

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

**DSB LIST #** 16-14 **ITEM #** #1 **DSB PUBLIC NOTICE DATE:** September 21, 2016

**LAST DATE FOR FILING APPLICATION IS:** October 12, 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:** #FRCS - 01

**PROJECT TITLE:** **FOXBOROUGH REGIONAL CHARTER SCHOOL  
RENOVATION/ GYMNASIUM ADDITION TO EXISTING FACILITY**

**PROJECT LOCATION:** **FOXBOROUGH**

**AWARDING AGENCY:** **FOXBOROUGH REGIONAL CHARTER SCHOOL**

**APPROPRIATION SOURCE:** **PRIVATE FUNDS AND TAX EXEMPT BOND FUNDS**

**AVAILABLE AMOUNT:** N/A

**ESTIMATED CONSTRUCTION COST:** **\$7 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/Concept Phase Per M.G.L. C.7C, §50	<u>\$25,000</u>	
( <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 study.	<u>8.0%</u>	percent

**IMMEDIATE SERVICES AUTHORIZED:**

(  ) BUILDING STUDY

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:**

The Foxborough Regional Charter School (FRCS) has not established minimum MBE/WBE participation goals for this project. Applicants from MBE/WBE firms as prime or sub consultants are encouraged.

**APPROPRIATION LANGUAGE:** N/A

**Briefing session: A briefing session will be held at the Foxborough Regional Charter School (FRCS), 131 Central Street, Foxborough Mass. Session is scheduled for Wednesday, September 28, 2016 at 1:30pm.**

**GENERAL SCOPE OF WORK:**

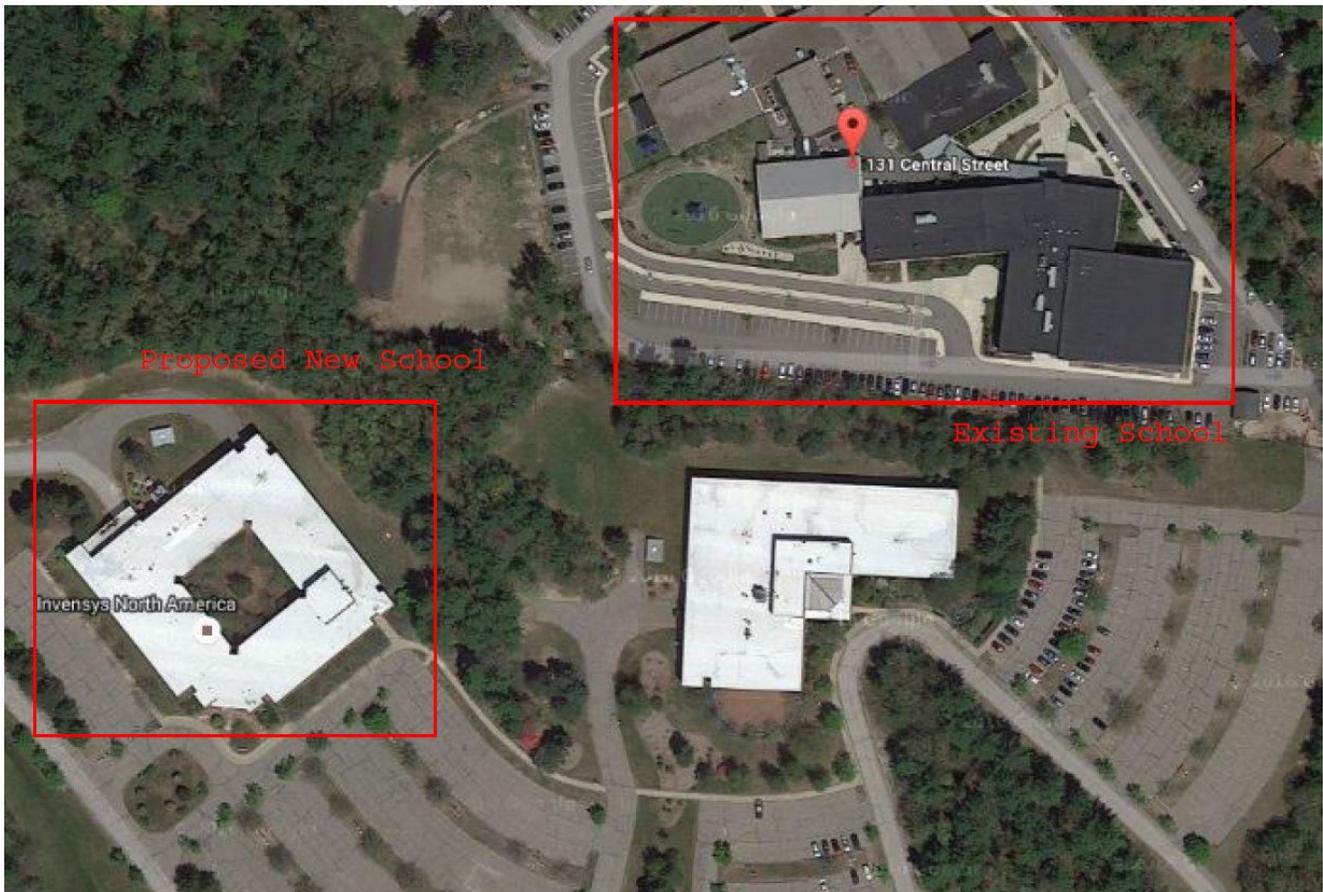
The FRCS is in the process of purchasing an 80,000 square foot office building adjacent to the current FRCS complex for the expansion of the school facility. This building will be renovated to become an Elementary School (K-4), including addition of a small gymnasium and space to accommodate a preschool program. The Designer's services shall be coordinated with those services provided by the Project Manager, Compass Project Management, Inc.

