

ADVERTISEMENT
CITY OF BOSTON

PUBLIC FACILITIES DEPARTMENT (PFD)

Request for Qualifications (RFQ)

For information specific to this particular RFQ, please
contact PFD's Bid Counter at 617-635-4809

Project Title: Dudley Square Municipal Office Facility Program

Project Location: 2262 Washington Street, Roxbury, Massachusetts 02119

Project #: 6905

Pursuant to Massachusetts General Laws Chapter 7, §§ 38A½ - O, the City of Boston's Public Facilities Department (PFD), is requesting qualification statements for design services, which include: a program, and cost estimate for the Dudley Square Municipal Office Facility Program with an estimated study cost of \$250,000.00.

The scope of work includes: Development of an architectural building program that identifies and details the staff, public and building support spaces. Services include: development of office standards, public and retail space requirements and room data sheets; identification of telecommunications, furniture, fixtures and equipment, building organization, historic, site and urban planning guidelines, building security and accessibility, blocking and stacking diagrams, parking and transportation demands, utilities and future requirements. Identification of building system goals and requirements: mechanical, electrical, plumbing, fire safety, codes, technology, computer room, and U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) certification (minimum silver). Provide a detailed cost estimate with operating and lifecycle cost analysis.

Project fees will follow the schedule as stated in the application form. Completion shall be 70 weeks after execution of a contract. Applicants must be **Registered Architects** in the Commonwealth of Massachusetts.

Applicants must provide the names of key personnel and consultants that will be utilized on this project for the following disciplines: architectural, technology, mechanical, electrical and plumbing engineering, estimating, sustainable projects, fire safety, security and office systems.

Applicants, at a minimum, must have prior experience on projects in the following settings: urban and historically significant.

Applicants, at a minimum, must have prior experience on the following types of projects: programs for multiple use and high-rise offices.

The Designer Application may be obtained from the Public Facilities Department Bid Counter, 26 Court Street, 10th Floor, Boston, MA 02108 on **October 20, 2008** and will be mailed if necessary. If interested, please call (617) 635-4809 and refer to this advertisement. Request for Qualifications must be returned by **November 6, 2008 no later than 4:00 P.M.** **LATE QUALIFICATION STATEMENTS WILL NOT BE ACCEPTED.**

In addition to completing the *Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction*, all applicants for City of Boston projects must also submit *Supplemental Requirements Packages A-G (the combination of which is to be referred to as the Designer Application)*.

CITY OF BOSTON Public Facilities Department

Request for Qualifications for

**Space Planning Study
and Programming
Services for the
Proposed Dudley
Square Municipal
Office Facility**

PFD PROJECT NUMBER 6905



THOMAS M. MENINO, MAYOR

Michael J. Galvin, *Director*

Joseph I. Mulligan III, *Deputy Director*

PUBLIC FACILITIES COMMISSION

Patrick Harrington, *Chairman*

Michael Hatfield, *Commissioner*

John Walsh, *Commissioner*

OCTOBER 2008

RFQ for Space Planning Study and Programming Services for the Proposed Dudley Square Municipal Office Facility

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1. Overview

The City of Boston intends to develop a new municipal office facility of 200,000± square feet, located at the Ferdinand Block, 2262 Washington Street, in Dudley Square, Roxbury. In addition to providing an economic boost to Dudley Square and Roxbury, the new building will demonstrate a rethinking of how City government can operate in a way that is more accessible, sustainable, efficient, adaptable and even inspirational to its citizens.

The purpose of this Request for Qualifications (RFQ) is to initiate a qualifications-based selection process to hire a team that can incorporate the City's goals for the facility into a well-researched, comprehensively analyzed, space planning and programming study. The report from this study will be used to inform and guide the design team to be chosen for the new Dudley Square Municipal Office Facility. The report will also be used as a tool for the City of Boston in future facility planning.

