



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

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

DSB List#: 22-01

Notice Date: January 5, 2022

Submission Deadline: January 26, 2022 At: 2:00 PM

Project Number: Brooke 2021-02

Project Title: Expansion of East Boston and Mattapan Campuses

Project Location: East Boston and Mattapan

Awarding Agency: Brooke Charter Schools and/or affiliate

Conceptual Estimated Construction Cost: \$9.7M

Fee for: Study N/A

Schematic Design/Certifiable Study

Final Design To be negotiated for each building

Contract Type:

_____ Study & Design Services

Immediate Services Authorized:

_____ ☒ Schematic Plans and Outline Specifications

_____ Certifiable Building Study

_____ Other:

Prime Firm Requested:

_____ ☒ Architect

_____ Landscape Architect

_____ Engineer

_____ Interior Designer

_____ Programmer

_____ Construction Manager

_____ Other:

It is intended that the following continued services will be required of the selected Designer's team following completion of the certified study and notification of the Board in accordance with M.G.L. c. 7C.

_____ ☒ Design Development Plans and Specifications

_____ ☒ Construction Plans and Specifications

_____ ☒ Administration of Construction Contract

_____ Other:

AGENCY INFORMATION



Brooke Charter Schools (BCS) are a network of public charter schools located in East Boston, Mattapan and Roslindale neighborhoods. The school was founded in 2002 and has grown within the area of high performing schools in the City and State. The school's mission is to provide an academically rigorous public education to students from the cities of Boston and Chelsea that will ensure that they are prepared to enter into and succeed in college.

Brooke Charter Schools is proudly named after the late Senator Edward W. Brooke, the first African-American popularly elected to the U.S. Senate. First elected in Massachusetts in 1966, he represented the state in the Senate from 1967 to 1979. Not only does our school seek to carry forward his legacy of excellence and public service, but we were pleased to have had his personal support of our efforts before he passed in 2015.

This year, Brooke serves 1,975 scholars in grades kindergarten through twelve. Ninety two percent of Brooke scholars are Black and Latinx. The scholars reside in neighborhoods where the average family income is \$38,194. Brooke families primarily live in Dorchester, Hyde Park, East Boston, Mattapan, Chelsea, and Roxbury.

At Brooke, the focus is on recruiting, developing, and retaining great teachers. The definition of great teaching incorporates three critical elements: 1) putting the thinking on kids, 2) challenging and knowing every student, and 3) supporting all scholars to identify as achievers. This has led to exceptional results including:

- **Top Ten in the State for Student Growth, in both ELA and math, in grades 3-8 based on 2019 MCAS.**
- **Designated a Massachusetts School of Recognition for excellent achievement in 2019.**
- **Best Open Enrollment School in Boston based on 2019 MCAS results for grades 3-8.**

PROJECT OVERVIEW

Due to growth and the success of its programs, Brooke hired Arrowstreet to conduct a study to determine the most efficient way to address space demands across its campuses. The study concluded that additions to both the East Boston and Mattapan campuses were the most efficient way to reallocate the distribution of various grade levels and free up space within the High School and Eighth Grade Academy at 200 American Legion Highway.

BCS intends to hire an architectural team for architectural services for this Project. In order to fulfill master planning needs, the Designer's work will focus on the following locations. These additions/renovations will allow for the creation of additional classrooms, offices and support spaces.

- **Brooke East Boston, 94 Horace Street, 3 story addition of 4,350 sf with adjacent renovation to support the new addition.**
3-floors @ 14,690SF PER FLOOR= 44,000SF Existing
Addition 4,350SF New- 3-floors @ 1,450SF Each
Renovation to other levels within the building
- **Brooke Mattapan, 150 American Legion Highway, 3 story addition of 10,250 sf with adjacent renovation to support the new addition.**
4-floors @ 9,754SF PER FLOOR= 39,000SF Existing
Addition 10,250SF New- Lower Level 0SF, Level 2 2,750SF, Level 3 3,750SF, Level 4 3,750SF

Renovation- Lower Level 0SF, Level 2 3,500SF, Level 3 1,350SF, Level 4 1,350SF

- **Brooke Roslindale, 190 Cummins Highway, Boston, MA 02131, minor renovations.**
Basement 8,600SF First Floor 31,500SF Second Floor 13,750 SF Third Floor 13,000SF

Schedule

Work to begin immediately with a target date of completion for both buildings for the summer of 2024. See Milestone Schedule below.

