



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#: 25-22
Notice Date: August 6, 2025
Application Submission Deadline: August 27, 2025 At 2:00 PM
Project Number: AKFCS-01
Project Title: Abby Kelley Foster Charter Public School Renovation & Campus Improvements
Project Location: Worcester, MA
Awarding Charter School: Abby Kelley Foster Charter Public School
Estimated Construction Cost: \$10,000,000 available through design and up to \$20,000,000 expected for final project cost
Design Fee: To be negotiated, expected to be 6.5% - 7.0%
Project Type: Renovation

Contract Type

☒ Design, and Contract Administration

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>	Landscape Architect	<u>X</u>	Fire Protection Engineer
<u>X</u>	Civil (Sitework/Septic)	<u>X</u>	Independent Cost Estimating (License or registration not required)
<u>X</u>	Mechanical Engineer	<u>X</u>	Interior Designer
<u>X</u>	Electrical Engineer	<u>X</u>	Building Envelope Consultant
<u>X</u>	Plumbing Engineer	<u>X</u>	Environmental Professional

- 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 that maintain a current registration with the Massachusetts Board of Registration of Landscape 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;
- The title “Interior Designer” refers to design professionals that demonstrate competence by holding a nationally recognized certification;
- The title “Environmental Professional” refers to design professionals that can demonstrate requisite experience in environmental regulations planning and design; and
- The title “Envelope Consultant” refers to design professionals that can demonstrate requisite experience in building envelope systems in planning, designing, and building projects.

Briefing session: A non-mandatory briefing session will be held at Abby Kelly Foster Charter Public School, 10 New Bond St, Worcester, MA at 8:30am on Thursday, August 14th.

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PROJECT BACKGROUND

AGENCY INFORMATION

Abby Kelley Foster Charter Public School (AKFCS) is a charter public school in Worcester, MA. AKFCS serves 1,426 Kindergarten through 12th grade students from three buildings at its campus on New Bond St.

Since it opened in 1998, the Abby Kelley Foster Charter Public School (AKFCS) has partnered with the families of Worcester to provide a liberal arts education representative of diverse works and global perspectives to its students. The school's distinguishing characteristics are its commitments to academic excellence, musical competence, and character formation. For more information, please visit: <https://www.akfcs.org/>

BUILDING AND SITE INFORMATION

AKFCS currently serves 1,426 students across grades Kindergarten through 12th at three adjacent properties in Worcester. Please see the site diagram below. All three AKFCS schools use the outdoor programming space behind the elementary school.

- 2 New Bond St serves 500 students in grades K-3 (and adjacent stand-alone elementary gymnasium)
- 6 New Bond St serves 500 students in grades 4-7
- 10 New Bond Street serves 426 students in grades 8-12

A Feasibility Study was completed in June 2023. The study included master planning of all of AKFCS' real estate for optimal programmatic use and evaluated renovating and expanding the Middle School building versus selling the Middle School building and expanding at the High School and Elementary School building. Based on long-term affordability, the optimal solution was to relocate the 7th grade out of the Middle School and into the vacant space at

the High School building along with completing renovations at the Middle School building to optimize use for the remaining 4th – 6th graders. The project scope below reflects the result of that study.



Birdseye View of Project Location

PROJECT OVERVIEW

RENOVATION GOAL: The selected firm will provide qualified design services and creative problem solving on how to renovate spaces most effectively and sustainably in 100-year-old buildings with knowledge of new and evolving technologies and shall have experience in providing such services in schools. Note that charter schools are not required to follow the same guidelines as typical public schools and may have alternative goals for space and programmatic elements.

SCOPE OF PROJECT:

The following scope should be included in schematic design services. Final scope to be designed through construction drawings and bidding is dependent upon budget set after schematic design. The remaining scope will be implemented in a future construction phase.

10 New Bond Street/High School Facility:

1. Fit out of 29,000 square feet of vacant, unfinished warehouse space to relocate 7th grade students from the Middle School into this building for a Junior/Senior high school model. To accommodate ~120 additional students, the fit-out will include 12-16 new classrooms, additional cafeteria space, a second gymnasium and additional bathrooms. The building will be occupied during construction.
2. Roof replacement
3. Building wide security upgrades

6 New Bond Street/Middle School Facility:

1. The renovation of the 17,500 lower level which currently consists of a cafeteria, warming kitchen, music room and the attached vacant former biomedical lab space to optimize use of the kitchen and enlarge the cafeteria to create additional multi-purpose space
2. Deferred maintenance repairs to the building plumbing system
3. Conversion of the current HVAC system to electrical air source heat pump system

