

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUB
OF WORCESTER**

Request for Proposal
for
Architectural Design Services
August 2024



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Section 1

Invitation

The Boys & Girls Club of Worcester invites proposals from architectural companies to collaborate on a new youth development facility located at 180 Constitution Ave. in Worcester, in the heart of Great Brook Valley.

The current facility is a brick building (approximately 8,000 sq. ft.) that contains one floor including three classrooms, an office space, a small kitchen, and one bathroom. There is also a small open field and playground on either side of the building. Originally designed as a fallout shelter during the original construction of the development in the mid-20th century, the current facility is not conducive to youth development programming for ages 5-18 and limits our capability of serving more youth as the building's size and layout restrict enrollment numbers at 50.

We wish to demolish the current facility and build a facility on the lot, which is 80,000 square feet.

The proposed schedule for the selection of the project Architect is as follows:

Tours of the property: August 21, 2024 – September 2, 2024

Submission of response to RFP: September 13, 2024

Interviews of Architect applicants: September 30, 2024 – October 11, 2024

Selection of Architect by the Owner: by the end of October

Proposals are to be submitted by September 13, 2024 by 5:00 pm to:

The Boys & Girls Club of Worcester
Attn: Liz Hamilton
65 Boys & Girls Club Way
Worcester, MA 01610

Four hard copies and one digital copy are requested.

Please address questions and comments to Liz Hamilton, CEO/Executive Director of the Boys & Girls Club of Worcester, at lhamilton@bgcworchester.org.

Exhibits:

1. Capital Campaign Case Statement
2. Building site blueprints

Section 2

Background and Program

For 135 years, the Boys & Girls Club of Worcester has been transforming the lives of our youth and families. We serve youth ages 5-19 through programs that address food insecurity, academic success, college preparation, job readiness and certifications, athletics, water safety, case management and mentoring.

Ours is one of the largest youth development organizations in Central MA currently serving **8,000 kids a year and approximately 550 a day receive services at our three Clubhouses**. We have three facilities in Worcester; our flagship Club in Main South; an outreach site in Plumley Village; and an outreach site in Great Brook Valley. Both outreach sites are located in low-income public housing developments. All sites are located in neighborhoods which score 10:10 on the Community Disadvantage Matrix.

The facility we currently occupy in Great Brook Valley is owned and managed by Worcester Housing Authority, which also utilizes the space for other community programming during off-hours for the Club.

We charge just \$10 in Great Brook Valley for a yearly youth membership; however, it costs our organization \$1,000 per child each year to provide our services. As a result, we need to raise our operational budget from donations and grants each year. Despite the challenges of having an upside-down business model, we will never increase the membership fee, as we are mission-focused and here to eliminate and access barriers.

Our presence in Great Brook Valley was established in 1993; despite the growing need for our programs, we are limited in capacity due to the current facility. We serve 50 kids a day during our school year and summer programs despite there being 2,000+ youth living in Great Brook Valley, and hundreds more living in surrounding, walkable neighborhoods. We are the only youth development organization in this area of Worcester, making our growth in GBV an essential step in the success of our youth – and our community.



Current Programs

Food Equity:

Across our three sites in Worcester, youth are served a free dinner Monday-Friday. Their siblings and parents are also invited; this works to both alleviate the stress for parents around preparing meals and increase quality family time. In the summer, they are provided breakfast, lunch and two snacks.

Academic Success/ Homework Help:

The major difference between the youth we serve and that of their peers is access to resources. We are here to bridge that gap. Club staff work with our youth after school to complete homework assignments to ensure they are not falling behind. We stock our classrooms with various supplies and collaborate with volunteers to provide the support our members need to succeed.

Recreation

There are no public parks that are in safe walking distance for our kids, so our programs and open field are some of the only recreational opportunities available to the youth in Great Brook Valley. That being said, most of our programs are geared towards younger children. Teens who want to participate in age-appropriate activities such as free driver's ed, our award-winning swim team, college prep, and job readiness certifications will have to travel to our flagship facility in Main South. Many of our teens do not have access to transportation.

