

Office of the Select Board
Office of the Town Manager



Town of Ayer| Ayer Town Hall| 1 Main Street| Ayer, MA 01432|978-772-8220| www.ayer.ma.us

MEMORANDUM

DATE: December 7, 2023

TO: Senior Center Site Selection and Building Committee

FROM: Robert A. Pontbriand, Town Manager

SUBJECT: Materials for the Discussion on "Review of Architect Letter Proposals and Process" for the December 7, 2023 Meeting

Dear Members of the Senior Center Site Selection and Building Committee,

At the meeting on December 7, 2023 under Agenda Item #5 "Review of Architect Letter Proposals and Process", Committee Member and DPW Director, Dan Van Schalkwyk, P.E. will make a brief presentation and lead a discussion on the process of Requests for Proposals (RFPs) and selecting an Architect for professional services and project design.

To facilitate that conversation, the following materials are attached to this Memo:

- Request for Proposals for Professional Services for a Center for Active Living/Community Gymnasium (Note: This was the RFP issued by the previous Committee charged with the Senior/Community Center Project)
- The three responses to this previous RFP as submitted by qualified firms (Due to the size of the submissions, attached are just the executive summaries submitted from each):
 1. Bargmann Hendrie + Archetype, Inc.
 2. Catilin Architecture, PC
 3. Mangel DeStefano Architects

Thank you.

Attachments: Request for Proposals for Professional Services for a Center for Active Living/Community Gymnasium

Bargmann Hendrie + Archetype (Executive Summary)

Catilin Architecture, PC (Executive Summary)

Mangel DeStefano Architects (Executive Summary)

Request for Proposals

Professional Services – Center for Active Living/Community Gymnasium

The Town of Ayer Senior Center / Community Center Building Committee (“Committee”) is seeking letter proposals for professional services to provide preliminary plan development of Pirone Park for siting a Center for Active Living and Community Gymnasium (Rec Center). A qualified Architectural firm shall lead the work and engage subcontractors and subconsultants as required, such as drillers, surveyors, wetland scientists, civil, structural, MEP, and cost estimators to provide those services. The goal of the services is to provide the Committee with preliminary schematic plans and renderings, and budgetary estimates to present the proposed building location, including areas required to service the building such as drainage, access, and parking, on the Pirone Park site and request for funding at a future Town Meeting.

The professional services shall include, but not be limited to, the following:

- Review of the existing information available, including but not limited to:
 - Feasibility Study
 - Senior Center Site Selection Workgroup Recommendation and Study Report for The Ayer Select Board (the “Study”)
 - Pirone Park existing conditions survey from 2017 (a PDF is provided with this RFP, an AutoCAD file is available upon request)
 - Utility plans
 - Zoning regulations, floodplain
 - Local Wetland bylaws, state regulations
 - Other local bylaws that may govern the project
- Provide costs for subcontractors/subconsultants: geotechnical, wetland delineation, survey, other anticipated
- Meetings
 - Initial meeting with the Committee to review scope and site location
 - Informal meetings with the Conservation Commission and Planning Board to understand constraints while developing the preliminary design
 - Public Input meeting with the Community and Committee
 - Town Meeting
 - Include three (3) additional meetings with the Committee
- Development of building size and rooms based on programming
 - Building size is anticipated to be approximately 22,000gsf to 25,000 gsf , ~10,000gsf of which is a recreation center
 - The Senior Center portion could be two-stories to conserve footprint
- Development of preliminary site plans, include a minimum of two alternatives
 - One alternative shall consider locating the building and any support structures off of existing ball fields
 - One alternative may use Field 6 (i.e. Babe Ruth field)
- Finalize selected preliminary site plan for Committee presentation to Town Meeting

Schedule:

- The Committee is seeking to complete work to present at a future Town meeting. The Committee anticipates reviewing the proposals and would likely select a firm and proceed with the work in late Summer or early Fall.

Submittal Requirements:

1. Letter proposals shall be submitted by August 18, 2023 at 2:00PM via email to dvanschalkwyk@ayer.ma.us
2. Letter Proposal: The letter proposal shall be no longer than 3 pages, briefly describing the project understanding and approach, the scope of services offered, and the proposed fees.
3. Qualifications and Similar Projects: Provide an overview of your firm's experience and qualifications with similar projects. Provide project summaries for three similar projects in Massachusetts and New England.
4. References: Provide at least three (3) references. Include names and current phone numbers for the references, which should be from recent work (previous three (3) years) similar to the services described in this RFP.

Attachments:

- Existing Conditions Survey
- Feasibility Study
- Workgroup Study



BARGMANN HENDRIE + ARCHETYPE, INC.

Architecture | Planning | Interior Design

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Suite 300
Boston, MA 02210

617 350 0450
bha@bhplus.com
www.bhplus.com

August 18, 2023

Dan Van Schalkwyk, P.E.
Director, Town of Ayer Public Works Department
25 Brook Street
Ayer, Massachusetts 01432

Re: Proposal for Professional Services for Center for Active Living and Community Gymnasium

Dear Mr. Van Schalkwyk:

Bargmann Hendrie + Archetype, Inc., (BH+A) specializes in "Centers for Active Living" (CFAL). Our CFAL in Randolph was among the first to use this designation. We have done similar facilities in Andover, Brockton, Needham, Newton, Falmouth, Randolph, Scituate, Sandwich, Pembroke, and Sudbury.

A CFAL is not an "architectural invention." It is a collection of programs that address physical and mental health, lifelong learning, and the quality of life of residents seek as they age in place. Age is accompanied by issues which, regardless of a resident's income level, benefit from support. Whether this is caregiver assistance, respite opportunities, or SHINE assistance, enhancing the quality of life for seniors benefits all citizens. This is evidenced through a managed impact on municipal services, continued ability to pay taxes, maintain properties, and contribute to one's community. In addition, including a gym expands the types of seniors using the building while offering gym space for all ages. The well-designed CFAL enables sharing without compromising core programs. Finally, without significant additional cost, a CFAL can readily serve as a "personal care facility" where citizens shelter during power outage or natural events.

Our approach to the Ayer CFAL can be summarized by five key provisions.

- **Lifelong Learning and the Arts:** Focus on intellectual stimulation, learning, personal growth and enhanced quality of life.
- **Wellness:** Focus on health for all ages (physical, emotional, social) encouraging aging in place for seniors and potential administration of Public Health initiatives for all.
- **Information:** Information services for the population helps all residents remain informed and seniors independent.
- **Socialization:** Living room space, a cafe or features open to all, allows for introduction of new participants, as well as casual multi-generational daily interaction.
- **Volunteer Services:** People love to volunteer and be of assistance. Designs enabling a robust volunteer system can help your CFAL's cost sustainability.

Our team members, design methodology, and project management help us prepare creative solutions while meeting pragmatic goals. We use "value analysis" to assist you with exploring the viability and benefit of proposed designs. A structured design process will enable Ayer voters to make decisions confidently. Andover is an example of a unique design response. Their multi-purpose room is unlike any other with a high ceiling and large storage closets that enable the room to be used for meals, dance exercise, theater and even wrestling! It shows that one can maximize the benefit of by focusing on optimization, flexibility, and scalability.



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Specific Issues of Designing Spaces for Seniors

Seniors cannot be seen as all one cohort. Consequently, senior centers cannot be all "one size fits all." Senior spaces have requirements relative to spatial zoning, materials, surface finishes and color. Accessibility, parking adjacency, and security are treated differently from facilities for other age groups. Our design approach creates a sense of ownership with discrete senior-friendly features.



Community Outreach & Communication; Consensus Building

To assist in setting priorities, we hold many meetings with committees and stakeholders. At the start-up meeting, we will explore Ayer's vision of the center. Experience with other centers is a useful vehicle for programming, but at the same time avoiding a pre-conceived solution is essential. Alternative designs, public workshops, and analysis of the recommendations allows your staff and citizens to form their own conclusions.

We will create an outreach plan to connect with seniors, rec staff and the public; these discussions will define storage needs required for sharing spaces. An interdepartmental meeting with Fire, Police, DPW, IT and Health Departments will be a forum to incorporate their requirements. The Health Department and Town staff will help define the kitchen requirements. In addition, Health Department space is becoming commonplace in our CFAL's for obvious advantages.



Looking to the Future in Community Center Design

Understanding Ayer's demographic makeup is important to create a program that can adapt over time. Our goal is to program for today's needs while looking at what today's 40-year-olds will want 20-25 years from now. How can we collaboratively meet future needs with a flexible, adaptable program?



General trends can influence how you think about and program your space. People want more amenities, larger spaces, social gathering spots, more outdoor space, and less institutional space. Inside and outdoor spaces should blend with the incorporation of greenhouses, patios and porches. Spaces that are divisible to one another, with natural light and fresh air provide flexibility. Fitness provides an amenity package to attract new users.

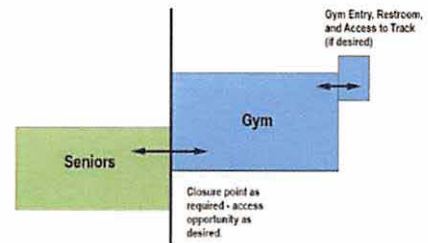
Net Zero, Sustainability & Universal Design

Simple buildings like this bring unexpected complexities when one approaches them from a net zero energy approach, which Ayer may desire. Our goal is to lower your energy demand as much as possible before trying to figure out how to achieve a low or zero energy solution. By bridging the gap between building temperature and outdoor climate, we can stabilize your energy cost and ensure the Center's financial stability. This starts with a highly efficient building envelope which brings unexpected consequences. Our team has experience with the ventilation needs required to reduce negative impacts of vapor buildup in airtight sealed buildings and provide efficient fresh make-up air for the users.

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A "Universally Designed" building is equitable, flexible, and simple to use. Universal accessibility may not be fully appreciated until one personally experiences a wheelchair, walker, or other mobility service. Finding the accessible solution means that there is not a use bias or "penalty" in using a facility if disabled.

Not all seniors today identify themselves as "seniors". A feature that BH+A senior centers have achieved is that they don't stigmatize "senior centers". Our projects are designed to address a population ever interested in greater fitness and longevity and inclusion of a gym with the CFAL enhances this goal.



Sandwich is a "modular" CFAL that could be constructed with or without the rec gym and separate night gym entry. It functions jointly or separately as shown in the diagram above. The gym evokes the old Naismith cage gyms with its raised track and interesting roof structure.

Proposed Fee

Our proposed fee is \$150,000. We have included a fee breakout for you to see how we came to this total as Attachment A. As you will see, we propose a fixed fee as often categories within this framework adapt as public input or site factors influence the design. Note the included traffic and parking consultant. Right sizing your parking lot for joint use requires specific expertise. The goal is to avoid constructing excessive asphalt that leads to higher ground temperature, increased storm water management requirements and increased construction cost. PARE has worked with us on many senior centers and CFAL joint use projects.

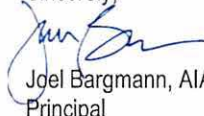
Cost Estimating

Cost estimating has been challenging with volatile prices, labor shortages, and supply chain issues. Our estimators have a very good track record with our senior center projects as demonstrated in the chart. Experience between estimator and architect creates a consistent basis of design for estimating. Then, the cost estimate provides a final "design to" budget for the A/E team.

	ESTIMATE	BID	DIFFERENCE
Andover Senior Center	\$5,092,000	\$4,919,000	-3.4%
Brockton Senior Center	\$6,750,000	\$6,260,000	-7.3%
Needham Senior Center	\$6,850,000	\$6,200,000	-9.5%
Falmouth Senior Center	\$7,692,000	\$7,273,000	-5.4%
Randolph Intergenerational Center	\$10,200,000	\$10,100,000	-1%
Scituate Senior & Rec Center	\$10,400,000	\$10,253,000	-1.4%
Sandwich Center for Active Living	\$13,200,000	\$10,975,000	-16.9%
Pembroke Community Center	\$18,560,000	\$18,360,000	-1.1%
Sudbury Community Center	\$25,917,000	\$25,308,000	-2.3%

We would be very proud to be part of Ayer's vision for a new Center for Active Living. We hope that you find our experience commensurate with your needs. We appreciate your time and attention in reviewing our qualifications.

Sincerely,



Joel Bargmann, AIA
Principal

617-456-2227 or jlbargmann@bhplus.com

Request for Qualifications – Town of Ayer Active Aging Center/Community Gymnasium

Dear Ms. Antonellis and Committee Members,

We are pleased to have the opportunity to submit our qualifications for the above noted project.

Catlin Architecture is well versed in assessing community needs and in providing designs to meet those needs. Our team has successfully completed, or has in process, adult/community centers for over sixty communities throughout the Commonwealth and the United States. Through our experience designing for communities and the elderly we have gained thorough understanding of the issues specific to these building types, from insuring accessibility to increasing the prominence of such center's within their communities. We encourage active, healthy aging through our programming and overall design. We have designed many shared space facilities, all of which have incorporated administrative offices, Counsel on Aging, Food Pantries, Veterans, recreation – including fitness facilities and gymnasiums.