SITE VISIT: A site visit and briefing session will take place on January 11 at 10:00 a.m. Parking is available at the Mattapan site. Street parking is available at the East Boston site. The tour will begin at the East Boston location, travel to Mattapan and conclude at the Roslindale location.

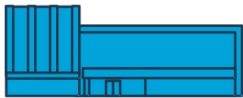
Architect Selection through the DSB	TBD 2022
Schematic Design Completion	May 2022
Design Development Completion	July 2022
Permitting	June – November 2022
Construction Document Completion	November 2022
Bidding Completion	January 2023
Construction Completion	December 2023 (preferred)
Occupancy	January 2024 (preferred)
Construction Completion	June 2024 (Fall-back date)
Occupancy	July 2024 (Fall-back date)

Zoning/Permitting/Approvals

Preparation of all documents for regulatory requirements/submissions will be part of the base contract. The Mattapan site is located within a PDA and will require zoning relief as well as Parks Department review due to its proximity to Franklin Park. The East Boston site is located within an Interim Planning Overlay District and will require zoning relief as well.

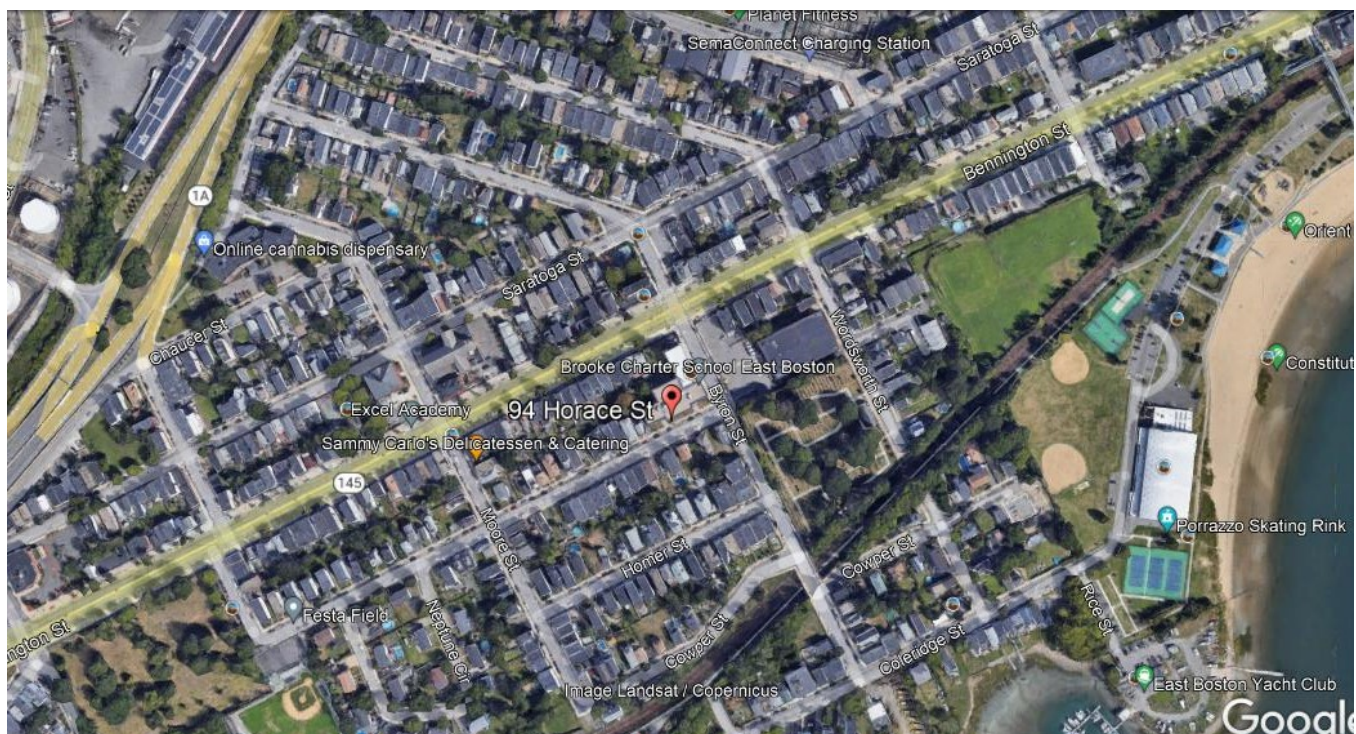
Presentations to local Neighborhood Groups will be required as part of Base Contract. Building Code compliance is the architect's responsibility.

