



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place, Room 1018A, 10th Floor | Boston, MA | 02108

Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#: 19-29

Notice Date: August 28, 2019

Submission Date: September 18, 2019 **2:00 PM**

Project Number: Seven Hills 2019

Project Title: Sudbury Street Renovation & New Gymnasium

Project Location: 13 Sudbury Street & 8 Harvard Street, Worcester, MA

Awarding Agency: Seven Hills Charter Public School / Learning First Foundation or affiliate

Available Amount: \$20,000,000

Estimated Construction Cost: \$18,000,000

Schematic Design: To be Negotiated

Final Design: To be Negotiated

Prime Firm Requested:

- ☒ Architect
- ☐ Engineer
- ☐ Landscape Architect
- ☐ Interior Designer
- ☐ Programmer
- ☐ Construction Manager

Contract Type:

- ☒ Final Design

Immediate Services Authorized:

- ☐ Building Study
- ☒ Schematic Plans and Outline Specifications
- ☒ Design Development Plans and Specifications
- ☒ Construction Plans and Specifications
- ☒ Administration of Construction Contract

AGENCY INFORMATION

The Mission of Seven Hills Charter Public School (SHCPS) is to prepare a diverse cross-section of Worcester children for success as students, workers, and citizens by providing them with a high-quality education at prevailing public-school costs.

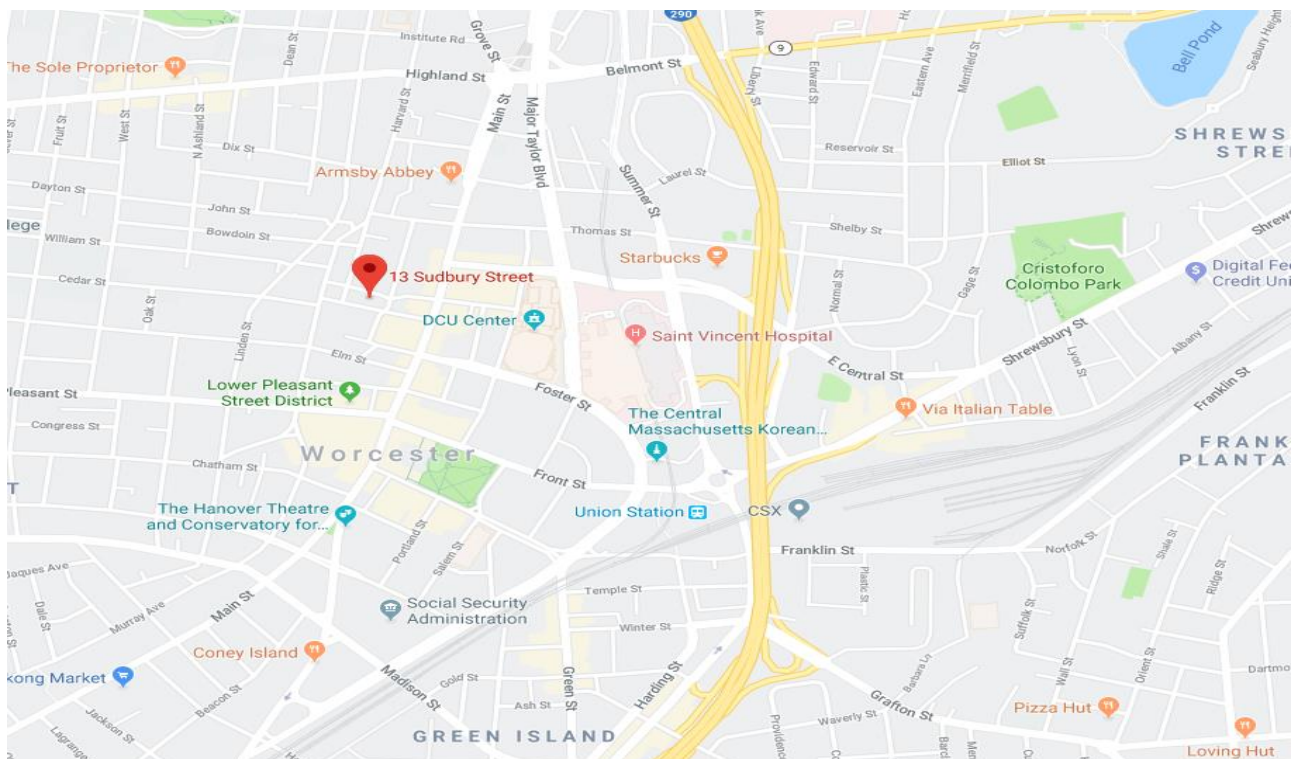
Learning First Foundation, Inc. is a 501(c)(3) nonprofit organization dedicated to ensuring the continuity and sustainability of Seven Hills Charter Public School in Worcester, MA. Governed by a board of volunteers, the Learning First Foundation (LFF) works to provide opportunities to the students of SHCPS regardless of their race, religion, income, gender, or financial status. By providing urban families with the power to choose where their children will learn, we empower not only the children but also the parents, who all too often are not given the privilege of choice.