**Foxborough Regional Charter School:** Foxborough Regional Charter School is a unique public K-12, college preparatory, community of learning. Our expectations of academic achievement are high, a solid commitment to serving others is valued and integrated into the daily curriculum, and leadership opportunities are woven into every corner of our foundation. FRCS challenges teachers and families to work in partnership in order to ensure that all students are prepared with college readiness and 21st Century skills upon graduation.

The school currently enrolls 1,300 students from 20 neighboring communities that make up our district including Attleboro, Avon, Brockton, Canton, Easton, Foxborough, Mansfield, Medfield, Medway, Millis, Norfolk, North Attleboro, Norton, Norwood, Plainville, Sharon, Stoughton, Walpole, West Bridgewater, and Wrentham.

The school has applied for an increase to its Charter School cap which would allow it to increase its enrollment by 400 students. The school expects to learn the results of that request by the end of October. It currently has a waiting list of over 2,000. The plan would be to convert the subject property into a PK through 5 and convert the current K-12 building at 131 Central St. into a grade 6 through 12.

**Site:** FCRS has offered to purchase the building noted on the aerial from Invensys Corp. The site is located proximate to FRCS's existing K-12 facility at 131 Central Street which it has occupied since 2004. Until 2014, the building was used by Invensys as a conference and training center and, therefore, has several spaces which can easily be converted into classrooms and related space. The plan is also to construct an addition to house a gymnasium.



**Building Program:** FRCS wishes to convert the existing Invensys building into a grade PK through 5 and construct an addition to house a gymnasium and related space for the new elementary school. The goal would be to utilize as much of the existing construction as possible in order to maximize budget. Spaces will include classrooms, cafeteria, administration and special education. See additional information under Additional Supporting Documentation.

**Zoning and Permitting:** A detailed zoning and permitting analysis has not yet been conducted and is a service the architect may be expected to provide. It is expected that the project will require Foxborough Planning Board site plan approval and, potentially, additional zoning relief from other local permitting agencies. The architect shall provide required permitting application materials and attend up to eight (8) required meetings, including community presentations. Additional meetings will be compensated at hourly rates.

**Schedule:** Target for construction commencement is March 2017 with occupancy for fall 2017, 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 / Concept:** The Designer shall review and update the study / program information provided herein. It is the school's expectation to utilize as much existing construction as possible in order to minimize construction cost. Note that the Gymnasium Addition is not provided in the preliminary space plan but will be required under this assignment.
- **Due Diligence Review:** As part of the due diligence required under the Purchase and Sale for the building, the school is completing several existing condition reports (including hazardous material survey), code analysis, preliminary space planning, permitting analysis, and septic system analysis. The selected designer shall be required to review the due diligence work.
- **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. *Building Code compliance is architect responsibility. Building Code consulting and any meetings with Foxborough 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, 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 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. *It may be necessary to combine the Schematic Design and Design Development phases of the project in order to maintain schedule.*
- **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 interior demolition, site work, foundations and steel shall be included in base fee.
- **Bid / GMP 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.

