



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place, Boston, MA 02108
Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List #: 21-36

Notice Date: December 15, 2021

Submission Deadline: January 5, 2022 At 2:00 PM

Project Number: 2021-01

Project Title: City on a Hill Charter School Renovation & Expansion

Project Location: 58 Circuit Street
Roxbury, MA 02119

Awarding Agency: City on a Hill Charter Public School

Estimated Construction Cost: \$4 million exclusive of soft costs and change order contingency

Fee for: Study/Schematic Design To be negotiated

Final Design To be negotiated

Contract Type:

☒ Specific Assignment

Immediate Services Authorized:

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

Prime Firm Requested:

☒ Architect

☐ Landscape Architect

☐ Engineer

☐ Interior Designer

☐ Programmer

☐ Construction Manager

☐ Other:

AGENCY INFORMATION

City on a Hill Charter Public School (“City on a Hill”) was one of the first charter schools in Massachusetts to open its doors in 1995 to provide a better educational option for low-income Boston families. Today, more than twenty-five years later, City on a Hill serves approximately 350 students in grades 9-12 in Roxbury, Massachusetts. Over the past decade, City on a Hill undertook various expansion efforts to a Dudley Square location and a New Bedford location. But in 2020, due to a myriad of factors that had coalesced over the decade before, the charter was placed on probation, the New Bedford campus was closed, and the Dudley Square campus consolidated into the Circuit Street campus. City on a Hill Board and leadership are working hard to resolve the issues that caused the probationary status. The school has made significant headway on the criteria required for removal of this status and is steadfastly focused now on rebuilding the high school Circuit Street Campus (defined below) – both physically and academically – to best serve the needs of its scholars and families. In conjunction with strong academic investments, City on a Hill has successfully refinanced its loan for very favorable terms in 2021 and has secured DESE approval to use ESSER funds to renovate and expand its Circuit Street Campus. The renovation and expansion are key elements of the school’s turnaround project through expanded and stronger academic space to improve academic outcomes. For more information about City on a Hill, visit <https://www.cityonahill.org/>.

PROJECT OVERVIEW

In efforts to respond to the effects of COVID-19 for City on a Hill scholars and to deliver higher quality instructional space, City on a Hill is pursuing a renovation and construction project that will: (a) support physical distancing; and (b) better meet the academic and social/emotional effects of COVID-19 on our scholars. Specifically, this project will allow the school to create stronger social distancing, provide more small-group instruction, deliver stronger instructional supports, and better coordinate support services for our scholars. The project includes renovating 27,700 square feet of the existing building (the “Renovation”) and adding 5,200 square feet for more instructional space (the “Addition”).

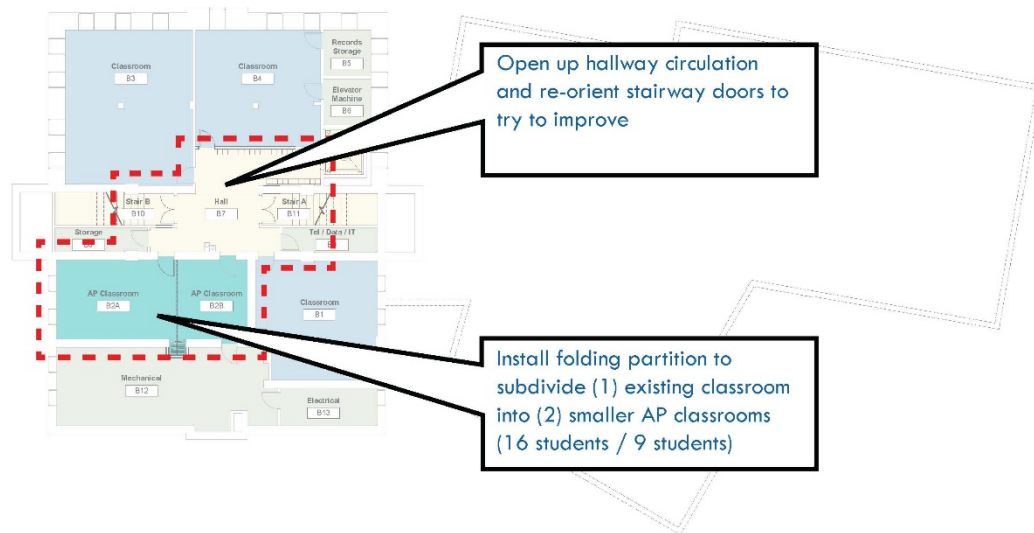
City on a Hill engaged Jonathan C. Garland to look into general project feasibility, develop a conceptual design for this project and to provide a preliminary cost estimate. The conceptual design drawings and rough estimate are included in Exhibit A. “JGE Design Visioning”. The Renovation is estimated at \$960,000 and the Addition is estimated at \$3.2 million.