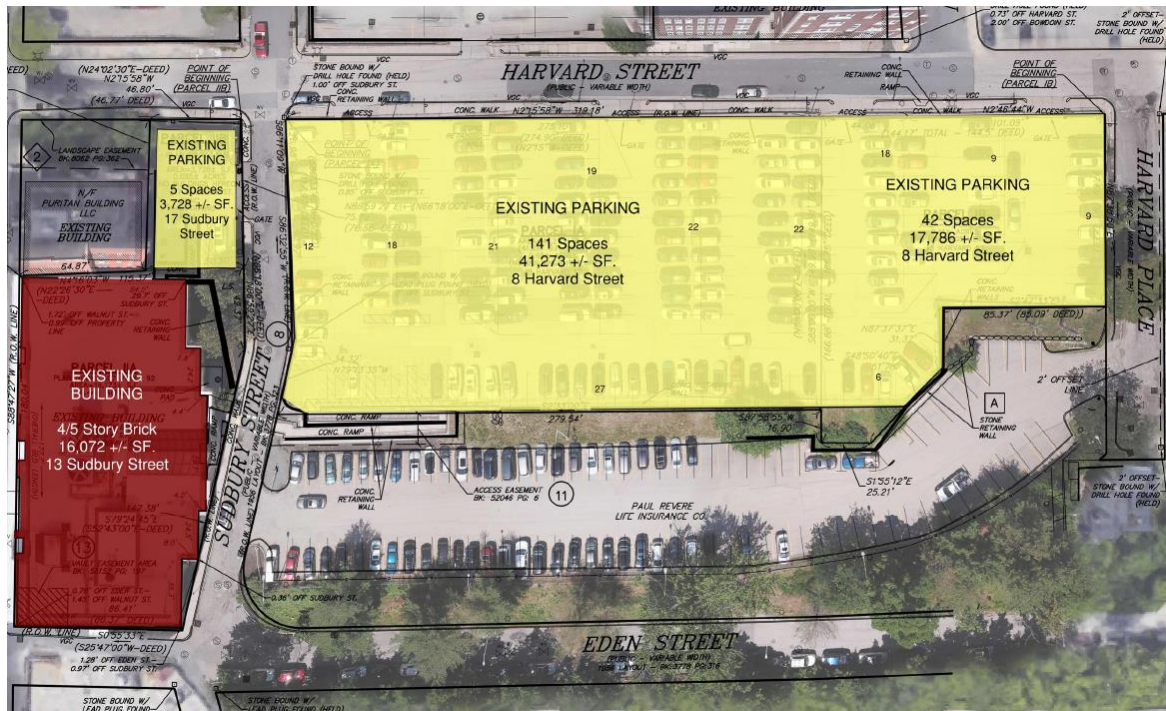
In addition to holding the school building and supporting capital projects, the foundation works with the school staff to identify needs of our students. The Foundation then works to raise the crucial funds to provide extracurricular activities and educational field trips to all students, regardless of their ability to pay. Furthermore, LFF supports financial aid to private high schools and eventually college for our students who qualify along with educational scholarships for staff looking to become certified teachers.

Seven Hills Charter Public School is currently located at 51 Gage Street (which is on the market and will be sold by Summer 2021) in Worcester and serves approximately 700 K-8th grade students.

PROJECT SUMMARY

Seven Hills wishes to relocate its existing K-8 student campus to a campus in downtown Worcester consisting of two properties at 13 Sudbury and 8 Harvard Street, shown on the images below. 13 Sudbury Street consists of an existing 79,245 gsf office building to be renovated for school use. 8 Harvard Street consists of a parking lot to be repurposed for a combination of parking and a stand-alone gymnasium building. Target occupancy of both is summer 2021.





SCOPE OF WORK

OVERVIEW:

The total available building area in the 13 Sudbury Street property is approximately 79,245 gsf with each of the 5 floors accounting for around 16,000 sf each. The building was constructed in 1928 and served as a school building until a major renovation in 1988 for office space. It was renovated again in 2014. Seven Hills wishes to fit its K-8 school program and associated administrative space within the 5 floors of the building reconfiguring the interior entirely. Much of the existing building systems can be re-used or remain as-is. Seismic upgrades and fire protection changes are needed to allow for change of use to education and compliance with existing building code.