Buildings



Brooke East Boston is located at 94 Horace Street, East Boston, MA. It opened its doors to kindergarten, first and fifth grade classes in August of 2012. Within three years, the school reached full enrollment, and currently serves over 480 students across grades kindergarten through seven.

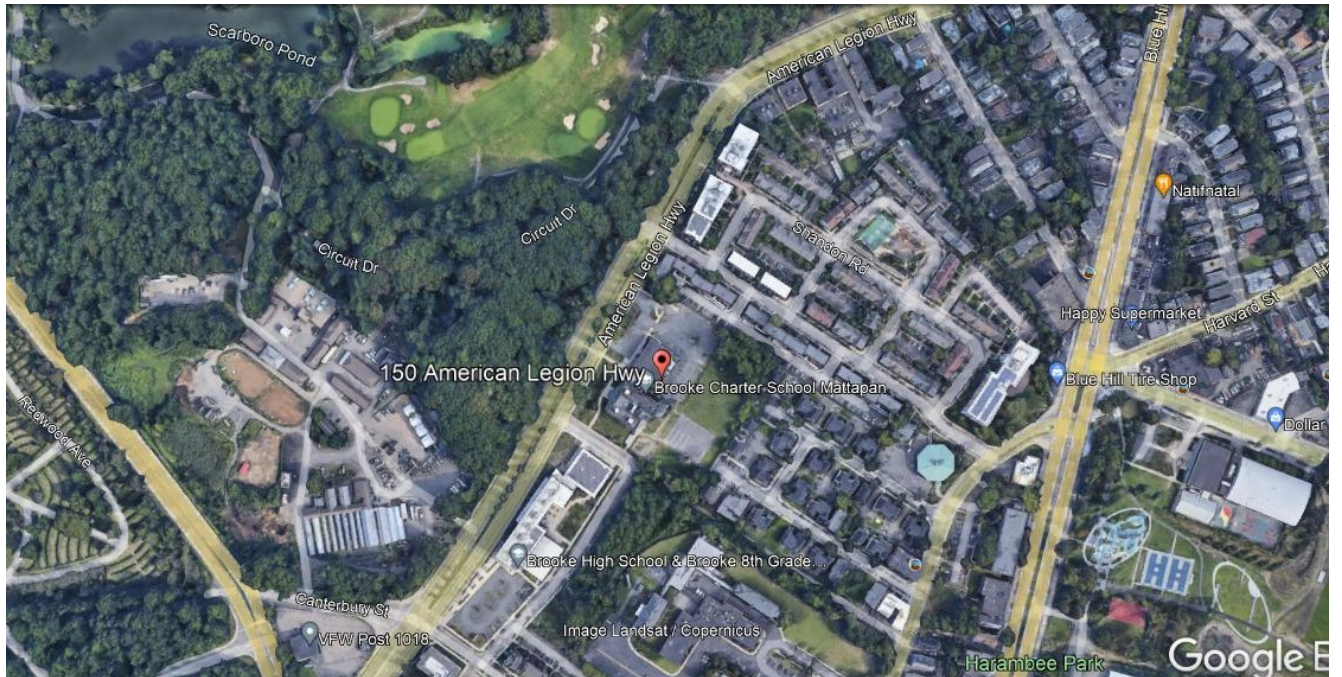
The building is comprised of 44,000 square feet across 3 stories.



