

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 16-11 **ITEM #** #1 **DSB PUBLIC NOTICE DATE:** July 13, 2016

LAST DATE FOR FILING APPLICATION IS: August 3, 2016 at 2:00 PM

The Board requests applications to be submitted by any of the following firms:

() Architect () Engineer
() Architect/Engineer (A/E) () Other:

PROJECT NUMBER: EWB4
PROJECT TITLE: NEW BROOKE SCHOOL FACILITY AND POTENTIAL RENOVIATION/ADDITION TO EXISTING FACILITY
PROJECT LOCATION: BOSTON
AWARDING AGENCY: BROOKE CHARTER SCHOOL AND/OR AFFILIATE
APPROPRIATION SOURCE: PRIVATE FUNDS AND TAX EXEMPT BOND FUNDS
AVAILABLE AMOUNT: N/A
ESTIMATED CONSTRUCTION COST: \$20 MILLION

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

(<input checked="" type="checkbox"/>) Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7C, §50	<u>\$50,000</u>	dollars
(<input checked="" type="checkbox"/>) Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7C, §50, based on the approved estimated construction cost in the certified study.	<u>7.0%</u>	percent

IMMEDIATE SERVICES AUTHORIZED:

() BUILDING STUDY
() OTHER:

It is intended that the following continued services will be required of the selected Designer, and approval of the Designer by the DSB for the study phase shall also constitute approval of the Designer for continued services at the Awarding Authority's discretion. If the Awarding Authority determines that the continued services will not be required of the Designer then the Awarding Authority must notify the Designer and the Board, upon making that determination.

() SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
() DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
() CONSTRUCTION PLANS AND SPECIFICATIONS
() ADMINISTRATION OF CONSTRUCTION CONTRACT
() OTHER: TECHNOLOGY AND SECURITY DESIGN AND BASIC ACOUSTIC DESIGN

MBE/WBE PARTICIPATION:

In accordance with M.G.L. C.7C, §6 and Executive Orders 526, 559 & 565, BROOKE has established a minimum combined MBE/WBE participation goal of 17.9% of the overall value of the study and final design contracts for this project. Applicants must utilize a mix of both MBE and WBE firms whose participation, when added together, meets the overall combined goal set for the Contract. The combined goal requires a reasonable representation of both MBE and WBE firm participation. The Combined MBE/WBE goal must be met within the list of requested prime and sub-consultants. All applicants must indicate in the prime firm's application how they or their consultants will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the DSB Public Notice

at pages 4-8 titled "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for Study, Final Design, and Construction Administration Services (Revised June, 2016) at Attachment C, and on the Supplier Diversity Office (formerly SOMWBA) website: <http://www.mass.gov/sdo>. Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified will be required to bring a reasonable amount of participation by a firm(s) that holds the certification which is not held by the applicant to the project. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or have only nominal participation by one or the other to meet the combined goal, will not be considered responsive. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE/WBE goal. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goal, but must state this relationship on the organizational chart (Section 6 of the application form).

APPROPRIATION LANGUAGE: N/A

Briefing session: A briefing session will be held at 150 American Legion Highway on Thursday July 21, 2016 at 10:00 a.m. with a site tour of the 1.76 parcel and current middle school.

GENERAL SCOPE OF WORK:

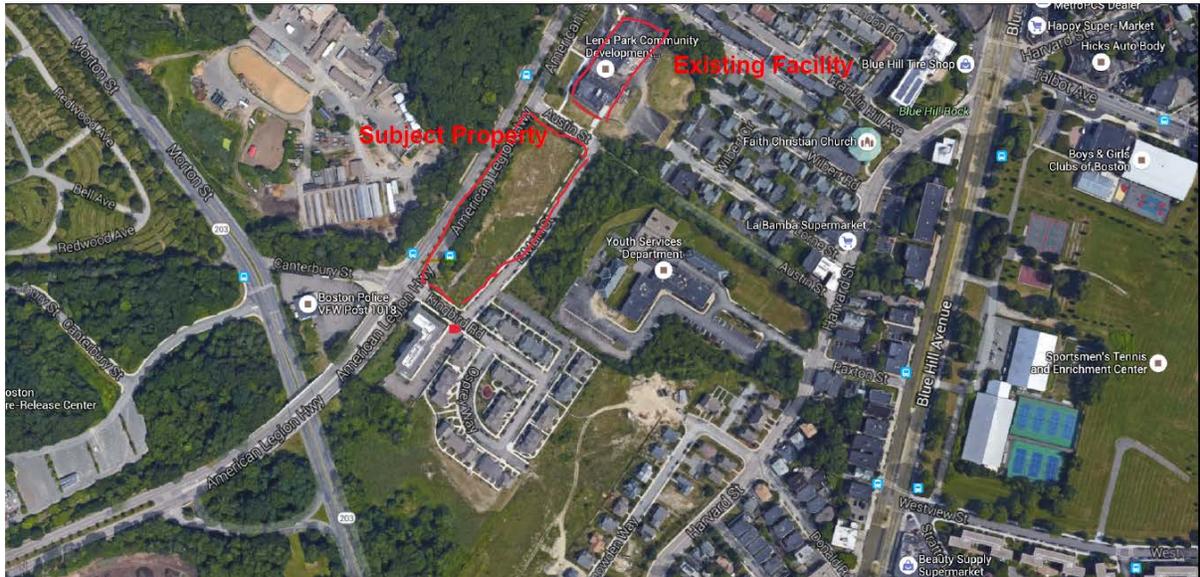
Brooke Charter School has secured the purchase rights for a 1.76 acre parcel of unimproved land located at the corner of American Legion Highway and Kingbird Road in Boston and intends to construct on it a school facility to accommodate approximately 600 students in grades 9-12 by the summer of 2018. There is a potential for minor renovations or the construction of a small addition to its existing K-8 school proximate to the new parcel.