4. Building wide bathroom upgrades

Campus-wide:

1. Turf field replacement/extension

The work includes all reports, drawings, specifications, and cost estimates required to bid the work. A base project which meets the budget is expected and the High School building scope is the base priority. 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:

- Permits and Approvals – (immediate services authorized - Ongoing through the process).
- Kick-Off Meeting (immediate services authorized)
- Existing Conditions Documentation/Analysis (immediate services authorized)
- Schematic Design (immediate services authorized))
- Design Development (Services not authorized- dependent upon school authorization to Proceed)
- Construction/Bid Documents & Project Budget Development (Services not authorized- dependent upon school authorization to Proceed)
- Public Bidding & Contract Award (Services not authorized- dependent upon school authorization to Proceed)
- Construction Contract Administration (Services not authorized- dependent upon school authorization to Proceed)
- Warranty (Services not authorized- dependent upon school authorization to Proceed)

Authorization to progress to phases that have not been authorized will be granted via formal Notice to Proceed between each phase. Total project fees will be negotiated upon designer selection.

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.

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 Worcester building authorities, and all required meetings with other City agencies will be included in the base fee scope. *Building Code compliance is Architect responsibility. Building Code consulting and any meetings with Building and Fire Departments required to obtain building permits are included in the base scope.*

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.

Schematic Design:

Schedule, conduct and prepare minutes of a schematic meeting. Prior to the meeting, the designer shall work with Owner, owner's consultants, and owner's representative to develop specifications, dimensioned floor plans, elevations, sections, sketches to define the character and quality of interior spaces, and building systems upgrades that are in line with the understandings of the design objectives, cost and schedule constraints.

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

- Meeting minutes and presentation.
- A summary of the codes and regulations that apply to the project, including but not limited to the Existing Building Code, Energy Conservation Code, and MAAB requirements that will affect the project.
- Identify and analyze up to three meaningful alternative design concepts for implementing the proposed project. Emphasis should be placed on developing reasonable, economical, and practical solutions to evaluate.
- 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.
- Include the Hazmat testing report for asbestos and lead only. Hazmat is to be done as a reimbursable.
- Assist the Owner in procurement of a Construction Manager at Risk.
- After review of the Schematic Design and Estimate 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:

Schedule, conduct and prepare minutes of a Design Development meeting. 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:

- Meeting minutes and presentation
- Document any additional design modifications made since the approval of the Schematic Design.

- c. An outline specification which lists the technical specification sections and their respective scopes to be included in the construction documents.
- d. Updated project drawings of the selected option which include any additional design modifications made since the approval of the Schematic Design Phase.
- e. An updated cost estimate 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 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. During the Construction Document process, provide an updated cost estimate at approximately 70% of Construction Documents to verify final costs and 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 149A 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, including participation in subcontractor prequalification. Delivery method will be Chapter 149A.

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.
- 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 Owner's representative 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 [DSB Selection Criteria for Charter Schools](#). 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

Applicants must meet the requirements of M.G.L. C. 7C, §§ 44 and 48. 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 programming, design, and completed construction of public school projects involving occupied construction of existing buildings , and Ch. 149A projects. Relevant work should include: the evaluation of existing conditions, forward thinking design and planning for elementary and secondary education, evidence of the required technical skill of team, ability to plan for maintaining operations during construction, renovation in occupied space..
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 149A in Massachusetts with an estimated construction cost of \$15 - \$40M .
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 systems, including knowledge of Passive House and Net Zero building design principles, resilient design, considerations of site-specific resilience enhancements, alternatives to fossil fuel systems, the integration of architectural elements and mechanical systems, and strategic electrification.

6. The Prime firm, through their Diversity Focus Statement (in Section 5), shall demonstrate their firm's implementation of Diversity, Equity and Inclusion (DEI) principles within its organization and within the design profession. The Statement shall:
 - a. document the firm's track record for meeting and exceeding DEI goals, highlighting specific project examples.
 - b. summarize the firm's approach toward assembling an inclusive team. Focus on the roles and responsibilities of diverse internal staff assigned and the SDO certified consultants. If two firms are partnering include the distribution of the work with the partnering firms; and
 - c. describe the prime design firm's approach to DEI in terms of ownership, staffing, mentorship, equity in salary, and outreach efforts to broaden participation of underrepresented firms working on public projects.

SUPPORTING DOCUMENTS

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

- [2023 Master Planning Report](#)
- [April 2025 Conceptual Estimate from Fennessy Consulting Services](#)
- [Existing Floor Plans](#)

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.

