



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108

Email DSB: Infodsb@mass.gov | www.mass.gov/dsb

DSB List#:	24-11	
Notice Date:	May 29, 2024	
Application Submission Deadline:	June 20, 2024	At 2:00 PM
Project Number:	HVMCPS001	
Project Title:	Hill View Montessori Charter Public School Roof and HVAC Replacement	
Project Location:	Haverhill	
Awarding Charter School:	Hill View Montessori Public Charter School	
Estimated Construction Cost:	\$1,500,000	
Schematic Design Fee:	\$90,000 Not to Exceed	
Final Design Fees:	Fees to be Negotiated	
Project Type:	Renovation	

Contract Type

☒ Study Schematic & Design

Prime Firm Requested a qualified firm within the meaning of M.G.L. Chapter 7C, Section 44), with Massachusetts registration.

☒ Architect
☐ Landscape Architect
☐ Engineer
☐ Interior Designer
☐ Vertical Transportation Firm
☐ Programmer
☐ Construction Manager

Immediate Services Authorized

☐ Study and/or Feasibility Study
☒ Schematic Plans & Outline Specifications

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

☒ Design Development Plans and Specifications
☒ Construction Plans and Specifications

☒ Bidding Phase
☒ Administration of Construction Contract

The application must include resumes for the consultants associated with the specific Personnel and Project Experience listed below. Include resumes for all personnel.

Personnel other than Prime - qualified firms within the meaning of M.G.L. Chapter 7C, Section 44), with Massachusetts registration.

<u>X</u>	Architect - Prime	<u>X</u>	Structural Engineer
<u>X</u>	Mechanical Engineer	<u>X</u>	Hazardous Materials Consultant
<u>X</u>	Electrical Engineer	<u>X</u>	Independent Cost Estimator
<u>X</u>	Plumbing Engineer		

- 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
- The title “Hazardous Materials Consultant” refers to design professionals that can demonstrate requisite experience in the identification and management of hazardous materials, and hazardous waste.

Briefing session: A non-mandatory briefing session will be held at Hill View Montessori Charter Public School, 75 Foundation Avenue, Haverhill, MA, Thursday, June 6, 2024 @ 9:00am.

All project inquiries shall be directed in writing via email to the OPM: Atlantic Construction & Management, Inc. at sbhatia@aconstructioninc.com and jdossantos@aconstructioninc.com.

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PROJECT BACKGROUND

AGENCY INFORMATION

Hill View Montessori Charter Public School (HVMCPS) is a public charter school that provides urban students in grades K-8 with a tuition-free, public Montessori education. HVMCPS was founded in 2003 by community volunteers and the school opened its doors in 2004. For more information, please visit hillviewmontessori.org.

BUILDING AND SITE INFORMATION

HVMCPS currently occupies the building located at 75 Foundation Avenue in Haverhill, MA, which is owned by the Hill View Montessori Foundation (HVMF).

The assessed value of the building on January 20, 2022, was \$4,531,000.

The total property is approximately 12 acres and is located in the Ward Hill Industrial Park. There are two off-street parking areas with connecting roadways and asphalt paved plat area with a modular play set. Chain link fencing encircles most of the property line and there are concrete walkways with surrounding landscaping.

The building was formerly used for commercial purposes and is a two-story building, served by an elevator. The building is circa the early 1980's and was converted to its current educational use in 2010. The building is sided in commercial enameled steel panels, the roof is white PVC, and the windows are fixed aluminum. The mechanical system is a gas-fueled packaged roof top heating and cooling system. The interior spaces include administrative offices, classrooms, gymnasium, community meeting room, kitchen, small food preparation area and restrooms.

It is anticipated that the construction work will be performed during the summer, 2025, vacation period. The school does not currently offer summer programs and will be unoccupied during construction.

There are some existing drawings for the building and an AHERA Report which was completed within the past year. The existing building documents are in paper format and may be viewed during the walk through. They will be made fully available to the selected firm.

PROJECT OVERVIEW

RENOVATION GOAL: The selected firm will provide qualified design services for the design, bidding support, construction administration and closeout services.

