTE facilities	2–4 comparable school or municipal projects	Limited or no comparable experience
Project Team	Team includes licensed engineers/architects and demonstrated school capital planning experience	Team has relevant municipal or facility assessment experience	Team lacks relevant public-sector or facility planning experience

Methodology	Detailed methodology with asset management tools, lifecycle forecasting, and a clear implementation schedule	Standard assessment and reporting methodology	Minimal detail or unclear approach
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References	Strong references for highly similar projects with positive outcomes	Positive references for related projects	Weak, unrelated, or unavailable references

Total Technical Score: _____ / 12

III. Evaluator Comments

Provide specific reasoning for any "Highly Advantageous" or "Not Advantageous" ratings. These notes are critical if the award is challenged.

Strengths:

Weaknesses: