Boston Society for Architecture
290 Congress Street, Suite 200
Boston, Massachusetts 02210

July 8, 2022

Request for Proposal: Commercial Interior Architectural Design Services

Important Note to Bidders: You must be a BSA member to submit

The Boston Society for Architecture is issuing a Request for Proposal to source a firm for commercial interior architectural design services for a reconfiguration of BSA Space. The project program includes BSA offices, meeting and event rooms, public-facing Chapter 91 accommodation, and exhibition areas.

For the past decade, BSA Space has been the organization's home and a gathering space for thousands of member meetings, public and private events, and exhibitions on view for industry professionals, students, and the public. It is time for functional redesign that provides members, staff, partners, and the public with another memorable ten years at BSA Space.

Your proposal should examine the evolution of our communities' needs as we adapt to the post COVID-19 world while reimagining a BSA Space that embraces the organization's new vision. The BSA is entering an exciting new era in the organization's 155-year history. The new strategic direction will mobilize our community to address two of the most pressing issues confronting architecture and posing threats to our collective wellbeing: climate change and systemic inequity. We are committed to creating an innovative ecosystem that inspires creative collisions between people and ideas.

The winning proposal will be chosen based on qualifications that include experience, but also a shared set of values with the BSA, and a bold design that reflects the ethos and aspirations of the organization.

Our challenge to you: How might a reimagined BSA Space become a pathway to activate our commitment to *build a just and sustainable Boston, together*?

We look forward to receiving your Proposals.

Regards,

Eric White
Executive Director

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Request for Proposal (RFP)
Commercial Interior Architectural Design Services

I. BID RESPONSE INFORMATION:

All RFP questions and intent to respond must be submitted to Billy Craig via email at bcraig@architects.org by **5:00 pm on Monday, July 18, 2022**

Answers to clarification questions will be issued via email by **5:00 pm on Thursday, July 21, 2022**

Proposals should be submitted in digital (.pdf) format and are due via email no later than **Friday, July 29, 2022, by 5:00 pm** to bcraig@architects.org

BSA Project Team and Contacts:

BSA Contracting Officer:
Eric White, Executive Director, BSA, ewhite@architects.org

BSA Project Manager:
Billy Craig, Managing Director, BSA, bcraig@architects.org

BSA Board Task Force:
Susan Blomquist AIA, BSA/AIA Board Director
Eric Krauss, BSA Foundation Board Treasurer
Bennet Heart, BSA Foundation Board Chairman
Andrea Love AIA, BSA/AIA Board President-Elect
Daniel Perruzzi AIA, BSA/AIA Board Treasurer

BSA Consultant:
Peter Gori, Managing Partner, Boston Commercial Realty Partners LLC

*****This RFP, including accompanying documents, is the property of the BSA and may be shared only as is necessary to respond to the RFP. All statements, announcements, and information on content of the project are confidential and may only be disclosed at the direction of or express permission of the BSA.

II. BACKGROUND AND PROJECT DESCRIPTION

The Boston Society for Architecture ("BSA") is a partnership between the Boston Society of Architects (BSA/AIA) and the BSA Foundation (Foundation). A member-led association, the BSA is one of the oldest and largest chapters of the American Institute of Architects (AIA). The BSA works to improve the quality of life for Boston-area residents by championing innovation in the built environment. Comprised of world-renowned architects, designers, engineers, builders, and other industry professionals, the BSA activates our diverse and passionate network through a portfolio of collaborative initiatives that work toward a more equitable and sustainable world.

Our home at Atlantic Wharf, a successful mixed-use tower fronting on both the Rose Kennedy Greenway and Fort Point Channel, is going through a repositioning which has presented a unique opportunity for the BSA to rethink our own space. The way that people approach and use BSA Space has evolved considerably since we opened our doors in 2010.

The BSA currently occupies 16,000 square feet of mixed-program space at Atlantic Wharf, 290 Congress Street, Boston, MA. Internationally renowned design studio Höweler + Yoon Architecture ("HYA") won an open competition in 2010 to design the BSA's then new headquarters. HYA's iconic design has united and inspired our community ever since. Existing Conditions documents from a 2019 laser scan provide relevant and up-to-date information on the space.