SCOPE OF PROJECT:

The following recommendations and scope of work items were identified; however, it should be noted that this summary may not be the complete representation of the work which will be required to implement the general intent of the work. The work includes but is not limited to:

1. Remove and replace existing PVC roofing, down to the deck.
2. Asbestos testing for the roof and areas of impact of the work.
3. Code review and assessment as it relates to the work.
4. Replacement of existing roof top HVAC equipment and systems.
5. Assessment of existing skylight and make recommendation.
6. Assessment of lightning protection for reuse or replacement.

The work includes all testing, reports, drawings, specifications, and cost estimates required to bid the work. A base project which meets the budget is expected. Due to budgetary constraints, alternates may be required for the project and are included in the work. The design team shall coordinate with the Owner/Owner's OPM to establish a full and updated project budget.

PROJECT PHASES and DELIVERABLES

Work under this Public Notice is divided into the Project Phases as listed in the Contract for Designer Services and as augmented below. Each Project Phase may consist of one or more required submissions, and may include site visits, meetings with the Charter School, the OPM, and others, or other tasks as described. The work identified below is representative for the purposes of this advertisement and is by no means fully inclusive.

The phases identified below are representative for the purposes of this advertisement and include but are not limited to:

- Kick-Off Meeting
- Study/ Schematic Design & Design Development
- Construction/Bid Documents & Project Budget Development
- Public Bidding & Contract Award
- Construction Contract Administration
- Warranty

Authorization to progress to phases that have not been authorized will be based on a review of available funding sources for the total project cost and alignment with initial project goals. The fee associated with the unauthorized phases that are approved to be added to the contract will be negotiated. The Designer's contract will be amended to incorporate the fee and scope.

The following apply to every phase unless specifically waived by the Charter School:

- After a review by the Charter School, written approval of each phase will be made in accordance with the Contract for Designer. If after this review the submission is "Not Approved" the Designer will be required to

re-submit the deliverables for each phase in accordance with the comments included in the non-approval letter.

- Approval of each phase will not occur without successful completion of the required deliverables for each phase and shall precede Work on subsequent phases.
- Each Design Submission shall include a written response to any comments or recommendations included with the approval of the preceding phase.
- Each submission shall include an electronic copy of the submittal. Hardcopy submittals may be requested by the Charter School. Include live section tabs that link to the content on PDF reports, specifications, and drawings. The submittal is not considered complete until the full submittal is delivered.
- Document and explain the reasons for any proposed changes in the project scope, schedule or budget which have occurred since the approval of the preceding design submission.
- Meet with the Charter School, the OPM, and others to review and resolve any issues or discuss alternative design approaches.

Kick-off Meeting:

Schedule, conduct and prepare minutes of a Kick-off meeting. Prior to the meeting, the designer shall review the provided documentation, visit the site to become familiar with existing conditions, recommend follow up investigations, testing, and selective demolition, and formulate a general approach or alternative approaches to the project. At the meeting, the school representatives and the designer will discuss the project overview, the budget, the schedule, and the deliverables and deliverable procedure, and other relevant items related to the project.

Study / Schematic Design:

Schedule, conduct and prepare minutes of a kickoff meeting. Review all documents provided by the school. Assess, analyze, and document the code and building requirements, including hazardous material requirements for accommodating the work. Assess existing conditions of the building providing sufficient information to identify the problems and opportunities.

Develop specifications, dimensioned plans, elevations, sections, sketches (as needed) to define the work with the understanding of the design objectives, cost and schedule constraints.

Milestone Work Product: Prepare and deliver a formal Schematic Design Submission which includes:

- a. Meeting minutes
- b. Existing Documentation Review
- c. Cost analysis
- d. Options and findings
- e. A summary of the codes and regulations that apply to the project, including but not limited to the MA State Building Code, Existing Building Code, Energy Conservation Code, and MAAB requirements that will affect the project.
- f. Prepare schematic design concepts for implementing the proposed project. Emphasis should be placed on developing reasonable, economical, and practical solutions to evaluate.
- g. A cost estimate that is structured to identify any required filed subcontractors, includes a breakdown for each sub-trade and to verify the estimated cost for the determination of bidding structure. Prevailing wage should be used for the location of the school.
- h. Include asbestos testing of the roofing as part of basic services.
- i. After review of the schematic by School representatives, update the Schematic report to identify final decisions for the next phase of design, including but not limited to, budget ECC, defined scope and any alternates, and updated schedule.