The property being purchased includes 5 parking spaces adjacent to the building at 17 Sudbury Street. The intent is to keep this as parking for the school.

The parcel across the street at 8 Harvard Street consists of 41,273 sf and 141 parking spaces. The intent is to leave approximately half of the parcel as parking and the rest to be used for new construction of a gymnasium building to serve the students across the street.

Please see Supporting Document on page 4 for full scope of the Existing Conditions Report and Feasibility Report provided by LLB Architects.

PROJECT PHASE DETAILS:

Study: The feasibility study is complete and resultant information is located under Supporting Documents.

- Permits and Approvals:** Work with Owner, owner's representative to identify and obtain all required permits and approvals. Provide design drawings as required for all permit submissions. Three meetings with the Worcester building authorities, 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 owner's representative to develop specifications, 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 several alternatives to be evaluated.
- **Design Development:** Work with Owner and owner's representative 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 are in line with the design objectives, cost and schedule constraints.
- **Construction Documents:** Prepare final construction documents and bid documents that will facilitate accurate and dependable final pricing through public bid process.
- **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.

SUPPORTING DOCUMENTS

The scope of work for this project is supported by the materials listed below:

- [Existing Conditions Report by LLB Architects](#)
- [Feasibility Study Report by LLB Architects](#)
- [Study Estimate by PM&C LLC](#)

SITE VISIT & BRIEFING SESSION

A site visit and briefing session will take place on Thursday, September 5, 2019 at 11:00 AM at 13 Sudbury Street, Worcester, MA. Please meet at the Sudbury Street entrance of the building.

Please contact Lindsay Richard 978-870-9947 or Lrichard@gpdco.com with any questions.

PROJECT REQUIREMENTS

AFFIRMATIVE MARKETING

MBE/WBE Participation

SHCPS has not established minimum MBE/WBE participation goals for this project. Applicants from MBE/WBE firms as prime or sub-consultants are encouraged.

Additional Diversity Program:

Veteran Owned Business Participation Benchmark - Chapter 108 of the Acts of 2012; Executive Order 565

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises ("SDVOBE") and Veteran-Owned Business Enterprises ("VBE") on its design projects. The benchmark for combined SDVOBE and VBE participation on DCAMM and other Executive Branch agencies design projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

ZONING AND PERMITTING

Education use at this site is allowable under the Dover Amendment. Site Plan Review with the City of Worcester will be necessary.

SCHEDULE

Work to begin immediately with target completion anticipated for Summer 2021.

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 cost estimates and cost estimate reconciliation will be included in the Scope of Work as follows: at the end of Schematic Design, at the end of Design Development and at 75% completion of Construction Documents.

PROJECT DELIVERY

The project will be designed, bid and constructed according to public construction law, Chapter 149.

FINANCIAL STATEMENT

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$30,000 or for the design of a project for which the estimated construction cost is expected to exceed \$300,000 the designer shall:

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

CONTRACT REQUIREMENTS

[Contract for Design, and Construction Administration Services](#)

The applicant agrees to execute a mutually agreeable, modified AIA contract.

CONDITIONS FOR APPLICATION

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. 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 \$2,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the Design Contract (i.e., minimum coverage of \$250,000 up to \$2,000,000 depending on the construction cost). SHCPS may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB website at <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>. The application must include resumes for the personnel associated with the specific Personnel and Project Experience listed below. Include resumes for all personnel.

PERSONNEL

1. Architect (Prime Firm)
2. Mechanical Engineer (M/P/FP)
3. Electrical Engineer
4. Structural Engineer
5. Civil Engineer
6. Landscape Architect
7. Cost Estimator (Independent Consultant Required)

The title "architect" refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; and

The title "landscape architect" refers to design professionals, licensed or unlicensed, that exhibit through their application that they possess acceptable experience to provide design services in the field of landscape architecture as needed for the project; and

The title "engineer" refers to design professionals that maintain a current registration in any one of the engineering categories governed by the Massachusetts Board of Registration of Professional Engineers and of Land Surveyors.

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 and designing elementary and secondary educational buildings of similar type and scope.
2. Demonstrated ability to design to budget and minimize construction cost changes
3. 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
4. Prior successful experience on Massachusetts public construction projects under both Chapter 149 and 149A.

APPLICANTS PLEASE NOTE

Please use the latest [DSB Application Form \(Updated July 2016\)](#) and follow the [General Instructions for Filing Applications](#).

Application Update: Please mail or hand deliver One Original, with the Sub-Consultant Acknowledgement forms and SDO Certification letters. In addition, please email an electronic copy of the application form (do not include the Sub-Consultant Acknowledgment forms and SDO Certification letters) to applications.dsb@massmail.state.ma.us.

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.