**33 Commercial Street Plans:**

<http://www.mass.gov/anf/docs/dcam/dsblast/dsb161401-33-commercial-street-plans.pdf>

**GENERAL CONDITIONS OF THIS CONTRACT:**

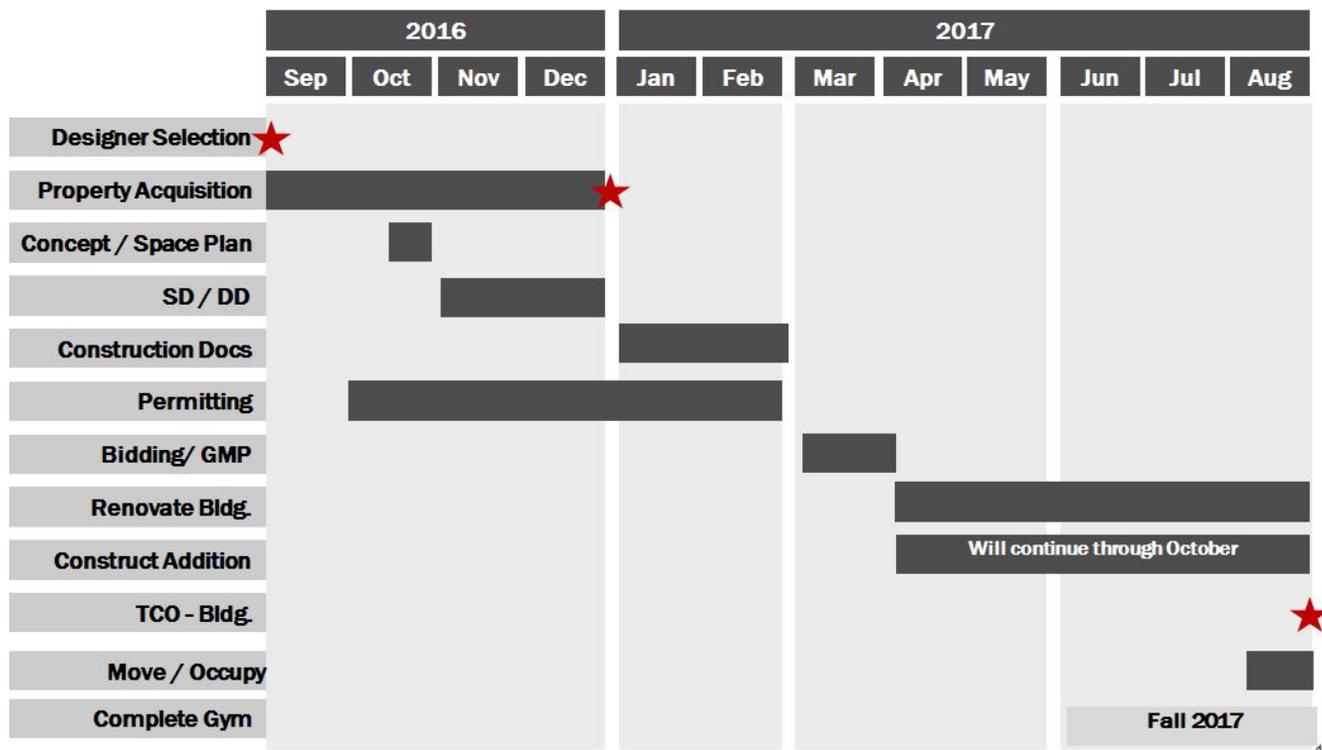
*Contract for Study, Final Design, and Construction Administration Services*

FCRS will use a single contract for all phases of the work.

**Schedule:** The contract will outline a project schedule consistent with the following.

# Project Schedule

Phased Occupancy – Renovation completed for August 2017 occupancy; Addition for Fall occupancy



*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*

The project is not pursuing a LEED certification although would expect that the Designer utilizes appropriately energy efficient and sustainable design techniques and materials.

*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. FCRS 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*

FCRS 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*

FCRS may include building commissioning as part of this project. The Designer of Record will develop in collaboration with FCRS an operations and maintenance plan as part of the building commissioning phase. As part of the Scope, the Designer will meet with FCRS'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 greater of \$2,000,000 or 10% of the Project's Fixed Limit Construction Cost. FCRS may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

**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. 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.
2. The Charter School is highly motivated to occupy the school for the Fall 2017 school year. Demonstrate your firm’s ability 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. Provide specific work-plan indicating assigned staff ability to meet the schedule.
3. Significant experience designing and permitting buildings in suburban municipalities while making creative use of building structure, component systems, materials, and construction delivery methodology to minimize overall construction costs.

**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](http://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.