Design Development:

Prior to the meeting, the designer shall 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 stages' design decisions are in line with the design objectives, cost, and schedule constraints.

Milestone Work Product: Prepare and deliver a formal Design Development Submission which includes:

- a. Document any additional design modifications made since the approval of the Schematic Design.
- b. An outline specification which lists the technical specification sections and their respective scopes to be included in the construction documents.
- c. Updated project drawings of the selected option which include any additional design modifications made since the approval of the Schematic Design Phase.
- d. An updated cost estimate that is structured to identify any required filed subcontractors and include a breakdown for each sub-trade.

Construction Documents:

Prepare final construction documents and bid documents that will facilitate accurate and dependable final pricing through the public bid process. Schedule, conduct and prepare minutes of a Construction Document meeting if required by the school.

Milestone Work Product: Prepare and deliver a formal Construction Document Submission which includes:

- a. An updated cost estimate at approximately 70% of Construction Documents to verify final costs and that is structured to identify any required filed subcontractors and include a breakdown for each sub-trade. Prevailing wage should be used for the location of the school.
- b. Document any additional design modifications made since the approval of the Schematic Design.
- c. Provide a single set of Contract Documents for Construction which shall be used for the solicitation of competitive bids in accordance with MGL Chapter 149 which shall include as a minimum:
 - i. Drawings which include plans, elevations, details, and cross sections, as many as deemed necessary by the Owner.
 - ii. Technical specifications which clearly identify each filed sub-bid trade and include any documents required by the owner.

Public Bidding and Contract Award Phase:

Upon approval of the pre-bid project budget by the Charter School, the design team shall prepare and deliver one consolidated .pdf file set of bid documents, including all final construction drawings and specifications. Include any comments from the construction document phase, a reviewed Advertisement reflecting the correct bidding schedule as developed with the owner and the owner's representatives, and prevailing wage. The school will have full rights to duplicate in sufficient quantity for anticipated demand by interested bidders and for internal use. The Designer shall perform all necessary bid phase services. Delivery method will be Chapter 149.

Milestone Work Product:

- a. The designer shall attend a pre-bid conference scheduled and conducted by the Owner/Owner's Project Manager.
- b. Record bidders' questions and prepare and distribute addenda as necessary.
- c. Make written recommendations on the contractor/subcontractor qualifications after bids are opened.

Construction Contract Administration Phase:

Perform Construction Administration and project close-out duties per the Agreement between Owner and Designer.

Milestone Work Product:

- a. Schedule, attend, and conduct a pre-construction conference. The NTP should take place at the beginning of the meeting.

- b. Conduct scheduled job meetings weekly at the project site to observe the quality and progress of the work. The designer shall be responsible for periodic supervision and observation of the construction, consistent with the "Controlled Construction" requirements of the state building code, to ensure adherence to the detailed contract requirements and intent of the bid documents and construction contract.
- c. Issue clarification sketches as required to answer all questions from the Contractor.
- d. Review and act upon shop drawings, in a timely manner, as submitted by the Contractor.
- e. Ensure that all necessary inspections and approvals from the appropriate authorities are secured.
- f. Review and coordinate as-built drawings and other project submittals.
- g. Prepare punch lists and final contractor payment and completion documents.
- h. Coordinate and communicate regularly with the OPM and provide all information requested.
- i. Review with the Owner/OPM and recommend action relative to approving Contractor's Applications for Payment.

Warranty Phase:

Schedule with the Owner and the OPM and perform an inspection of the subject project approximately nine months from the date of Substantial completion.

Milestone Work Product: A written report noting any possible one-year warranty claims against the General Contractor.

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing. The application must include resumes for the consultants associated with the specific Personnel listed on the second page and Project Experience listed below. Include resumes for all personnel.