PROPERTY

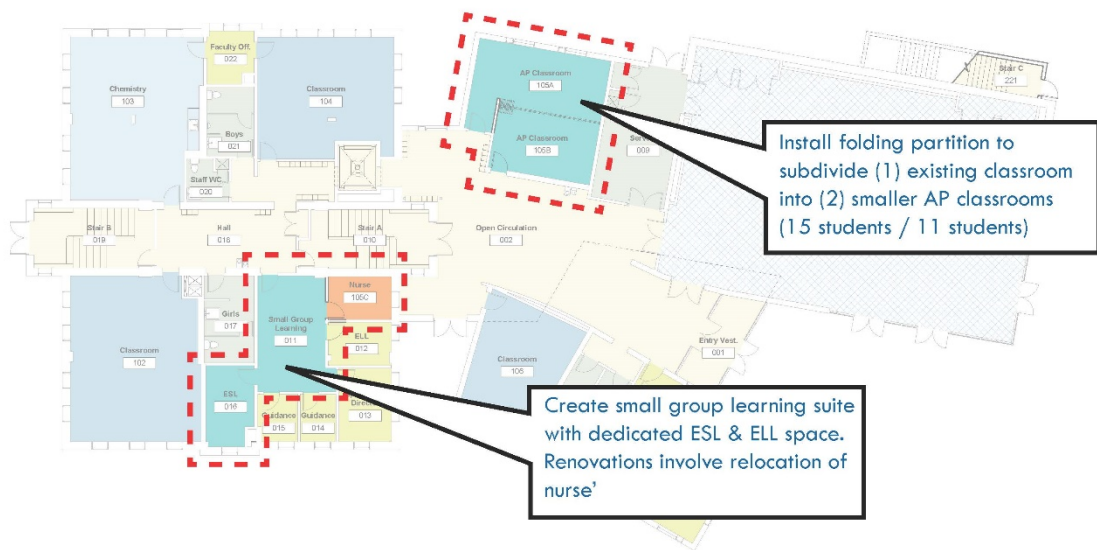
The City on a Hill Foundation, Inc. (the mission affiliate nonprofit of City on a Hill) owns the property at 58 Circuit Street, Roxbury, MA 02119 (the “Circuit Street Campus”) and leases it to City on a Hill.