Expanded and New Programs with Proposed Building

The new facility will be a game-changer for our youth in GBV and surrounding areas, who live in a youth-development desert. There are no youth-serving programs in the Clark Street/Burncoat Street/ Lincoln Street areas, especially for teens. Our new building will have the capacity to serve 500 kids a day, and even more through additional specialty programs.

In addition to carrying over our existing programming, the new facility will include vital offerings for younger kids, teens, and families.

Workforce Development

Our new facility will have adequate space for essential workforce development training such as driver's education, and ServSafe, lifeguard and babysitting certifications. In addition, we will invite volunteers from around the city to participate in career nights, job shadowing opportunities, and guest speaking engagements to inform our youth about their respective careers, the various aspects of their company, and a path our members can follow if they're interested in that field.

Expanded Recreational Opportunities

In addition to a new playground and open field outdoors, our new facility will include:

- A gymnasium that can host youth sports and other programming
- A swimming pool so our youth are receiving life-saving water safety courses

- an e-sports lounge where members with engage only with youth from other Boys & Girls Clubs
- An open field for youth to receive plenty of quality time outdoors
- A new playground
- Large multi-purpose rooms to be used for various programs
- A matted room used for gymnastics and other athletic programming for younger members
- A rock-climbing wall

Community Outreach

Our facility will offer programs for non-members such as

- Mommy and Me swimming and recreation classes
- A community food pantry
- Adult swimming lessons (in the mornings, school year only)
- Workforce development for adults (in the mornings, school year only)
- Intergenerational cooking classes

Proposed Program

Demolition and Rebuilding:

The current facility – along with the playground and parking lot – will have to be demolished. The proposed 30,000+ sq. ft. new facility will be built from the ground up and will provide all youth living in Great Brook Valley and the surrounding neighborhoods with a state-of-the-art facility that will be a safe place for all kids and teens on that side of Worcester. The building will be two floors with various program spaces, offices, bathrooms, storage, and more. The new facility will include:



First floor:

- Kid’s Café with a commercial kitchen (a teaching kitchen preferred)
 - Small food pantry to serve families experiencing food insecurity
- Large multi-purpose rooms that can be easily converted into dance studios, art spaces, music recording rooms, etc.
- Gymnasium (large enough to host high school sporting competitions) with portable bleachers or permanently installed bleachers
- Swimming pool (3-6.5” deep, similar to the pool at Girls Inc.) with benches or bleachers. Must be handicap accessible

- Locker rooms (include four-bathroom stalls in each; four private changing areas in each; four private shower stalls in each; instead of lockers, we would like large cubbies. Must be handicap accessible)
- Four Single bathrooms throughout the building plus two for staff/visitors (separate bathrooms for staff/visitors and youth). Must be handicap accessible
- Education Lab (includes bookshelves for a library, STEM area, pc area, gaming section)
- Room with matting for younger kids to play safely indoors
- Rock-climbing wall (possibly built into the room with matting)
- 2 offices
- Vestibule area to present membership card to the front desk receptionist via window
- Lobby area kids/visitors enter once they have been processed by the front desk receptionist. The lobby area has a built-in staff desk and benches for visitors.

Second floor (Workforce Development/Teen Center):

- Open floor plan
 - Multi-purpose rooms to be used for workforce development training/programs (similar to the multi-purpose rooms on the first floor, we'd like them to be easily converted, possible use of removable walls). These areas will be used for driver's education, SAT prep, social recreation, career nights, and more.
 - Internet café
 - Gaming area (are these all included in multi-purpose rooms?)
 - Audio/visual equipment and conference table for meetings and presentations
- Four individual bathrooms and one individual bathroom for staff
- Two staff offices

Additional needs throughout the building and outdoors:

- The top floor will include two entrances: one from outside/exterior of the building, and one that will lead to the first floor.
- Elevator
- Interior and exterior windows
- Storage rooms for both floors
- Large Closets in each room
- Central air throughout the building
- Open playing field next to the building with benches for seating
- Small playground for younger kids
- Parking lot with enough parking for (30 parking spaces)

Building Site

180 Constitution Ave. sits in the middle of Great Brook Valley; the front entrance faces a strip of apartments



across the street; the back of the building rubs up against a line of trees (wetlands exist behind these trees); a parking lot and playground surround the building on one side; and small open field is on the other side.

