

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 17-03 **ITEM #** 1 **DSB PUBLIC NOTICE DATE:** May 24, 2017

LAST DATE FOR FILING APPLICATION IS: June 14, 2017 at 2:00 PM

The Board requests applications to be by any of the following firms:

()	Architect	(X)	Mechanical Engineer
(X)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **VPCS 2017**

PROJECT TITLE: **STUDY & DESIGN FOR MECHANICAL SYSTEM AT VERITAS PREP CHARTER SCHOOL**

PROJECT LOCATION: **SPRINGFIELD, MA**

AWARDING AUTHORITY: **VERITAS PREPARATORY CHARTER SCHOOL AND/OR AFFILIATE**

APPROPRIATION SOURCE: **Tax-exempt bond issuance, private donations, and board designated funds**

AVAILABLE AMOUNT: **Approximately \$750K**

ESTIMATED CONSTRUCTION COST: **\$500,000**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

(X) Lump Sum Established Set Fee for Study/Concept Phase Per M.G.L. C.7C, §50	<u>\$5,000</u>	dollars
(X) Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7C, §50, based on the approved estimated construction cost in the study.	<u>8%</u>	percent

IMMEDIATE SERVICES AUTHORIZED:

(**X**) BUILDING STUDY

It is intended that the following continued services will be required of the selected Designer, and approval of the Designer by the DSB for the study phase shall also constitute approval of the Designer for continued services at the Awarding Authority's discretion. If the Awarding Authority determines that the continued services will not be required of the Designer then the Awarding Authority must notify the Designer and the Board, upon making that determination.

(**X**) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
(**X**) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(**X**) CONSTRUCTION PLANS AND SPECIFICATIONS
(**X**) ADMINISTRATION OF CONSTRUCTION CONTRACT

MBE/WBE PARTICIPATION:

Veritas Preparatory Charter School (VPCS) has not established minimum MBE/WBE participation goals for this project. Applicants from MBE/WBE firms as prime or sub consultants are encouraged.

APPROPRIATION LANGUAGE: N/A

Briefing session: A briefing session will be held at VPCS, 370 Pine Street, Springfield, Mass. The session is scheduled for June 1, 2017 at 4 p.m. Contact Person: All inquiries shall be directed in writing via email to: Rachel Romano, rromano@vpcs.org

GENERAL INFORMATION:

Veritas Preparatory Charter School: VPCS is a public 5th – 8th grade college preparatory charter school in its 5th year of operation. VPCS provides a rigorous college preparatory curriculum in a highly-structured learning environment. VPCS has consistently outperformed the sending district and is providing a high quality middle school option for public school students and their families in Springfield.

The school currently enrolls 316 students and has recently received an unconditional charter renewal for another five (5) year charter term.

Friends of Veritas Preparatory Charter School, Inc. (“Friends of Veritas”): Friends of Veritas is a non-profit entity which exists to support the mission of VPCS. Friends of Veritas recently purchased an approximately 48,500 square foot building, located at 370 Pine Street, Springfield, in which VPCS is currently located. The building was originally built in 1971.

Friends of Veritas now leases the space to VPCS under a long-term lease. A new HVAC system is needed to replace the existing outdated and sub-optimal HVAC and boiler, which were designed for previous use as office space. A cursory evaluation of the HVAC systems, based on two (2) site visits and a review of as-built document, was performed in 2015/2016 by a consulting engineering firm. The resulting report includes a description of the existing conditions, a discussion of the present operation and long-term recommendations.

An air quality study following asbestos abatement work was performed in 2012 and an asbestos management plan was created in 2014, each as further described below.



SCOPE OF WORK:

Friends of Veritas has obtained preliminary commitments for financing from a local bank. The financing includes provision for additional building improvements. Of particular interest and need is an updated HVAC system that will provide thermal comfort and increase the life of the building. The existing HVAC system features a boiler and an aging split system that does not provide adequate circulation and thermal comfort for the current use of the building.

VPCS would like to evaluate two (2) to three (3) options for a new HVAC system and would like to develop the chosen alternative. The site is properly permitted and zoned for its current use. Building permits only are anticipated as part of the

project. The target date for completed construction documents is September, 2017, if feasible; the target for construction would be scheduled within the school's schedule, to be completed no later than July, 2018.

Project Scope of Work:

The Scope of Work for this project will include the following:

Study/Concept Phase:

Identify general condition of existing systems, collect existing usage data, plans, other documentation and maintenance records, list available utility types, conduct preliminary evaluation of energy efficiency of building envelope.

Identify primary replacement/repair options and provide preliminary assessment.