Brooke Charter Schools: Founded in 2002, Brooke Charter Schools is a network of three high performing K-8 public charter schools in the Boston neighborhoods of Roslindale, Mattapan and East Boston. Brooke's mission is to provide an academically rigorous public education to students from the cities of Boston and Chelsea that will ensure that they are prepared to attend and succeed in college. Named after Senator Edward W. Brooke III, the first African American popularly elected to the U.S. Senate, the School's strategy is to focus on developing excellent teaching to a detailed and rigorous set of K-8 learning standards. In the current 2015-2016 academic year, Brooke is serving 1,495 students across three schools and has more than 2,400 students on its waitlist.

In February 2016, the Massachusetts Department of Elementary and Secondary Education approved the consolidation of the charters of Brooke Charter School Roslindale, Brooke Charter School Mattapan and Brooke Charter School East Boston into one charter and authorized an expansion in grade levels to include a high school with grades 9-12. Brooke's new maximum enrollment will be 2221 beginning in July 1, 2016, an increase of 691 seats. Brooke High School will open the doors of the high school in a temporary location in August of 2016, and is planning for students to be in a permanent facility by the summer of 2018 or 2019.

Site: Brooke has executed a purchase and sale agreement for a 1.76 acre parcel of land located at the corner of American Legion Highway and Kingbird Road. The site is located proximate to Brooke's existing K-8 facility at 150 American Legion Highway which it has occupied since 2014.

6/30/2016



Building Program: Brooke plans to construct a new high school building on the site of approximately 60,000 square feet to accommodate the planned high school enrollment of approximately 600 students. Program to include classrooms, cafeteria, break out rooms, gymnasium and other educational spaces. A library, music and art rooms and space for administrative office staff will also be included. Site work will include parking and circulation, regrading, new water and sewer and possibly outdoor recreation space.

In order to accommodate an increase in enrollment, Brooke may also undertake minor renovations or construct a small addition to its current K-8 facility at 150 American Legion Highway, next door to the proposed high school site. Determination of what, if any, work is to be done at 150 American Legion Highway will be established as part of the study scope.

Brooke intends to develop a facility which incorporates the goals of LEED Silver Certification (but will not pursue certification). Brooke expects the collaborative efforts of the design and project team will result in affordable ways in which to meet these goals.

Zoning and Permitting: It is anticipated that approvals will be required for BRA Article 80 Large Project Review, Boston Zoning Commission, Boston Water and Sewer permit, Public Improvement Commission curb cuts and Parks Department Design Review. The architect shall provide required permitting application materials and attend up to ten (10) required meetings, including community presentations. Additional meetings will be compensated at hourly rates.

Schedule: Target for construction commencement is spring/summer 2017 with occupancy for fall 2018, dependent largely on the permitting schedule.

Project Delivery: It is Owner's intention to apply to the inspector General's office for permission to construct the project according to procedures designed in M.G.L. c. 149A, including selection and engagement of a Construction Manager At-Risk. Participation in this process which will be directly managed by the Owner's Project Manager (OPM), will be part of the selected firm's scope. Owner reserves the right to select either procurement method, M.G.L. c. 149 or 149A.

Project Scope of work:

The Scope of Work for this project will include the following:

- **Study:** The study will be no more than 75 days in duration and will be limited to programming and test fits. The goal of the study will be to determine the appropriate square footage for the new facility and whether or not any

work will be done at the existing K-8 school in close proximity to the new school site. No due diligence work or cost estimating will be done by the Designer during the study period nor will any sub-consultant work be required.

- **Permits and Approvals:** Work with Owner, OPM and development team to identify and obtain all required permits and approvals. Provide design drawings as required for all permit submissions. Four meetings/presentations with the community, four meetings with the Boston Redevelopment Authority, and all required meetings with other City agencies will be included in base fee scope. *Building Code compliance is architect responsibility. Building Code consulting and any meetings with Inspectional Services Department required to obtain building permit are included in base scope.*
- **Schematic Design:** Work with Owner and OPM to develop specifications, site layout, building plans, including floor plans, elevations, sections, massing diagrams, sketches to define the character and quality of interior spaces, and primary building MEP/FP and structural systems that are in line with the understandings of the design objectives, cost and schedule constraints. Present several alternatives to be evaluated.
- **Design Development:** Work with Owner, OPM and CM At-Risk to determine and document specifications, final layouts, details and material and equipment selections consistent with the work product of Schematic Design to further clarify and define that stage's design decisions that are in line with the design objectives, cost and schedule constraints.
- **Construction Documents:** Prepare final construction documents that will facilitate accurate and dependable final pricing by CM At-Risk (or through public bid process, if so chosen). One Early Bid package to possibly include site work, foundations and steel shall be included in base fee.
- **Bid phase:** Perform all necessary bid phase services, including participation in subcontractor prequalification.
- **Construction Phase:** Perform Construction Administration and project close-out duties per the Agreement between Owner and Architect.

Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

ADDITIONAL SUPPORTING DOCUMENTS:

The scope of work for this project is supported by the materials listed below, which are available for review and download on the Designer Selection Board website.

None

GENERAL CONDITIONS OF THIS CONTRACT:

Study Contract

Study scope shall be conducted over a period of 75 days and will include programming and evaluation of site suitability through test fits. Site boundary survey, geotechnical and geo-environmental analysis, utility availability, zoning analysis and traffic study are performed directly under contract to Owner and are *excluded* from study scope.

Design Contract

At the conclusion of the study, if the applicant is requested by BROOKE to perform final design services, the applicant agrees to execute a mutually agreeable AIA form of contract with modifications.. The timeline for completion of design assumes a spring/summer 2017 construction start and occupancy by the school in the fall of 2018.

Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:

- a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAMM), and continue to do so annually throughout the term of the contract;
- b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls, and expresses their opinion regarding those controls.

LEED Certification

This project shall be certifiable at a level of Silver. All measures proposed to achieve a LEED rating shall be incorporated into Final Design as part of the Designer's base fee; administration of the certification process by the Designer during the Final Design and Construction phases of the project will be considered an extra service, if certification is pursued.

Universal Design

In addition to complying with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/aab>), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. BROOKE welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

Environmental and other supplemental services

BROOKE reserves the right to obtain supplemental services through independent consultants who will collaborate with the Principal-in-Charge (P.I.C.) and the project team.

Construction Specifications

The designer shall be responsible for creating detailed comprehensive Specifications specifically suited to the project in Standard CSI format.

Cost Estimating

Three detailed costs estimates will be included in the Scope of Work, at end of Schematic Design, end of Design Development, and at 75% completion of Construction Documents.

Building Commissioning

BROOKE may include building commissioning as part of this project. The Designer of Record will develop in collaboration with BROOKE an operations and maintenance plan as part of the building commissioning phase. As part of the Scope, the Designer will meet with BROOKE's building commissioning agent during design and construction to evaluate design proposals for MEP systems to ensure maintainability and operational efficiency.

CM at Risk

The construction of this project may be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A. It is anticipated that the CM will be on board during the Design Development phase of Final Design project.

CONDITIONS FOR APPLICATION:

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the Study Contract and Design Contract (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). BROOKE may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage. Note that the requirement for professional liability insurance shall apply to both the Contract for Study Services and Contract for Final Design and Construction Administrative Services when a project is advertised for both study and design services.

APPLICATION EVALUATION – PERSONNEL

Applications will be evaluated based on the applicant and consultant’s personnel, including diversity thereof and extent of compliance with MBE/WBE participation goals. Please see Section 6 on DSB Application Form: On the organizational chart, identify the team by listing them in the same order as below. Include resumes for all personnel. No changes to the proposed sub-consultants and engineers will be permitted without Brooke’s approval following award.

- | | |
|---------------------------------|------------------------------------------------------------------|
| 1. Architect (P.I.C.)* | 6. Landscape Architect |
| 2. Mechanical Engineer (M/P/FP) | 7. Specifications Consultant (independent consultant required) |
| 3. Electrical Engineer | 8. Cost Estimator (independent consultant required) |
| 4. Structural Engineer | 9. MA Building Code Consultant (independent consultant required) |
| 5. Civil Engineer | |

*Should the advertisement require the applicant to be either an Architect or an A&E firm, the P.I.C. or P.M. must be a Registered Architect in the Commonwealth of Massachusetts.

Where an “independent consultant” is required the Applicant may not provide the services “in house.” If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately on the organizational chart.

APPLICATION EVALUATION – PROJECT EXPERIENCE

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Prior successful experience programming, designing and constructing elementary and secondary educational buildings of similar type and scope including work on Massachusetts charter schools under both Chapter 149 and Chapter 149A. | 3. Significant experience designing and permitting buildings within the City of Boston while making creative use of building structure, component systems, materials, and construction delivery methodology to minimize overall construction costs. |
| 2. Demonstrated ability of the firm to meet the project schedule based on current workload of the staff assigned to the project, total workload of the firm, and past record of designing on tight schedules while designing to budget and minimizing construction cost changes. | |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and General Instructions - **DSB Application Form (Updated July 2016)** are included with this Public Notice and available for download at www.mass.gov/dcam/dsb . Applications that are incomplete will be rejected. Applications that are submitted on a form other than **DSB Application Form (Updated July 2016)** may be rejected as non-compliant and not be considered by the Board. Applications received at the DSB Office after the advertised deadline will not be considered.