Brooke East Boston – 94 Horace Street



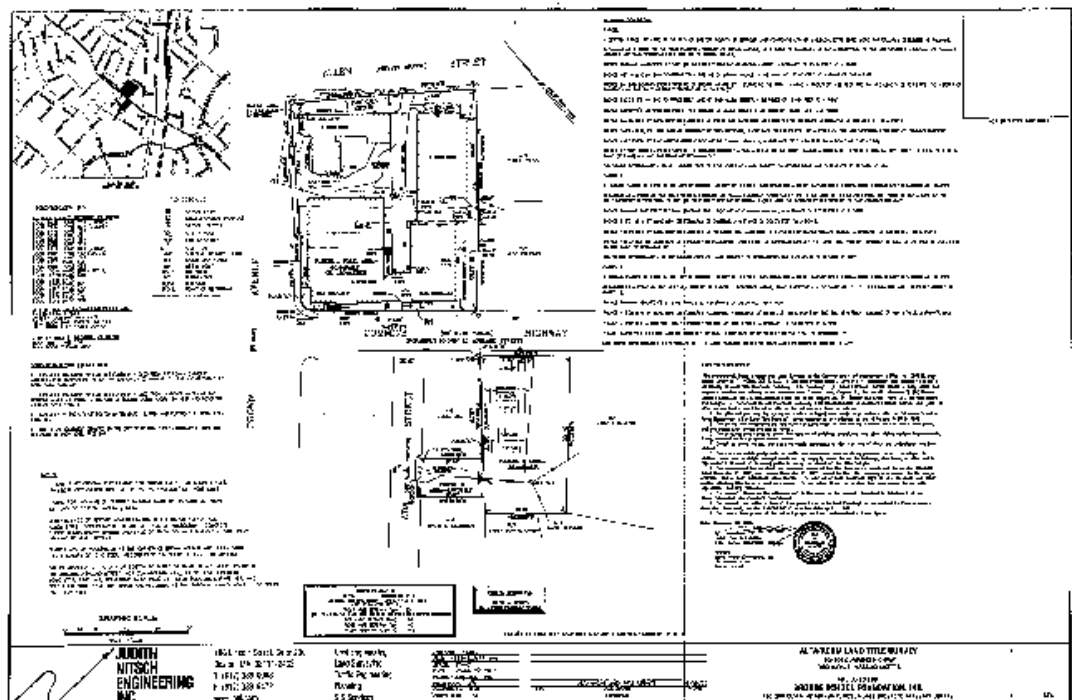
Brooke Mattapan is located at 150 American Legion Highway in Mattapan, MA. The school occupied 150 American Legion Highway in 2011 and serves 480 students in grades kindergarten through seven. The adjacent High School and Eighth Grade Academy were constructed in 2017/18 and currently serve students in grades 8 through 12 and is comprised of 91,000 square feet across four stories. No work is contemplated in the high school or eighth grade academy buildings.