EVALUATION 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. The experience of the project-leads for both the Designer and their consultants (principals and project managers) reflects their specific experience with this kind and scale of project. Evidence should show that they are capable of developing a strategy for and leading the client team, their own design team and any other stakeholders to a clear consensus and successfully constructed and in-budget project.
2. Recent, and demonstrated experience in the design, and completed construction of school mechanical and membrane roof projects of this type, scale, and complexity, including Ch.149 Work should include: the evaluation of existing conditions, evidence of the required technical skill of team, ability to plan for maintaining operations during construction and accurate cost estimating.
3. Firms whose principals and owners are regularly actively engaged as project managers and project architects and have demonstrated experience being the prime designer on publicly bid Chapter 149 in Massachusetts with an estimated construction cost of up to \$3M.
4. 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.
5. Key team members will have demonstrated experience in leading and facilitating projects which target high efficiency and climate resiliency in design and building systems.

SUPPORTING DOCUMENTS

The scope of work for this project is supported by the materials listed below (for information purposes only):

- [AHERA Report](#)
- [American Air estimate](#)
- [CentiMark Roof Assessment and Proposed Solution \(2/23/24\)](#)
- [Johnson Controls Estimate \(11/16/22\)](#)
- [Morgan Construction Estimate \(2/15/24\)](#)
- [XYZ Sheet Metal Estimate \(12/30/22\)](#)

DESIGNER GUIDELINES and PROCEDURES REQUIREMENTS

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

DESIGNER GUIDELINES:

MAXIMIZING LIMITED RESOURCES

Given the importance of financial stewardship, an excellent design maximizes the impact of available resources. It should balance cost-effectiveness with innovation, creating spaces that are both practical and aesthetically pleasing and inclusive of the other design excellence elements noted here.

SUSTAINABILITY AND RESILIENCE

In support of the Commonwealth's goals to create and manage forward thinking sustainable buildings, design teams are expected to identify and integrate carbon reduction strategies associated with this project. This includes, but is not limited to, low/no carbon fuel sources, high efficiency measures, reducing embodied carbon, incorporating climate change resilience standards, and adhering to agency climate change vulnerability assessments and resilience recommendations.

For these purposes, resilience is defined as: Ensuring that state facilities can be operated or adapted to resist and recover from the effects of hazards in a timely and efficient manner. This includes ensuring the preservation, restoration, or improvement of its essential structures and functions for the duration of its life cycle.

HEALTHY BUILDING ENVIRONMENTS

The Commonwealth is dedicated to reducing health and safety hazards in schools in a comprehensive and cost-effective manner. The project will target, amongst other things, the improvement of indoor air quality.

INCLUSIVE AND ACCESSIBLE SPACES

Design excellence is intrinsically linked to inclusivity. The work provides an opportunity to ensure that every aspect of the design considers accessibility, creating an environment that is welcoming and supportive for all students and staff, regardless of their abilities and is expected to meet the diverse and changing needs of users across age, ability, language, ethnicity, and economic circumstance. Hill View Montessori 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.

The Design Team must comply, at a minimum, with [521 CMR, The Rules and Regulations of the Architectural Access Board](#), as well as the [2010 ADA Standards for Accessible Design](#). 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](#) to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

PROCEDURES:

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 70% CDs (to set record estimate for bidding).

ENVIRONMENTAL OR SUPPLEMENTAL SERVICES

Any required asbestos testing and inspection services or other environmental services will be provided as part of the basic service. The analysis and clarification of test and inspection results, recommendations for action, preparation of the project specification relating to these recommendations, construction administration and assistance in the scheduling of post-abatement certification inspections are Basic Services.

The **Hill View Montessori Charter Public School** 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.

Other reimbursable services may apply to the project.

PROJECT MEETINGS/WORKSHOPS

Hill View Montessori Charter Public School and the Designer's team will hold periodic workshops/design phase meetings to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key members of the Designer's team will be required at all workshops. Workshops will take place at a minimum as the presentation of design phase documents.

PROJECT DELIVERY

The bidding and construction administration will follow the public bidding requirements under M.G.L Ch. 149 for project utilizing public funding.

AFFIRMATIVE MARKETING GOALS

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Although **Hill View Montessori Charter Public School** is not explicitly required to establish a minimum combined MBE/WBE participation goal for the Contract in accordance with M.G.L. C.7C, § 6 and Executive Orders 526, 559 and 565 **Hill View Montessori Charter Public School** encourages MBE/WBE participation as well as other diversity in its Contract.