Over the past year, the BSA has worked with our landlord, Boston Properties ("BXP", or "Landlord") and their architect, CBT Architects ("CBT"), to study several significant adjustments to the physical space currently occupied by our organization known as "BSA Space." Proposed adjustments include a reduction in the BSA's overall leased area; specifically giving the first floor storefront gallery back to BXP for Chapter 91 use and giving the auxiliary second floor Pearl Street room back to BXP for tenant repositioning. These changes allow for a reimagining of our role in satisfying Atlantic Wharf's Chapter 91 license within the second floor BSA Space main gallery, with the overall goal of realigning our physical space and resources with our evolving mission.

The BSA has retained the services of Peter Gori of Boston Commercial Realty Partners, LLC, to assist with the process, including this RFP, negotiations with BXP, and coordination with City and State governmental review bodies and the public. The BSA is also in the process of identifying legal counsel to assist in the crafting of a formal amendment to our long-term Lease with BXP at Atlantic Wharf.

The project schedule, strategy, and BSA Space program requirements are not yet defined. The selected Architect will be a vital part of developing them alongside our BSA Project Team.

III. PROJECT SCHEDULE

- RFP issued: **Friday, July 8, 2022**
- Intent to Respond: **Monday, July 18, 2022, by 5:00 PM**
- Clarification Questions Due: **Monday, July 18, 2022, by 5:00 PM**
- Answers to Clarification Questions Issued: **Thursday, July 21, 2022, by 5:00 PM**
- Proposals Due: **Friday July 29, 2022, by 5:00 PM**
- Interviews: **Week beginning Monday August 8, 2022, Date and Time TBD**
- Selection and Notification: **On or after August 8, 2022**
- Execution of Professional Services Agreement: **To Be Coordinated Upon Award**
- Commencement of Services: **Immediate upon award, anticipated after August 8, 2022**

IV. DESIGN SERVICES DESCRIPTION AND EXPECTATIONS

The candidate Architects are requested to submit to this RFP (the "Proposal") a package of services that outlines a programming and space plan and develops a preliminary redesign of BSA Space. Currently, programming includes office space for BSA staff and consultants, meeting rooms, event spaces, public-facing Chapter 91 accommodations, reception and waiting areas, kitchens, storage (including IT) , and exhibition systems. Many of these spaces get reconfigured regularly for a variety of uses.

The services discussed herein are for RFP purposes only and are not an exhaustive list of service requirements. It is understood that all project phases, including the information in this RFP, will be further defined with the successful bidder.

Expectations for the Architect:

It is expected that the selected Architect will provide comprehensive and coordinated design services, including all related consultant services, for the following project phases:

Phase 1 – Workplace and Public Space Strategy
Phase 2 – Programming
Phase 3 – Schematic Plan

It is expected that the selected Architect's design services will include modifications to BSA Space and enabling interventions to the base building at Atlantic Wharf. A successful design will serve to augment or improve access, circulation, wayfinding, infrastructure, and other systems which may affect BSA Space, its programming, and other facility requirements.

It is expected that the Architect will provide detailed services in coordination with the BSA Project Team, which includes a Task Force of BSA Board members, BSA senior management, and selected consultants hired directly by the BSA.

It is expected that all deliverables, including, but not limited to, plans, renderings, specifications, and estimates will be developed and provided to the BSA according to industry standard service delivery parameters. All drawings and specifications will be required to comply with all applicable local, state, and federal regulatory requirements, including building and accessibility codes.

It is expected that the selected Architect will be comprised of professionals licensed in the Commonwealth of Massachusetts. Subconsultants, team members, or in-house expertise or disciplines for consideration may include, but are not limited to:

- Engineering, including HVAC, mechanical, electrical, plumbing, fire protection, life safety, telecommunications, and supplemental cooling.
- Commercial Interior Furniture Manufacturer, Supplier, or Consultant to develop flexible meeting rooms, exhibition systems, and furniture inventories which may be deployed for multiple purposes and audiences by a small staff with varying physical abilities.
- Audio/Visual Systems Consultant or Designer to assist in any new A/V systems and equipment proposed by the Landlord or that the BSA should consider for its own redesign.
- Wayfinding and environmental graphics coordination with Atlantic Wharf, including compliance with the Americans with Disabilities Act ("ADA"). (Note that BXP will ultimately lead this work, but the BSA's Architect will create the design and serve in a critical review capacity to ensure BSA priorities are met, and that access, circulation, and signage are conceived holistically within the larger Atlantic Wharf space.)
- Sustainable design services that not only establish performance goals for operational and embodied carbon, but that aggressively prioritize and pioneer sustainable solutions throughout all aspects of the project, creating a model for healthy, sustainable and resilient repositioning projects everywhere.