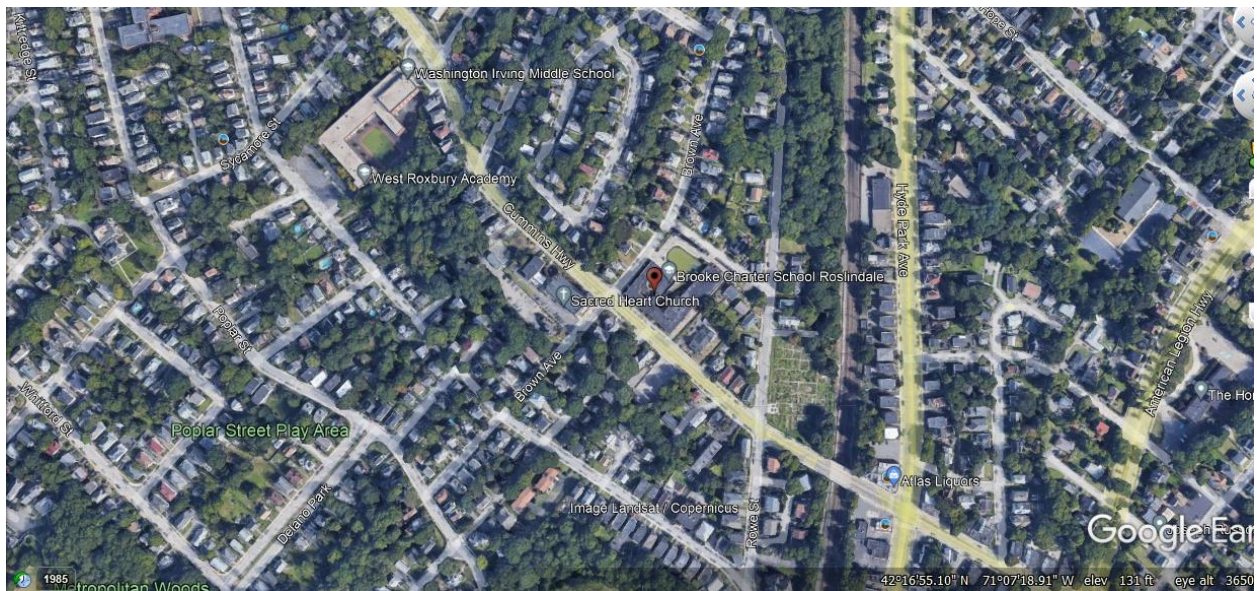


Brooke Mattapan 150 American Legion Highway



Brooke Roslindale is located at 190 Cummins Highway in Roslindale, MA. Founded as a middle school in 2002, the school now serves 480 students in grades kindergarten to seven. The BCS Roslindale is a multi-story facility of approximately 66,850SF, comprised of three (3) floors and a partial basement. The original structure was built in 1916, with two (2) additions consisting of a classroom wing and a gymnasium built in 1956 and 1961 respectively. Minor renovations are contemplated at this location.





Brooke Roslindale 190 Cummins Highway



Project Approach

This Project requires the Designer to work from schematic design through construction administration for the building additions on both campuses as well as minor renovations in Roslindale. Each building project, however, will be publicly bid separately under Chapter 149 for construction. The goal is an efficient process for meetings and coordination during both design and construction.

SCOPE OF WORK

- **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. Three meetings with the Boston building authorities, and all required meetings with other City agencies will be included in base fee scope. *Building Code compliance is the architect responsibility. Building Code consulting and any meetings with Inspectional Services Department required to obtain building permits are included in base scope.*
- **Schematic Design:** Review and evaluate previous Study solutions. 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 the Chapter 149 public bid process.
- **Bid Phase:** Perform all necessary bid phase services, including receiving questions, providing clarifications/issuing addenda, attending pre-bid conferences. The Owner intends to use electronic bidding services.
- **Construction Phase:** Perform Construction Administration and project close-out duties per the Agreement between Owner and Architect.

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB website <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>. The specific Personnel and Project Experience required is listed below.

PERSONNEL

1. Architect (**Prime Firm**)
 2. Interior Designer/Space Planner
 3. Mechanical Engineer (M/P/FP)
 4. Site/Civil Engineer
 5. Electrical Engineer
 6. Structural Engineer
 7. Specifications Consultant
 8. Cost Estimator (independent consultant required)
 9. MA Building Code Consultant
- The title "Architect" refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; 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.