Final Design Phase:

- **Schematic Design/Design Development:** The Designer shall review the existing HVAC and boiler system and identify two (2) to three (3) alternate systems that would provide thermal comfort and adequate ventilation for use of the building for school purposes. Work with Friends of Veritas, VPCS, and consultant to determine and document specifications, details and material and equipment selections consistent with the work product of Schematic Design to further clarify and define that stage's design decisions that are in line with the design objectives, cost and schedule constraints.
- **Construction Documents:** Prepare final construction documents that will facilitate accurate and dependable final pricing by public bid process, as required.
- **Permits and Approvals:** Work with Friends of Veritas and VPCS (and, as relevant, consultant and/or contractor) to identify and obtain all required permits and approvals. Provide design drawings as required for all permit submissions. Building Code compliance is MEP engineer responsibility. Building Code consulting and any necessary meetings with city departments required to obtain building permit should be included in base scope.
- **Bid / GMP phase:** Perform all necessary bid phase services, including participation in subcontractor prequalification.
- **Construction Phase:** Perform Construction Administration services, including construction management and construction scheduling, and project close-out duties.

Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract. In 2012, asbestos abatement clearance monitoring procedures were performed and analysis of air samples indicated levels equal to or below 0.010 fibers per cubic centimeter (f/cc), the minimum level required by the U.S. Environmental Protection Agency and the Massachusetts Department of Labor and Workforce Development following an asbestos response action. In 2014, VPCS commissioned an AHERA Asbestos Management Plan which found that no asbestos containing building material was present in the building.

ADDITIONAL SUPPORTING DOCUMENTS:

1. **HVAC Assessment by Robt. W. Hall Consulting Engineers, January 27, 2016**

<http://www.mass.gov/anf/docs/dsb/dsb17-03-01-vcps-hvac-assessment-report.pdf>

GENERAL CONDITIONS OF THIS CONTRACT:

Contract for Study, Final Design, and Construction Administration Services

Friends of Veritas will use a single contract for all phases of the work.

Schedule: The target date for completed construction documents is September, 2017, if feasible; the target for construction would be scheduled within the school's schedule, to be completed no later than July, 2018.

Financial Statement

Chapter 7C, Section 51 requires that for public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:

- a) File its latest CPA or PA audited financial statement with the Friends of Veritas and VPCS 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.

LEED Certification

The project is not pursuing a LEED certification. However, Friends of Veritas expects that the Designer will utilize appropriately energy efficient and sustainable design techniques and materials.

Universal Design

In addition to complying with 521 CMR, the Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/aab>), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. Friends of Veritas and VPCS welcome innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

Environmental and other supplemental services

Friends of Veritas and VPCS reserve the right to obtain supplemental services through independent consultants who will collaborate with the Principal-in-Charge (P.I.C.) and the project team.

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- 30% CDs and 100% CDs.

Building Commissioning

The project design team will develop, in collaboration with Friends of Veritas and VPCS, a training, operations and maintenance plan that is reflective of the capabilities of current building staff to maintain and operate the new mechanical systems. Said plan shall include appropriate commissioning techniques to assure proper operation. Friends of Veritas and VPCS may include an outside building commissioning consultant as part of the project team at its own expense who, if contracted, will be the owner's representative on building commissioning issues.

CONDITIONS FOR APPLICATION:

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the greater of \$2,000,000 or 10% of the Project's Fixed Limit Construction Cost. Friends of Veritas and VPCS may seek additional coverage for the selected designer, and, if so, will bear the cost of the additional coverage.

APPLICATION EVALUATION – PERSONNEL

Applications will be evaluated based on the applicant and consultant's personnel. Please see Section 6 on DSB Application Form: On the organizational chart, identify the team by listing them in the same order as below. Include resumes for all personnel. Reasonable changes to the proposed sub-consultants and engineers will be permitted.

1. **Mechanical Engineer (M/P/FP) (P.I.C.*)**
2. Architect
3. Electrical Engineer
4. Cost Estimator
5. MA Building Code Consultant

*Should the advertisement require the applicant to be either an Engineer or an A&E firm, the P.I.C. or P.M. must be a Registered Engineer in the Commonwealth of Massachusetts.

APPLICATION EVALUATION – PROJECT EXPERIENCE

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

1. Prior successful experience programming, designing and constructing projects of similar scope. Experience with Chapter 149 compliant projects.
2. VPCS is highly motivated to occupy the building with a new HVAC system in place. The firm should have experience in designing MEP alternatives and working to meet tight deadlines.
3. A client centered approach that considers budget realities, program needs, operational and personnel constraints.

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and General Instructions - **DSB Application Form (Updated July 2016)** are included with this Public Notice and available for download at www.mass.gov/dsb . Applications that are incomplete will be rejected. Applications that are submitted on a form other than **DSB Application Form (Updated July 2016)** may be rejected as non-compliant and not be considered by the Board. Applications received at the DSB Office after the advertised deadline will not be considered.