V. RFP RESPONSE REQUIREMENTS

A. SCOPE OF SERVICES

The Proposal shall include, at a minimum, the following scope of services which are intended to inform your fee proposal, provide uniformity among submissions, and to facilitate comparison of proposals.

If you intend to use subcontractors, inclusive of consultants and design professionals, to perform any portion of the work described in this RFP, your proposal must clearly state such and indicate which portion(s) of the work will be subcontracted out. All information pertaining to the subcontractor(s) must be submitted in a similar and consistent format to the overall Proposal.

Phase 1 - Workplace and Public Space Strategy

a. Work with the BSA to establish project vision and goals.
b. Perform site visits and inspections of BSA Space and adjoining public spaces existing or contemplated in the reconfiguration at Atlantic Wharf.
c. Analyze base building, including fixtures, furnishings, and equipment ("FF&E"), from a staff and visitor perspective and provide feedback on areas the BSA can integrate into the Landlord's delivery of the base building premises.
d. Administer a human experience survey, or similar, to understand gaps that exist between the current and desired future states of BSA Space.
e. Conduct interviews with the BSA Project Team and BSA staff, along with BSA members, partners, other interested parties, and visitor populations as helpful, to inform the creation of a program document to guide the design process.

f. Provide a report from all surveys, interviews, analysis and site visits and present to the BSA Project Team and/or other interested parties in a collaborative effort to inform the new interventions.
g. Coordinate with the BSA Project Team to redefine the strategic goals and program for the future BSA Space and its redesigned environment, including infrastructure needs.
h. Integrate goals and program recommendations into all future design work.

Phase 2 – Programming

a. Review base building modifications proposed by the Landlord and document technical requirements for the "turnover" including plans, technology, infrastructure, A/V, cost estimates, and/or other enhancements which may be needed or sought to improve BSA Space.
b. Develop a scope, schedule, and deliverables document for Landlord turnover work to ensure optimal sequencing between BSA and Landlord's respective and related scopes of work.
c. Meet with BSA Project Team and other stakeholders as needed.
d. Create test fit plans, models, and/or renderings of various approaches and strategies for a redesign of BSA Space.
e. Create FF&E specifications package including workstation, meeting room, event, and other furniture needs with particular focus on accessibility, comfort, flexibility, durability, and storage.
f. Provide detailed recommendations for MDF/IDF/Data Server Room requirements, including entirely new solution(s) if appropriate.
g. Provide detailed recommendations for future A/V infrastructure, systems and equipment for BSA Space, including for special events and state-of-the art meeting room capabilities.
h. Develop preliminary project schedule and design cost estimates, including contingencies, and alternates as needed.

Phase 3 - Schematic Design

a. Develop, document, and present a design scheme based on the organization's desired values and strategic vision for BSA Space, and the information uncovered in Phases 1 and 2.
b. Work with the BSA Project Team to deliver the schematic design to a contractor for an initial cost estimate.
c. Meet with BSA Project Team, Landlord, and other stakeholders as needed to present the preliminary redesign.
d. Document that the project is on track to meet the established sustainability and equity goals.

Design development, construction documents, construction management, and associated project delivery elements will be negotiated separately. The BSA reserves the right to approach later phases of work with the selected Architect or others at any time, including the re-bidding or reconstitution of such team(s) as it deems necessary and appropriate.

B. BUSINESS PROFILE

The Proposal should include the following information related to the bid team:

Organizational Structure

a. How many years has the Architect been in business under its present business name? If applicable, list former and/or any other names under which the organization has operated.
b. What is the ownership form of the Architect? List the state(s) of incorporation.
c. Identify the Architect's different disciplines or services offered.
d. From what office location will the project team be staged?
e. Provide a list of personnel who will be assigned to the project and the percentage of their time that will be dedicated to the project for the duration of design and construction.