EXPERIENCE FACTORS

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

1. 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.
2. Demonstrated experience in the planning and design of educational projects of similar size and complexity, including experience in phased renovations in occupied buildings with multiple stakeholders and security requirements.
3. Demonstrated experience in designing to budget and minimizing construction cost changes.
4. Demonstrated experience on Chapter 149 projects delivered pursuant to M.G.L. c. 149.
5. Demonstrated team experience with various permitting and approvals with City and State Agencies.

SUPPORTING DOCUMENTS

The scope of work for the Project is supported by the attached [*Brooke Feasibility Study – Additions and Renovations*](#).

PROJECT REQUIREMENTS

Project requirements, general conditions and/or requirements of this public notice include, but are not limited to:

Affirmative Marketing

MBE/WBE Participation

The Designer Selection Board and **Brooke** are interested in learning about the applicant firm’s approach and commitment to diversity in its HR policy, its overall business practices and in assembling this project team. Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, when appropriate, including work it would typically provide in house, partnering, offering opportunities to qualified firms with which it or its consultants have not previously worked or firms that may have less experience working on public projects, and other means that provide additional opportunities for MBE and WBE firms in new ways. **Brooke** has no particular requirements for this project.

Universal Design/Accessibility

Universal Design

Design solutions provided under this contract are expected to meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. **Brooke** 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 Designer's team must comply, at a minimum, 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 Designer's team shall comply with the one that provides the greater degree of accessibility. The Designer's 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. **Brooke** will use its accessibility consultants to provide technical assistance and oversight for accessibility compliance during the design and construction process, including accessibility audits of existing buildings.

Policies & Procedures

Financial Statement

M.G.L. c. 7C, §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 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 to the **DCAMM**.

DCAMM Procedures

The Designer must be familiar with the procedures established in DCAMM's Designer Procedures Manual dated August 2008 (<https://www.mass.gov/files/documents/2017/12/19/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>).

Electronic Project Management Information Systems

Consultants will be required to use an electronic web-based project management information system as a repository for project correspondence, documentation, project budgeting, and scheduling. No special software is required. **Brooke** will select the system to be used.

Environmental and other supplemental services

Development of any hazardous materials assessments, specifications, and documents will be provided through the Awarding Authority. **Brooke** reserves the right to obtain supplemental services through independent consultants who will collaborate with the Designer's team. These supplemental services may include, but are not limited to, asbestos inspection and monitoring, and indoor air quality testing and monitoring.

Construction Specifications

The designer shall be responsible for creating detailed comprehensive Specifications specifically suited to the project in Standard CSI format.

Cost Estimating

Two detailed costs estimates will be included in the Scope of Work, at the end of Design Development, and at 75% completion of Construction Documents.

Chapter 149

The construction of both of these Projects will be performed utilizing Chapter 149, Design, Bid, Build public construction.

CONTRACT REQUIREMENTS

Contract for Final Design, and Construction Administration Services

Brooke will use a modified AIA document for Design and Construction Administration Services. *No costs shall be incurred or work performed before all contract documents are properly executed and a project Notice to Proceed is issued in accordance with the terms of the Contract.*

Study Phase: Complete

Design Phase: **Brooke** has established a goal of **six to eight (6-8) months** to complete design (DD and CD). The schedule for construction administration services will be established (if applicable, in consultation with the CM).

Applicants are advised that certain documents are required as a condition of contract execution, including, without limitation, evidence of 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 (i.e., minimum coverage of \$250,000 up to \$5,000,000 per claim depending on the construction cost). Evidence of pollution liability coverage in compliance with the Contract requirements may be carried by the Hazardous Materials Consultant identified above. All other coverage must be carried by the Designer.

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.

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>.