2. General Scope

The result of this project will be a detailed space programming report that will include:

- Understanding of goals and objectives for the proposed new municipal office building at Dudley Square.
- Evaluation and accounting of 325,000± square feet of existing municipal worker space (which includes 50,000+ of building support space) now located in several buildings throughout the City.
- Analysis of existing conditions utilizing General Services Administration (GSA) building standards for space per worker.
- Examination of current layouts and standards for various departments and identification of strengths and weaknesses of same.
- Creation of alternative standard office modules.
- Projection of future needs for each department out to 2018.
- Evaluation of the range of technology innovations and trends applicable to the City of Boston
- Development of programming scenarios that bring innovations and objectives together to improve office efficiencies, employee comfort, flexibility and service delivery.
- Creation of a comprehensive, detailed programming document that will guide the City and design team for the new Dudley Square Municipal Office Facility.
- Scenario analysis that presents a number of options for relocating departmental units to the new municipal office facility that will maximize flexibility and adaptability.
- Building systems, finishes, performance, technology and sustainability integration requirements.

3. General Methodology

Data Collection

The team will be expected to engage in intensive data collection from City of Boston organizational units. A fundamental component to the study will be to identify the organizational structure of the City and its departmental units, and understand the types of spaces that are currently being used by these units. Critical to the understanding will be to gather historical and current information on operational requirements for each unit, as well as forecasts for the next ten years.

Operational Requirements

When collecting data for analysis, the City of Boston is focused on understanding the full operational requirement for space users, including, but not limited to:

- Workforce headcounts, including with titles and operational structure and requirements
- Space requirements (including support space and meeting space)
- Furniture and equipment
- Communications and Information Management
- Transportation, including vehicles and parking
- Supplies
- Storage (short- and long-term)
- Proximity, adjacency and space-sharing with respect to other organizational units
- Privacy, security and public access
- Public meeting space
- Public safety and evacuation
- Deliveries and material management
- Building Services (MEP) and hygiene facilities, elevators
- Waste management
- Special conditions, if needed

Data Compilation and Analysis

The team will be required to assemble and analyze the collected data on the organizational units' operational requirements. The analysis is required to include at least the following:

- Statistical and graphical analysis of current and future space requirements for each organizational unit
- Space constraints
- Growth patterns
- Space utilization performance measures
- Efficiency and flexibility measurements, based on operational requirements

- Scenario analysis and recommendations for the new facility, using standard office modules generated, and incorporating the operational requirements of each unit.

4. Background

On September 27, 2007, the City of Boston completed an update of the 1998 Administrative Space Planning Study. The study involved collecting data on space utilization by department, and comparing it to standards in use by the General Services Administration (GSA).

Consultant Team

The winning proposal will help define and program a new Dudley Square Municipal Office Facility. It will also enable Boston to take advantage of innovations in sustainable design, new technology and new means of delivery of municipal government services. The winning team will assist the City in understanding today's constraints and opportunities for space planning, and develop a method for estimating future space needs.

The consultant team should include architects and/or planners familiar with the City of Boston, and with demonstrated success in programming and space planning for high-rise office environments. The team should include professionals with experience in sustainable design, state-of-the-art office systems, technology, office space programming, mechanical, electrical, plumbing, fire safety and security engineering and cost estimating. Additionally, a workforce specialist with experience in local government, materials, building systems science, and industrial organization is desired.

5. Detailed Scope of Services

For the City of Boston Departmental Space Programming

Following is the scope of services for this project. Respondents should explain in their Statement of Qualifications how they would manage these tasks and explain the purpose of any proposed modifications to this scope of services:

Analysis of existing office requirements

- Review, update, enhance, and complete the updated 1998 Administrative Space Planning Study by Stull & Lee, Inc., with current and future projections for staffing and service.
- Evaluate existing department shortfalls, such as, accessibility, meeting space, and other deficits that result from existing space constraints and other factors.
- Review and clarify required building support spaces and functions.
- Assist in the expansion of the current space requirements for the currently advertised Design Competition.