Applicants, as prime firm and team lead should include in their application, under Section 5, a Diversity Focus Statement directly addressing their approach to enhancing diversity in assembling the team for this project, including a clear description of each working relationship, and in their overall HR and business practices. The Designer Selection Board and **Hill View Montessori Charter Public School** strongly encourages teams composed of firms that expand the overall breadth of different firms working on projects. Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, by partnering and 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.

VETERAN OWNED BUSINESS BENCHMARK

In accordance with M.G.L. C. 108 of the Acts of 2012 and Executive Order 565 the Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises ("SDVOBE") and VBEs 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. Please note that only firms that are currently Massachusetts Supplier Diversity Office certified as SDBOVE and VBE can be credited toward meeting the project SDBOVE and VBE benchmarks.

In addition, the Commonwealth encourages the participation of Disability-Owned Business Enterprises (DOBEs) and Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBEs) firms on its design projects (see Executive Order 565 -No. 565: Reaffirming and Expanding the Massachusetts Supplier Diversity Program | Mass.gov.

CONTRACT REQUIREMENTS

Contract for Final Design, and Construction Administration Services:

The applicant agrees to execute a mutually agreeable, modified [B101 AIA](#) contract.

INSURANCE

Applicants are advised that certain documents are required as a condition of contract execution, including, without limitation, a) evidence of professional liability insurance in an amount equal to the lesser of \$2,000,000) Commercial General Liability policy to provide a combined single limit for bodily injury and property damage of \$1,000,000 per occurrence, and \$2,000,000 aggregate, c) Personal and Advertising Injury coverage provided at a limit of \$1,000,000, d) Automobile Liability policy with a combined single limit for bodily injury and property damage liability of at least \$1,000,000, e) Umbrella Liability as broad as the underlying policies with a minimum level of protection of \$1,000,000, f) insurance for the payment of compensation and other benefits under MGL Ch. 152 (Workers Compensation Law) to all persons employed under this contract, including employer's liability insurance in an amount not less than \$500,000 for each accident or disease for each employee and g) Pollution Legal Liability policy with a minimum limit of \$1,000,000 per occurrence for this project. Evidence of pollution liability coverage in compliance with the Contract requirements may be carried by the Environmental Consultant identified above. All other coverage must be carried by the Designer. *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.*

ADDITIONAL SERVICES

If study pursuant to M.G.L. c. 7C is completed, the Contract may be amended to incorporate one or more of the design, bidding, construction administration, and close out and warranty scope of services and fee. At the conclusion of the study, if the applicant is requested by **Hill View Montessori Charter Public School** to perform final design services, the applicant agrees to amend the Contract's scope of services to include final design, construction administration services and warranty, and any other documents and services as necessary. Designers awarded the Contract for Study and/or schematic design are not guaranteed to be awarded the additional Design Phases.

SCHEDULE

Work to begin immediately with target completion for construction documents in December 2024 or sooner. Work may take place in multiple phases.

Study/Schematic Phase: **Hill View Montessori Charter Public School** has established an anticipated goal of **Two (2) months** to complete a Study, including Schematic Design.

Design Development through Construction Administration Phase: **Hill View Montessori Charter Public School** has established a goal of **Three (3) months** to complete design (DD, CD and Bid Documents). The schedule for public bidding phase through construction contract/NTP is approximately **10 weeks**.

Administration of the Construction Contract services will be established (if applicable, in consultation with the school and OPM) as part of the study phase and reviewed throughout the project.

Warranty Phase: Prior to the end of the one-year warranty period, approximately 9 months after substantial completion, the warranty walk-thru period begins and is approximately **1-4 weeks** in duration depending on the final scope.

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 **Hill View Montessori Charter Public School**, and continue to do so annually throughout the term of the contract; and
- 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 **Hill View Montessori Charter Public School**.

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 DSB provides an online registration system that can be accessed [here](#).¹ 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

Applicants are required to use the [Designer Selection Board Online Portal](#)² to submit applications. New users can request credentials through the system [login screen](#).³

¹ <https://www.mass.gov/service-details/dsb-online-registration-process>

² <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

³ <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>