

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

DSB LIST # 16-15 **ITEM #** 2 **DSB PUBLIC NOTICE DATE:** November 16, 2016

LAST DATE FOR FILING APPLICATION IS: December 7, 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: **HCCS 1645**
PROJECT TITLE: **Holyoke Community Charter School Gymnasium / High School**
PROJECT LOCATION: **2200 State Highway Holyoke MA, 01040**
AWARDING AGENCY: **Holyoke Community Charter School**
APPROPRIATION SOURCE: **Private Funds & Bonds**
AVAILABLE AMOUNT: **To Be Determined**
ESTIMATED CONSTRUCTION COST: **Project Phase A - 5 MIL. And Project Phase B - 17 MIL.**

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>\$10,000</u>	Dollars
(<input checked="" type="checkbox"/>) Lump Sum Established Set Fee for Phase A Final Design Phase Per M.G.L. C.7C, §50, based on the approved estimated construction cost in the study.	<u>8%</u>	Percent
(<input checked="" type="checkbox"/>) Lump Sum Established Set Fee for Phase B Final Design Phase Per M.G.L. C.7C, §50, based on the approved estimated construction cost in the study.	<u>6.7%</u>	Percent

The total fees above are to be negotiated with not exceed rates as indicated per phase.

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 Holyoke Community Charter School (HCCS) 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 Holyoke Community Charter School (HCCS), 2200 STATE HIGHWAY, HOLYOKE, MA. A Session is scheduled for **Monday, November 28, 2016 at 10:00am.**

GENERAL SCOPE OF WORK:

The Holyoke Community Charter School (HCCS) is a public Commonwealth Charter School that opened in September 2005. Its campus consist of one building of approximately 96,000 gross square feet located at 2200 Northampton Street, Holyoke, Massachusetts, 01040. It is a K-8 Commonwealth Charter School with enrollment of 702 students. The Board of Trustees seeks to pursue either **Project Phase A** or **Project Phase B** or **both** below.

Project Phase A: An addition of approximately 24,000 gross square feet attached to the existing structure. The construction of the 24,000 gross square foot addition is estimated to cost \$4 million to \$5 million. This project will house one gymnasium, locker rooms, administrative spaces and storage. It is anticipated that the project will be completed by March 2018.

Project Phase B: An addition of approximately 49,000 gross square feet attached to the existing structure. The construction of the 49,000 gross square foot addition is estimated to cost \$15 million to \$17 million. This project will be for the proposed Holyoke Community Charter High School. **Project Phase B includes the scope outlined in Project Phase A.** It is anticipated that the project will be completed by March 2019. The High School will have an enrollment of 400 students and encompass general classrooms, science labs, art rooms, music rooms, small group rooms, SPED rooms, as well as a health room and gymnasium.

Note: Should Phase B not be authorized immediately, it is possible that the HCCS will approve it during Phase A. In that event, the design services may be amended accordingly and will be done so at the owner's discretion.



Regardless of which Phase is authorized, applicants should have familiarity with the City of Holyoke's stormwater management regulations and policies, as this project requires specific site permitting.

Zoning and Permitting: A detailed zoning and permitting analysis has not yet been conducted and is a service the architect is expected to provide. It is expected that the project will require Holyoke Conservation Commission approval,

Planning Board site plan, and stormwater approval, and, potentially, additional zoning relief from other local permitting agencies. The architect shall provide required permitting application materials and attend required meetings.

Schedule: Target for construction commencement for **Project Phase A** is Spring 2017 with occupancy for Spring 2018. Target for construction commencement for **Project Phase B** is Spring 2018 with occupancy for Spring 2019, depending on the permitting schedule.

Project Delivery: It is the Holyoke Community Charter School's intention to design, bid and construct the project according to procedures defined in M.G.L. c.149.

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 in the additional supporting documents section. It is the school's expectation to utilize as much existing construction as possible in order to minimize construction cost.
- **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 Holyoke 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, 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 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 through a public bid process.
- **Bid phase:** Perform all necessary bid phase services, including bidder 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.

Holyoke Community Charter School Master Plan Final:

<http://www.mass.gov/anf/docs/dcam/dsblist/dsb161502-holyoke-community-charter-school-master-plan-final.pdf>

GENERAL CONDITIONS OF THIS CONTRACT:

Contract for Study, Final Design, and Construction Administration Services

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

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. HCCS 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

HCCS 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 90% completion of Construction Documents.

Building Commissioning

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

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. HCCS 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 HCCS's approval following award.

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|---------------------------------|--|
| 1. Architect (P.I.C.)* | 7. Specifications Consultant (Independent Consultant Required) |
| 2. Mechanical Engineer (M/P/FP) | 8. Cost Estimator (Independent Consultant Required) |
| 3. Electrical Engineer | 9. MA Building Code Consultant (Independent Consultant Required) |
| 4. Structural Engineer | 10. Technology/Security Consultant |
| 5. Civil Engineer | 11. Educational Planner |
| 6. Landscape Architect | |

*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 educational buildings of similar type and scope including work on Massachusetts charter schools under Chapter MGL.149.
2. 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.
3. 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.
4. Demonstrate your firm’s knowledge and experience with the City of Holyoke’s Stormwater Authority’s rules, regulations and ordinances.
5. Demonstrate your firm’s prior successful experience with phased construction under Chapter MGL.149.

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.