Development of departmental & building space requirements

- Update and include future projections of departmental information with transportation requirements; commuter information and vehicles assigned to department.
- Identify site requirements; signage, access and entries.
- Create room data sheets with projections for each department, with more detailed staffing and support space requirements and functional description for each department; staff's titles, workspace and storage requirements, telecommunications and equipment, files, meeting spaces, special spaces; computer rooms technology or other systems and public interface. Departmental adjacency diagrams are also required.
- Identify shared building support requirements; computers, elevators; passenger and freight, circulations, mail, deliveries, trash, security, storage, janitorial, etc.
- Identify public space requirements; meeting space, entry/accessibility, lobby, security/information, toilets, and transaction spaces. Develop estimates for building visitors.
- Identify retail potentials and requirements; typical size requirements, location service, deliveries, public access and systems.
- Determine critical departmental adjacencies, proximities to public and any efficiency that may develop through shared support spaces.
- Develop office space standards, utilizing GSA and other recognized office standards. Standards should coordinate with a structural module. Space standards should consider and propose innovative organization, and/or workplace productivity, support flexibility, shared resources and a sustainable office environment. Identify office furniture systems that coordinate with the new standards. Identify strategies and systems utilized by other cities for municipal buildings.

Building systems

- Identify computer room, communications, technology infrastructure, LAN and WAN and equipment needs for the building. The systems information and recommendations should interface the building's selected department's requirements.
- Identify comprehensive security requirements that coordinate with building systems, especially fire safety and space organization. Identify existing utilities and coordinate with overall new building's utility demands and requirements.
- Mechanical, electrical plumbing and code & fire safety systems must be identified and coordinated with sustainable requirements. The City of Boston's current standard is U. S. Green Building Council's Leadership in Energy and Environmental Design (USGBC LEED) minimum Silver certified. Utilize the Trans Solar Klima Engineering – Sustainability Guidelines for Building Performance for system goals. Identification of building system's space requirements, locations and adjacencies will also be required.

- Identify general finish criteria that support sustainability goals and project budgets.

For the Dudley Square Municipal Office Facility's Building Program

Building's Department Options

- Assist City of Boston in selecting departments to relocate. Develop three options for the new Dudley Square Municipal Office Facility's occupants/departments. Utilizing new City Departments' program data identifying space requirements developed in previous phase of work.
- Develop blocking and stacking diagrams coordinated with support and required public space.
- Coordinate recommended scheme with information for the City of Boston's Master Plan. Identify what departments/units/staff will not move to the new Dudley Square Municipal Office Facility and their office requirements.

Building Image & Organization

- Recommend urban planning requirements including massing and relationship to surrounding community and Dudley Square.
- Identify architectural interior and exterior guidelines, including historical criteria, referencing Memorandum of Agreement (MOA) between City of Boston and Massachusetts Historical Commission.
- Describe transportation/access issues and make recommendations
- Incorporate requirements contained in the Memorandum of Agreement (MOA) between Massachusetts Historical Commission and the City of Boston.
- Identify overall concepts for building organization that meet adjacency requirements, security, public access, sharing of resources and building support.
- Identify public/retail level organization that meets desired building objectives. Identify special opportunities for flexibility of space: ceremonial and public gatherings/presentations.
- Identify standard building module, floor and core organization.

6. Cost Estimate

- Develop detailed cost estimates for recommended building program. Estimate is to include furniture & equipment costs and relocation/moving.
- Operating cost and life-cycle cost analysis are required.
- Final Report—design brief for architects.
- Guiding principles are for design and a functional description of new Dudley Square Municipal Office Facility.
- Standard performance criteria for the new facility.
- Final report will meet Property and Construction Management Department's (PCMD's) report format.

7. Selection Process, Schedule and Fee

- The selection process will be managed pursuant to the Massachusetts General Laws Chapter 7, §§38A1/2 – O. All applicants must meet the application requirements outlined in the attached Public Facilities Department Designer Selection Handbook.
- The design team will start immediately upon approval and will be required to develop a rough draft building organization by January 20, 2009 and a final program May 1, 2009.
- The amount of the contract is estimated to be \$250,000. The competition shall be 70 weeks after execution of the contract. Members of the team hired for this phase of the project will not be excluded from future participation on later phases. The fee includes all travel, printing & reimbursable expenses.

Property and Construction Management Department REPORT FORMAT

FINAL REPORT

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