FOSTERING A POSITIVE LEARNING ENVIRONMENT

Design excellence goes beyond aesthetics; it directly influences the atmosphere and ambiance of educational spaces. Well-designed classrooms and common areas have the power to inspire creativity, foster collaboration, and promote a positive learning culture. A well-thought-out design ensures optimal space utilization, seamless traffic flow, and efficient functionality. It considers the diverse needs of students, faculty, and staff, aiming to create an environment that supports educational goals and daily operations.

The design should anticipate and accommodate evolving educational trends. The design should be flexible and adaptable, allowing for future advancements in pedagogy and technology to seamlessly integrate into the learning environment.

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 and resilience improvement opportunities 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, with a particular focus on protecting the health of children and other sensitive populations. The project will target the replacement of particular materials typically found in capital project specifications in order to reduce/eliminate building materials which contain VOCs, phthalates or other toxins, as well as seek to improve indoor air quality by other means. The space should also be nature and optimism infused to promote wellbeing and to celebrate daily life.

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. **Abby Kelley Foster Charter Public School** 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 completed by an independent estimator contracted by the architect. Drawing sets shall be prepared and estimated by the Construction Manager at the end of Design Development and at 60% CDs (to set a record estimate for bidding).

ENVIRONMENTAL OR SUPPLEMENTAL SERVICES

Lead based paint and asbestos testing and inspection services or other environmental services will be provided as a reimbursable to the Designer, but the Designer's cost for procuring, coordinating/administering the work of this consultant are 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. AKFCS 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.

BUILDING INFORMATION MODELING (BIM)

Base services should include a digital model for use by the project team.

BUILDING COMMISSIONING

AKFCS will include an independent third-party building commissioning agent as part of this project. The commissioning agent will develop in collaboration with **AKFCS** an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with **AKFCS** and the Designer's team during planning, design and construction to evaluate design proposals and make recommendations to ensure the maintainability and operational efficiency of the new building.

PROJECT MEETINGS/WORKSHOPS

AKFCS 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 or Ch. 149A for project utilizing public funding.

It is expected that the project will pursue C.149A the use of a Construction Manager At-Risk (CMAR). The consultant will assist the Authority in the selection of the Construction Manager at Risk. These services will include the CMAR pre-development process, reviewing applications and providing written references to the Authority. In this case, an amendment to the Architectural and Engineering contract will be negotiated to cover additional architectural project staff time dedicated to the selection of CMAR and CMAR pre-development process.

AFFIRMATIVE MARKETING GOALS

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Although **AKFCS** 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, **Abby Kelly Foster 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 **AKFCS** 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 GOAL

Veteran Owned Business Participation Goal - Ch. 108 of the Acts of 2012; Executive Order 565: The Commonwealth promotes and monitors the participation of Service-Disabled Veteran-Owned and Veteran-Owned Business Enterprises (collectively "VBE") on its design projects. The goal for VBE participation on DCAMM, other Executive Branch agencies, and municipalities design projects is 3% of the contract price. *As Charter Schools may not receive funding from any of these sources, the Goal for Charter schools is encouraged only.* Please note that only firms that are currently Massachusetts Supplier Diversity Office certified can be credited toward meeting the project VBE goal.

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, contract. The AIA B101 standard form contract will be used and edit as necessary.

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 b) 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 Hazardous Materials Consultant identified above. All other coverage must be carried by the Designer. AKFCS shall be named as Additional Insured on all certificates for the aforementioned policies. *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 this Notice indicates that the Study/Schematic Design fee is to be negotiated within a range, following successful fee negotiations, the Contract will be amended to incorporate a scope and fee for the study services and schematic design. 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 AKFCS 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 May of 2026. Work may take place in multiple phases.

Schematic Design Phase: **AKFCS** has established an anticipated goal of six (6) - **eight (8) weeks** to complete, Schematic Design.

Design Development Phase: **AKFCS** has established a goal of **eight (8) - ten (10) weeks** to complete design development (DD).

Construction Documents Phase: **AKFCS** has established a goal of **ten (10) - fourteen (14) weeks** to complete construction documents (CD).

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.

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 **AKFCS**, 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 **AKFCS**.

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.

A minimum of 3 public agency evaluations and/or private sector references completed within the past five years are required to be submitted with the application. All evaluations and references should be submitted through the [Designer Selection Network](#) for attachment to the application. The Designer Selection Board and Agencies reserve the right to check additional evaluations and references as part of the application review process.

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>