A few key facts:

- Great Brook Valley is one of the largest public housing developments in New England with 2,564 residents (1801 living in Great Brook Valley Gardens, 69 Tacoma Street, and 763 living in the Curtis Apartments, 32 Great Brook Valley Ave.). These figures do not include the 2,000+ living in GBV.
- Originally built in the 1950's with the purpose of housing veterans (180 Constitution Ave. was built in the early 1960's), GBV certainly has its challenges in today's world. Worcester Housing Authority has been resourceful with the buildings for decades; however, a total rebuild is needed, and our current facility is no exception.
- The Boys & Girls Club of Worcester has a long, collaborative relationship with Worcester Housing Authority, which is in the first stages of demolishing and rebuilding the Curtis apartments. This project will be ongoing during the construction of our new facility.

- The total square footage of usable space is 80,000 square feet for the entire project (including the parking lot, playground and field).
- There are wetlands in the woods behind the project site.

We are interested in incorporating sustainable materials/strategies that will be used as both learning opportunities for our youth, and long-term cost-saving initiatives.

Project Timeline:

The project schedule is still to be determined and will depend on the actual scope and *the receipt of financing and eligibility of tax credit programs*. The intent is for the project to proceed as rapidly as possible; the following is presented as a conceptual schedule:

Engage Architect	October/November 2024
Programming	December 2024
Schematic Design Complete	Feb 2025
Design Development	TBD
Construction Documents	TBD
Start Enabling Work	TBD
Start Construction	TBD
Complete Construction	TBD

Section 3

Project Team

This list is included for reference only; please contact the Owner (Liz Hamilton, CEO/Executive Director), with any questions.

Owner:

Boys & Girls Club of Worcester
 Administrative Offices
 65 Boys & Girls Club Way
 Worcester, MA 01610

Facilities Advisor: Dennis O’Leary

Owner’s Project: TBD

Hazardous Materials Consultant
 TBD

Architect and Engineers
 TBD

Site Surveyor

TBD

Section 4

Proposal Considerations

1. Scope of Services: The Architect will provide a proposal for a full and complete range of architectural services required for this project. Disciplines included in the proposal form are: civil, structural, mechanical, electrical, and fire protection. To the extent that the Architect does not provide the full range of required services “in house,” the Architect’s proposal should identify which services will be contracted to third parties. Fees should be identified for other those third-party consultants. The proposer may also recommend additional consultants if they feel such additions would be beneficial to the team.
2. The Owner will consider contracting with a Construction Manager and may solicit proposals from CM firms during the preliminary design: the Architect may be included in this selection process. Should the CM join the Project Team during design, the Architect will coordinate with the CM to achieve the project goals. During design, the duties of the CM will be:
 - a) Perform any necessary pre-construction investigations.
 - b) Provide cost estimating throughout the design process.
 - c) Provide value-engineering options.
 - d) Develop scheduling and phasing alternatives.
 - e) Provide input to the many variables so that costs and parameters can be controlled and determined early in the process.
 - f) Work with the Owner to ensure final documents are within the budget.
3. The final documents must accurately reflect the Owner’s construction budget. The Architect shall coordinate with the Owner and CM to produce a completed project consistent with the Development Team’s budget.
4. The Owner desires continuity during all phases of design and contract administration. The Architect shall maintain the same qualified primary personnel throughout the course of the project. This person will lead the design effort and be responsible for coordinating the work of the Design Team. Notification of changes in secondary personnel must be provided to the Owner no less than two weeks prior to the change.
5. The Architect will work with the Owner to complete any reports, certifications, affidavits, as-builts, etc., as required to secure permits, occupancy certificates, and /or other requirements of governing authorities.
6. The Architect will assist the owner with the development of drawings and graphics and the completion of forms and applications which may be needed to obtain final plan approval and permits from authorities having jurisdiction as well as other agencies whose approval may be necessary to begin construction.
7. The Architect will allow the use of any graphics, drawings, and/or models of the project for the Owner’s fundraising or public relations efforts.