The BSA reserves the right to approve all proposed staff, and substitutions to staff may only be done upon approval by the BSA.

Financial Capability and Stability

a. Provide a copy of your insurance policy(s) verifying that all relevant parties will maintain, in the state of Massachusetts and elsewhere as may be required by Applicable Law, workers' compensation and employer's liability coverage, with the following limits and coverage:
   Limits:
   (i) Workers compensation coverage:
      Statutory requirements
   (ii) Employer's liability coverage with limits not less than:
      $500,000 bodily injury for each accident
      $500,000 bodily injury by disease for each employee
      $500,000 bodily injury disease aggregate
b. Provide the Architect's annual book of business for the past three years: both Architect-wide and, if applicable, for the office that will be handling this project.

Litigation

If yes to any of the below questions, please elaborate:

a. Has the Architect, or any organization on the submission team, ever been sued?
b. Has any team member ever been sued relative to their profession?
c. Does the Architect or any consulting organizations currently have pending litigation?

C. PERFORMANCE

Commercial Interiors Experience

a. Provide information for three (3) projects that are substantially similar to the profile of this project that are currently under design, under construction, near substantial completion, or have been

completed within the past three years. Include a reference and contact information for each comparable project.

b. Provide detailed project documentation for the one project that is most similar to the BSA Space requirements and/or best expresses your aspirations for this project. This highlighted project should also speak to the BSA's values and mission.

Experience or relevant projects containing unique public-facing meeting or exhibition spaces, including Chapter 91 Facilities of Public Accommodation, are not a requirement to respond to this RFP, but may be included in this section.

D. PROJECT MANAGEMENT

Team Organization, Size, and Specialized Experience

a. Provide an Architect organization chart indicating the team's management, disciplines, and staffing hierarchies. The chart should include the entire staff for this project and demonstrate the breadth, depth, and size of the proposed team.
b. Provide names, CV's, and contact information for each team member assigned to this project, noting specifically the Principal-in-Charge and/or Project Manager if different people, who will lead the team and be responsible for day-to-day management.
c. Provide (3) professional references for the Project Manager.
d. Provide the name, CV, and contact information for the person overseeing contract and billing-related matters.
e. If it is anticipated that the project will be staffed with personnel from offices other than the one used to stage this project, please indicate who they are, from what office they are staffed, and how their expertise will be used on this project.
f. If applicable, identify sub-consultants, their function(s) on the project, and provide descriptions of projects worked on together.

Design Schedule

Provide a design schedule, including timeframes, for all three phases of work. Include appropriate permitting timeframes, if applicable, your understanding of required coordination efforts, including any approvals required, and other meetings and milestones as deemed appropriate.

E. GENERAL

Other Information

Provide any additional information that would demonstrate the Architect's qualifications for this assignment.

Form of Design Services Contract

Note: The BSA plans to utilize a modified version of an AIA contract.

F. PROFESSIONAL FEES AND EXPENSES

Professional Fees and Reimbursable Project-Related Expenses

Submit the professional fees and anticipated reimbursable expenses associated with your Proposal.

G. BSA VENDOR FORM

In alignment with the BSA's dedication to equity in the profession, please complete the BSA Vendor Form. This form will allow you to highlight how your team works to support equity in the profession through the diversity of the proposed architectural team and consultants.

VI. SELECTION PROCESS AND EVALUATION CRITERIA

The Architect will be chosen based on a variety of criteria, including the below. No response is necessary to this section.

- Alignment with the BSA's core values, including sustainability, equity, and design excellence, as expressed in the BSA Strategic Plan.
- Demonstration of successful similar experience in size, scope, and industry
- Completeness and format of RFP Response
- Quality of design work included in RFP Response
- Professional fees and expenses included in RFP Response
- Ability to meet all insurance requirements
- Availability of core team to commit to this project in consideration of other ongoing projects
- Ability to meet or exceed all accessibility and COVID-related compliance and best practices within a space that hosts multiple audiences at one time
- Ability to coordinate the design, furnishing, and installation of all aspects of space planning and architecture associated with a commercial interior renovation and retrofit
- Experience coordinating with institutional property owners and general contractors to design and deliver a renovated space on time and to budget
- Ability to work with all subcontractors, consultants, vendors, and internal or external team members identified by the BSA both collaboratively and efficiently