

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

DSB LIST # 16-12 **ITEM #** 1 **DSB PUBLIC NOTICE DATE:** August 10, 2016

LAST DATE FOR FILING APPLICATION IS: August 31, 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: 2 Perry Way
PROJECT TITLE: Study & Design for the Renovation of the River Valley Charter School
PROJECT LOCATION: 2 Perry Way, Newburyport, MA
AWARDING AGENCY: River Valley Charter School (RVCS)
APPROPRIATION SOURCE: RVCS Capital Improvement & Cash Reserve Funds
AVAILABLE AMOUNT: \$450,000
ESTIMATED CONSTRUCTION COST: \$300,000

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>\$4,000</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>Max 9.2% of construction cost</u>	percent

IMMEDIATE SERVICES AUTHORIZED:

- () CERTIFIABLE 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:

MBE/WBE PARTICIPATION:

The River Valley Charter School (RVCS) has not established minimum MBE/WBE participation goals for this project. Applicants from MBE and WBE firms as prime or sub-consultants are encouraged.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:



River Valley Charter School (RVCS) is chartered to serve up to 288 students in grades K-8 The Middle School serves 64 students in grades seven and eight, and 8 staff members. The school intends to renovate its current Middle School space at the 2 Perry Way location. The space is approximately 3500 s.f. The renovation will center around the demolition of a pre-existing stage to make new learning space, as well as renovations to fit and finish throughout the space. Some relocation of existing non-bearing walls and layout is anticipated. MEP/FP changes will only need to be designed to accommodate the revised layout and design.

The project will include re-design of existing space to better meet the needs of the middle school program. The design will include the addition of a maker-space to support STEM education, as well as other adjustments to existing spaces in order to improve workflow and enhance the effectiveness of the learning spaces.

The owner and architect will work to agree on a scope of work that will meet the budget requirements. Some alternate design options for price consideration during the cost estimate phase by the architect is anticipated.

The architect is expected to create preliminary design drawings for renovation, including conceptual renderings suitable to share with the entire RVCS community. The architect is also expected to provide plans at Design Development, and Construction level, as well as to issue bid documents and provide construction administration.

The estimated project schedule:

Date to engage Architect: 9/30/2016

Date for construction to begin 6/19/2017

Date for construction to end 8/16/2017

Date to Occupy the building 8/22/2017

STUDY PHASE – Scope of Services:

Review existing middle school space to assess needs and potential design enhancements, including mechanical systems. Meet with owner to develop project timeline, agree on work scope, and establish initial layout plans for price estimating.

ADDITIONAL SUPPORTING DOCUMENTS:

River Valley Charter School Vision Statement:

<http://www.mass.gov/anf/docs/dcam/dsblist/dsb161201-river-valley-charter-school-vision-statement.pdf>

Middle School Work Group Wish List:

<http://www.mass.gov/anf/docs/dcam/dsblist/dsb161201-middle-school-work-group-wish-list.pdf>

RVCS First Floor Existing Plan:

<http://www.mass.gov/anf/docs/dcam/dsblist/dsb161201-rvcs-first-floor-existing-plan.pdf>

Middle School Proposed Renovation Area:

<http://www.mass.gov/anf/docs/dcam/dsblist/161201-middle-school-proposed-renovation-area.pdf>

GENERAL CONDITIONS OF THIS CONTRACT:

Design Contract

RVCS has established a goal of two months to complete design (SD, DD and CD). At the conclusion of the study, if the applicant is requested by RVCS to perform final design services, the applicant agrees to execute a mutually agreed design contract.

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.

DCAMM Procedures

The designer will follow the procedures established in DCAMM's Designer Procedures Manual dated August 2008 (<http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at:

<http://www.mass.gov/dcam>.

Meetings

RVCS and the Designer will hold periodic meetings to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all meetings.

LEED Certification- This project will not require LEED certification. Use of green design and materials is encouraged.

Universal Design

Design solutions provided under this contract are expected to provide environments elements that meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. RVCS welcomes innovative design strategies that are usable by the widest range of people operating in the widest range of situations without special or separate design.

Accessibility

The consultant's design must comply, *at a minimum*, with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations.html>), as well as the 2010 ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>). When the requirements of these two laws differ the consultant shall comply with the one that provides the greater degree of accessibility. The consultant is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act (http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm) to provide equal access to programs, services and activities. RVCS will use its Accessibility Consultants to provide technical assistance and oversight for accessibility compliance during the study, design and construction process, including accessibility audits of existing buildings.

Environmental and other supplemental services

RVCS 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

Cost estimates and cost estimate reconciliation will be part of basic Design services for this 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). RVCS 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. 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.

- | | |
|---------------------------------|--|
| 1. Architect (P.I.C.)* | 5. Cost Estimator (Independent Consultant Required) |
| 2. Mechanical Engineer (M/P/FP) | 6. Specifications Consultant (Independent Consultant Required) |
| 3. Electrical Engineer | 7. Building Code Consultant (Independent Consultant Required) |
| 4. Structural 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. Demonstrated strong ability to communicate effectively with the owners in the design phase through project completion
2. Demonstrated ability to design to budget, minimize construction costs, and complete design projects with a compressed time schedule.
3. Experience designing educational facilities, with an emphasis on renovating elementary/middle schools.
4. Experience with public bidding and management of public projects.

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.