8. The Architect and its consultants will adhere to the most recent building codes having jurisdiction in the City of Worcester and the Commonwealth of Massachusetts.
9. Selection Process and Criteria: Upon receipt of the Proposal, a selection committee will evaluate each firm's response. The committee will schedule interviews with candidates from September 30, 2024 – October 11, 2024. Upon completion of the interviews, the selection committee will make a recommendation of one firm to the Board of Directors. Selection of the finalist will be based on vision, enthusiasm, previous experience, fiscal management, chemistry, compatibility, presentation of the firm in the RFP and interview, references, qualifications of the project team and proposal cost. The Owner reserves the right to reject any and all proposals.

Selection Considerations

The Architect and its team must demonstrate, at a minimum

- familiarity with youth development facilities
- previous experience with state/government funding
- cost-effective, sustainability initiatives/strategies
- previous experience with complex financing packages: Tax Credit, Low Income Housing and other financing sources
- ability and a commitment to work collaboratively with the entire team
- a track record of designing to budget
- the capacity to meet the schedule

Section 5

Proposal Requirements

Please provide the following:

1. One page stating your interest in and general qualifications for this project.
2. One page with the following information:
 - Firm name
 - Business address
 - Telephone number
 - Type of organization (Professional Corporation/Association, Corporation, Partnership, Joint Venture, etc.)
 - Staff size
 - Areas of expertise
 - Primary Contact Person (telephone, fax, email)
 - Specific Persons to be assigned to this project, and their specific roles

3. A maximum of six (6) projects, one project per page, selected for their relevance to our program, including: project name, project lead, size, cost, selected images and one or two sentences of problem statement
4. One page containing: Proposed partners for related professional services: civil, structural, electrical, plumbing and fire protection, mechanical and others that you recommend.
5. In no more than 2-3 pages, comments on challenges and opportunities this project presents, and lessons learned from similar projects. In particular, describe your approach and the team's recommended approach to developing final designs which maximize use of space, beneficially re-order existing uses, and anticipate code related concerns and unforeseen conditions.
6. A brief description, no more than one page, of how you would differentiate your firm from your competitors.
7. Three references
7. A bar chart schedule of design activity.
8. A fee, submitted in a separate envelope, broken out as indicated on the next page: as noted elsewhere, fees should be identified for other consultants that seem appropriate to the full range of services the Architect anticipates on behalf of the Owner. The fee for the Schematic Design portion of the services provided by the Architect will be treated as final (or fixed), if the Architect is selected. The fee for the remainder of the services will be treated as estimates pending the final determination of the scope of work and may be adjusted later.

	Schematic Design*	Design Development	Construction Documents	Bid Process	Construction Administration	Total
Architect						
Civil						
Structural Engineer						
Mechanical Engineer						
Fire Protection						
Electrical Engineer						
Reimbursable Expenses						
Other						
Total						

* Note that fees for Schematic Design shall include the investigation, design and coordination of pricing for design alternates.

Provide recommendations for any additional consultants whose expertise you recommend be incorporated into the Design Team, and provide estimated fees.

In addition, please provide detailed information on the billing rates of project team members, multipliers and what they include (labor, administration, etc.), mark-ups for sub-consultants and projected cost of reimbursable expenses and what they include.

The fee is understood to be inclusive of all reasonably anticipated basic services. As part of the proposal, identify activities which your firm would consider to be contingent additional services.