

Architect Request for Qualifications

Architectural Services for the new BSA Space

Boston Society for Architecture

December 12, 2025



BSA

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Project description

ABOUT THE BOSTON SOCIETY FOR ARCHITECTURE (BSA)

The Boston Society for Architecture (BSA) is a nonprofit organization dedicated to advancing architecture and design in the Greater Boston area. As one of the largest and oldest chapters of the American Institute of Architects (AIA), the BSA serves a diverse membership of architects, designers, and allied professionals. Its mission centers on improving the built environment through collaboration, innovation, and advocacy, with a strong focus on equity and climate resilience. The organization operates out of BSA Space, a public venue that hosts exhibitions, lectures, and educational programs aimed at engaging both professionals and the broader community. Governed by an elected board and supported by the BSA Foundation, the BSA offers professional development, public outreach, and policy initiatives that shape the future of architecture in Boston and beyond.

PROJECT OVERVIEW

The Boston Society for Architecture (BSA) seeks an architectural partner to design its new headquarters, a space that reflects our mission, values, and commitment to design excellence, equity, and community engagement. The selected architect will collaborate closely with BSA leadership and stakeholders to create a space that serves as a hub for the architectural community and the public.

BSA is currently located at 290 Congress Street on the 2nd floor. They recently downsized and eliminated their ground floor presence, which is an aspect they would like to bring back to their new space. They are currently in the market to find new space in Boston that will better support their overall mission, including public engagement. For new space, they would like to capture ground floor space for their public-facing program and office support space which can either be on the ground floor, or floor(s) immediately above the ground floor. BSA engaged Avison Young to conduct an all-employee in-person visioning session and create a preliminary future space program as first steps in the real estate process.

Although the BSA has engaged Bergmeyer to assist with preliminary fit-plans to support building selection, the organization is looking to onboard an architect to design the BSA's new office space prior to or shortly after the new lease signing. From a timing standpoint, the architect will be engaged starting January 2026. BSA's current lease end date is October 31, 2026 and is expected to move into their space prior to current lease expiration.

AVISON YOUNG ROLE

Avison Young is a Boston, MA based Project Management company that specializes in coordinating corporate design, construction and relocation projects. Avison Young is an owner's representative working directly for BSA and does not accept commissions, referral fees or other incentives. Avison Young will be acting as BSA's representative throughout the process and, along with internal BSA personnel, will be involved with the selection and management of the project team and all trades involved with the project. All correspondence should be directed through Avison Young.

ATTACHED EXHIBITS

To provide further context, below is the preliminary future office program to best understand the SF requirements of the new headquarters.

Space Program							
OFFICE SPACE							
WORKSPACE	INDIVIDUAL WORK SPACES	HC/Ratio	Quantity	Seat Count	Size Per	Total NSF	COMMENTS
	ENCLOSED OFFICE						
	Office	1 : 1.0	1	1	90	90	1 lockable room (HR)
	OPEN OFFICE						
	Benching [5x3] + chair space	1 : 1.0	20	20	25	500	currently 12 staff members
	WORK SEAT SUBTOTAL		21	21	115	590	
COLLAB	COLLABORATION SPACES	HC/Ratio	Quantity	Seat Count	Size Per	Total NSF	COMMENTS
	Focus Room (1 person)		4	4	90	360	
	Huddle Room (2-4 people)		2	8	100	200	
	Small Meeting Room (6-8 people)		0	0	150	0	
	Medium Meeting Room (10-12 people)		0	0	250	0	
	Large Meeting Room (18-20 people)		1	20	500	500	can be divided into (2) rooms
		COLLAB SEAT SUBTOTAL		7	32	1,090	1,060
SOCIAL/WELL	SOCIAL/ WELLNESS SPACES	HC/Ratio	Quantity	Seat Count	Size Per	Total NSF	COMMENTS
	Reception		1	8	250	250	no reception desk
	Working Café		1	20	500	500	for members as well; team collab
	Library		1	8	300	300	resources/soft seating
	Wellness/Mother's Room		1	1	90	90	
	SUBTOTAL		4	37	1,140	1,140	
SUPPORT	SUPPORT SPACES	HC/Ratio	Quantity	Seat Count	Size Per	Total NSF	COMMENTS
	Coat Closet		2	0	20	40	
	Copy/Print		0	0	150	0	see Print Lab
	IT Closet		1	0	90	90	
	General Storage		2	0	100	200	equipment
	SUBTOTAL		5	-	360	330	
PUBLIC SPACE							
CIVIC	CIVIC SPACES	HC/Ratio	Quantity	Seat Count	Size Per	Total NSF	COMMENTS
	*Event / Exhibition Space		1	150	1500	1,500	can seat up to 150 ppl
	*Events Storage		1	0	300	300	furniture
	Maker/Print Lab		1	0	500	500	staff, members & students
	SUBTOTAL		3	150	2,300	2,300	
TOTAL NSF					5,420		
*Must-have Ground Floor		3,426 RSF (no less than 2,500 SF)					
Nice-to-have Ground Floor		6,376 RSF					
	CIRCULATION FACTOR	0.32				Civic	Ground Floor
	CIRCULATION	2,516				2,300	3,350
	TOTAL USF	7,936				1,067	1,555
	ADD-ON FACTOR	0.30				3,367	4,905
	TOTAL RSF	10,316				4,378	6,376
	TOTAL RENTABLE SF PER SEAT	491					1,800
	TOTAL RSF PER SEAT (EXCLUDES CIVIC)	283					835
							2,635
							3,426