PROPOSED FEASIBILITY STUDY PLANS

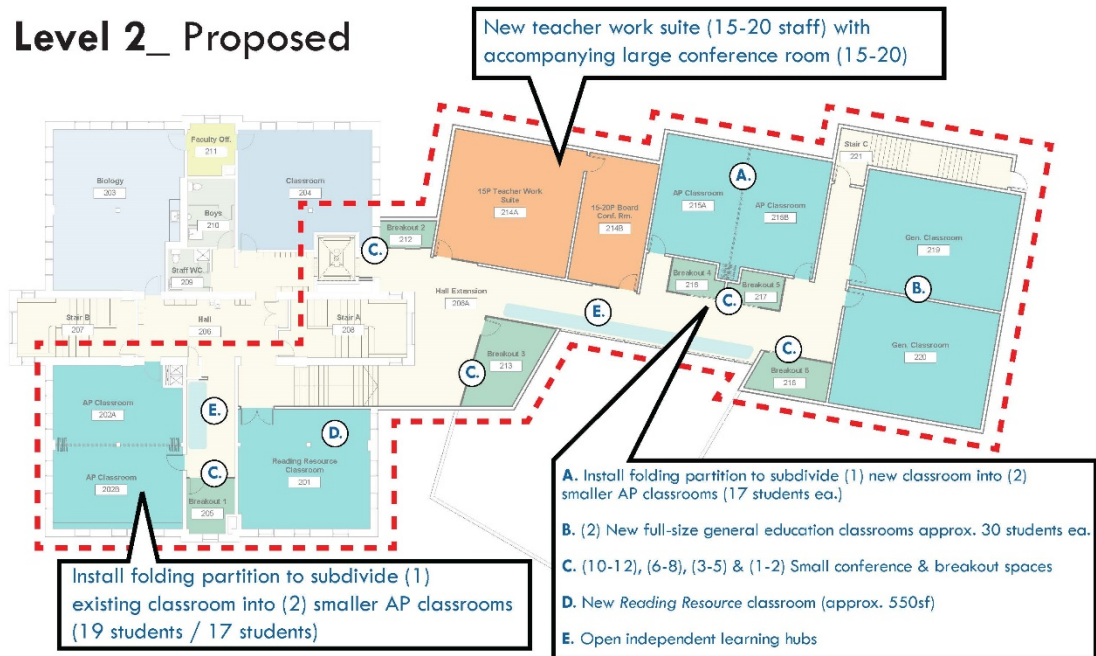
Lower Level_ Proposed



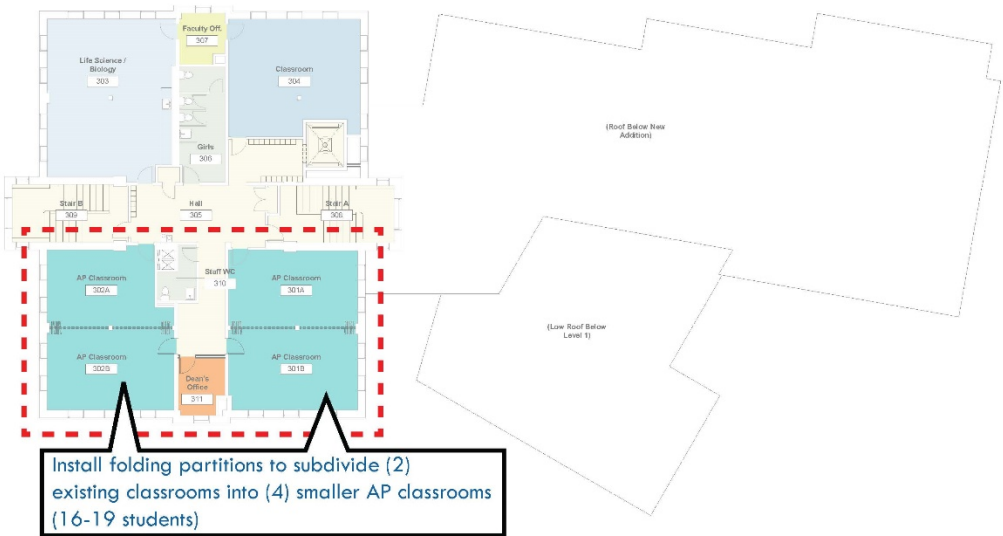
Ground Level_ Proposed



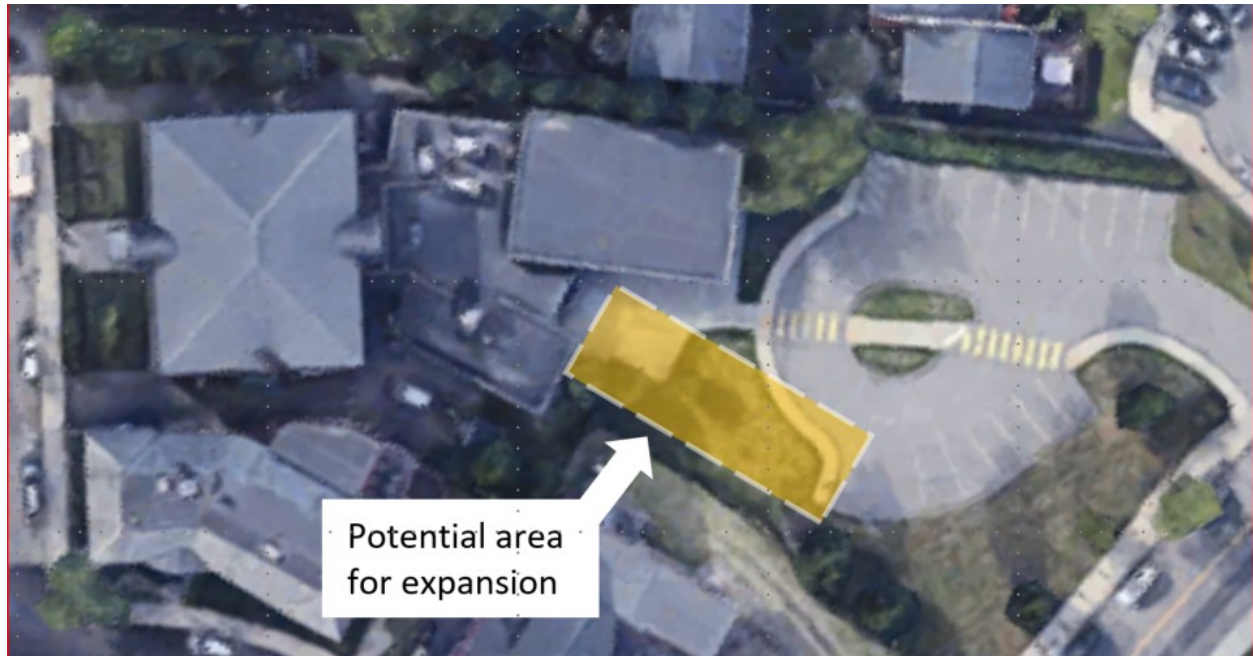
Level 2_ Proposed



Level 3_ Proposed



PROPOSED ALTERNATE EXPANSION



PROPOSED IMPROVEMENTS

The following is a list of likely improvements, the priority and timing for which is to be determined and may be accomplished as phased work.

Project Phase Details:

RENOVATION SCOPE

The renovation work within the existing original building will be designed, bid and permitted for construction to occur over the summer of 2022. The primary scope includes the addition of operable partitions with minimal door and wall changes to accommodate revised circulation. Minor modifications to infrastructure and building services will be made with final scope to be determined during the design phase.

- **Permits and Approvals:** Work with Owner and Owner's representative to identify and obtain all required permits and approvals. Provide design drawings as required for all permit submissions. All meetings with the City of Boston building authorities and all required meetings with other City agencies will be included in the base fee scope. *Building Code compliance is the architect's responsibility. Building Code consulting and any meetings with Inspectional Services Department required to obtain building permits are included in the base scope.*

- **Schematic Design:** Work with Owner, Owner's consultants and Owner's representative to develop specifications, including floor plans, elevations, sections and sketches to define the character and quality of interior spaces, and preliminary building MEP/FP and structural systems that are in line with the understandings of the design objectives, cost and schedule constraints. A cost estimate will be prepared by the Designer's consultant.
- **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 current design decisions are in line with the design objectives, cost and schedule constraints. A cost estimate will be prepared by the Designer's consultant.
- **Construction Development:** Prepare final construction documents and bid documents that will facilitate accurate and dependable final pricing through the public bid process.
- **Bid Phase:** Perform all necessary bid phase services, including participation in subcontractor prequalification. Delivery method will be Chapter 149.
- **Construction Phase:** Perform Construction Administration and Project Close Out duties per the Agreement between Owner and Architect.

EXPANSION SCOPE

The expansion work shown over the existing addition will be evaluated for constructability and cost. Alternative design schemes will be developed based on the programmatic needs of the users.