Scope of services

Below are high-level bullet points for anticipated architectural services. Post RFQ submissions and shortlists, an RFP will be distributed for more detailed scope of services requirements and fee:

- Programming refinement and conceptual design for new BSA Space.
- Coordination with BSA leadership and consultants during schematic design, design development, construction documents, construction administration and close-out.
- Participation in stakeholder and coordination meetings.
- Collaboration with selected furniture vendor, AV/IT/Security vendor(s), signage vendor and General Contractor during pre-construction and construction.

Submission & evaluation criteria

SUBMISSION REQUIREMENTS

Please submit a Qualifications Package (PDF), not to exceed 20 pages, including:

1. Cover Letter

- Why your firm is interested in this project.
- How your mission and values align with the BSA's.
- Your understanding of what this space means to the BSA community.

2. Firm Profile

- Office location(s) and size.
- Certifications (e.g., B Corp, JUST, etc.) if applicable.
- Any relevant diversity, equity, and labor practice commitments.

3. Relevant Experience

- Up to 5 projects similar in scale, complexity, and client type (non-profit, civic, cultural).
- Include project descriptions, images, and client references.

4. Project Team

- Proposed key personnel for this project with resumes.
- Brief description of roles and responsibilities.

5. Design Approach

- Your process for stakeholder engagement and collaboration.
- Approach to sustainability and accessibility.

6. Community & BSA Engagement

- Past involvement with BSA or similar organizations.
- How you envision contributing to the BSA community through this project.

EVALUATION CRITERIA

Submissions will be evaluated based on:

- Mission & Values Alignment
- Design Excellence & Vision
- Relevant Experience with Non-Profit/Civic Projects
- Commitment to Equity & Labor Practices
- Understanding of BSA Community & Engagement Approach

A transparent scoring rubric will be used. Shortlisted firms will be invited for interviews and asked to submit a fee proposal at that stage.

EVALUATION & SCORING RUBRIC

Evaluation Categories & Weighting

Criteria	Weight	Description
Mission & Values Alignment	25%	How well does the firm’s stated mission and approach align with BSA’s values?
Design Excellence & Vision	25%	Demonstrated quality of past work and clarity of design approach.
Relevant Experience	20%	Experience with civic, cultural, and non-profit projects of similar scale.
Equity & Labor Practices	15%	Evidence of fair labor practices, certifications (JUST, B Corp), DEI efforts.
Community & BSA Engagement	15%	Past involvement with BSA or similar organizations; proposed engagement plan.

ELIGIBILITY & DISQUALIFIERS

- Firms must be based in New England, with preference for Eastern Massachusetts and ties to the BSA community.
- Elected members of the BSA Board of Directors and the BSA Foundation Board are not eligible.

SUBMISSION INSTRUCTIONS

Email your PDF submission to BSAspace@architects.org by January 9, 2026, 5:00 PM EST. This RFQ stage does not include a Q&A period.

NEXT STEPS

- RFQ responses reviewed by BSA selection committee.
- Shortlist announced by mid-January.
- Interviews and fee proposals requested by late-January / early-February.
- Architect selection by mid-February.

SELECTION DATE

It is expected that the architect's selection will be made shortly after proposal submission and interviews.

CONFIDENTIALITY

All information contained herein is confidential and shall be treated as such. The shortlisted design firm(s) may be required to sign a client confidentiality and non-disclosure statement before submitting a Request for Proposal.

AVISON YOUNG RELATIONSHIP

BSA has appointed Avison Young as the project manager for this project.

Thank you for your submission!

Racquel Davey AIA

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Visit us online
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