- **Schematic Design:** Work with Owner, Owner's consultants and Owner's representative to develop specifications, including floor plans, elevations, sections, sketches to define the character and quality of interior spaces, and preliminary building MEP/FP and structural systems that are in line with the understandings of the design objectives, cost and schedule constraints. A cost estimate will be prepared by the Designer's consultant.
- **Design Development, Construction Documents, Bidding and Construction Administration services will be determined via a contract amendment after the completion of Schematic Design phase work.**

SUPPORTING DOCUMENTS

[Design Visioning Study prepared by Jonathan Garland Enterprises](#)

Please contact Tom Murphy, NV5 (OPM), with any questions

Tom Murphy

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CONDITIONS FOR APPLICATION

Before a designer can apply for a project within DSB jurisdiction, they must file a written “disclosure statement” in accordance with M.G.L. c. 7C, § 48. The statement provides the basis for the DSB informational database and verifies that the designer meets certain general qualification and ownership requirements detailed in M.G.L. c. 7C, §§ 44 and 48. To help firms meet this requirement, the Designer Selection Board provides an online registration system that can be accessed at <https://www.mass.gov/service-details/new-dsb-online-registration-process>. Firms must register on this platform to submit the required disclosure statement; paper disclosure statement submissions are no longer accepted. As part of applying for a particular project, firms must verify that the information provided remains accurate and up-to-date or, if necessary, submit updated information.

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the [DSB website](#). 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, Plumbing, and Fire Protection Engineer (M/P/FP)
 3. Electrical Engineer
 4. Structural Engineer
 5. Cost Estimator (Independent Consultant Required)
 6. Civil Engineer
 7. MA Building Code Consultant
 8. Landscape Architect
- 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.

EVALUTATION FACTORS

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C, § 49 and the work listed on DSB Application Form Sections 4 and 5 which illustrate current qualifications in the following areas:

1. Prior successful experience programming and designing the renovation of elementary and secondary educational buildings of similar type and scope
2. Prior successful experience working with Massachusetts charter schools preferred
3. Demonstrated ability of the firm to meet the project schedule and budget 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.
5. Diversity Focus Statement (Section 5) Approach to enhancing diversity in assembling the team for this project and the inclusion of firms that expand the overall breadth of different firms working on City on a Hill Charter School project including description of specific working relationships and responsibilities between and amongst team members for both MBE/WBE firms and those with which they will be teaming. If applicable, please highlight prior projects that have met M/WBE goals

PROJECT REQUIREMENTS

Accessibility

The Design Team must comply with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/opsi/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 Design Team shall comply with the one that provides the greater degree of accessibility. The Design Team 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, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

AFFIRMATIVE MARKETING

MBE/WBE Participation

MBE/WBE goals for this project: MBE 6.6% WBE 15%

Zoning and Permitting

The school has been operating at this location since 2007. An addition to the original building was completed in 2008.

Schedule

Work to begin immediately with target completion for bid documents in the Spring of 2022. Construction for the renovation is to take place in the summer of 2022 with substantial completion by August 26, 2022. Schematic Design for the expansion will occur simultaneously, with the SD package completion by August 15, 2022.

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: For the Renovation at the end of Schematic Design and at the end of Design Development. For the Expansion at the end of Schematic Design.

Project Delivery

The project will be designed, bid and constructed according to MA public construction law, Chapter 149 and federal regulations and procurement requirements.

Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$30,000 AND 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 COAH, 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 to COAH.

CONTRACT REQUIREMENTS

Contract for Design, and Construction Administration Services

The applicant agreed to execute a mutually agreeable, modified AIA contract. Applicants are advised that certain documents are required as a condition of contract execution, including, without limitation, General Liability \$1,000,000 each occurrence, \$2,000,000 General Aggregate. Auto Liability of \$1,000,000 combined single limit each accident. Workers' Compensation at statutory limit E.L each accident – each employee, \$1,000,000 – policy limit. Professional Liability of \$5,000,000 each occurrence and in the aggregate. COAH may seek additional coverage for the selected designer, and if so, will bear the cost of the additional coverage.

APPLICANTS PLEASE NOTE

The Designer Selection Board has transitioned to a new online system for all of its operations on the AUTOCENE Enterprise Automation Platform. We encourage everyone in the design community to enter all their information and start getting used to this powerful new product! The board no longer accepts jurisdictional applications through our old application system and all new applications must be completed within Autocene. New users can request credentials through the system login screen: <https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx?ReturnUrl=%2fFORMVERSESERVER-DSB%2fWebApp%2fHome.aspx>