We encourage the Committee to visit our recently completed Longmeadow Senior Center/S. Prestley & Helen Blake Gymnasium at 211 Maple Road, Longmeadow, MA. (Contact person: Marybeth Bergeron Building Committee Chairperson – Cell 413 262.7661)

We have worked with many cities, towns and non-profits on consensus building through workshops, neighborhood and community-wide meetings, community-wide surveys, and information presentations on local cable television and at town meetings. We have won awards for our feasibility studies and our architecture. Our design experience spans the age groups from early learning through the elderly. We are advocates for our user groups with a strong track record of getting our projects built on budget and developing successful and efficient centers.

We currently have a staff of six and use a team approach to our projects. We feel that communication and consistency in our team makes the design and building process run smoothly and efficiently. Our experience designing adult and community centers combined with our solid record of work with public agencies, gives us the skills necessary to successfully complete the feasibility study and schematic design for your project.

We hope that you will find all the information you need to decide that Catlin Architecture is the best-qualified firm for the Town of Ayer and the citizens who are served by this community. We look forward to the opportunity to work with you and the Committee.

Thank you!



John Catlin, AIA

Project Understanding, Approach, Scope of Services, and Fee

It is our understanding that the Town of Ayer, Massachusetts is seeking professional services to provide preliminary plan development at Pirone Park for siting a new center for active living with an attached, shared community gymnasium. The Town is anticipating the building to be around 22,000-25,000gsf; 10,000 of which would be the recreation center. In the development of preliminary site plans, we will include at least two alternatives. One option will include the building being located off of existing ball fields, and one site option may use Field 6, if feasible.

Our firm will lead the project and engage the qualified, licensed engineers we work with regularly as well as any necessary subcontractors/subconsultants to complete site testing and/or analysis, as needed. The Catlin team will coordinate a review of the program to ensure the Town's unique needs are identified as the basis for the design solutions. To achieve a functional facility, needs should be verified and updated. Interviews with representative associates involved with the project, and the re-interview of primary user groups may be necessary. Interview information gathered will include perceptions of the site, facility needs, estimated utilization, future requirements and general insight into the program. We will combine this with our expertise in designing adult/community centers to:

- Review policies, needs, estimated utilization and future directions
- Review overall functional organization
- Review departmental functional relationships
- Verify space allocations for proposed program
- Modify program as necessary and agreed to
- Discuss and define furnishing recommendations for users and how these relate to internal and external spaces
- Verify and refine layouts and standards
- Produce preliminary cost estimate based on building areas and site design

To achieve integration of the building design within its setting, a thoughtful analysis of the site is critical. Catlin Architecture's team will explore the following site elements for the project's potential site options:

- Site size and configuration
- Relationships to surrounding land use
- Site safety
- Landscape concepts and forms
- Structures placement
- Sun and shadow analysis
- Movement systems, traffic, infrastructure availability, and circulation
- On-site/adjacent site parking availability and needs
- Utilities systems
- Site servicing
- Visibility
- View planes
- Surface and subsurface soil conditions
- Easements, zoning and other legal restrictions
- Neighborhood relationship and effect

Concept Design

During this phase, the programmatic and site analysis criteria are blended with the goals of the Town to produce an overriding theme or concept. From the very functional issues of adjacencies and circulation to the more intangible criteria, such as image and emotion, are evaluated and prioritized. We will explore several options and evaluate each based on the established criteria. Through thoughtful study and dialogue with the Town, the design solution would be developed. The following tasks begin:

- Building plan diagrams developed that show spaces true to size and orientation. Pros and cons for each scheme are listed for evaluation.
- Define circulation, service access and patron access
- A basic plan is selected and, using modeling, the mass of the building takes shape
- General facade treatment is explored
- Provisions are made to facilitate building systems
- The concept is reconciled with the construction budget

Schematic Design

The building concepts should be a strong design that functions as the heart of the community, where the public and all elders - the “go-goers,” “slow goers,” and “no goers” feel welcome and nature is respected. The design should include gathering spaces for patrons to enjoy, functional spaces for uses and appropriate amenities for the public and staff. We do not want the senior areas to feel like a nursing home, but a center for health and wellness in which all folks are active participants. It should be a proud symbol of Ayer, one that is both beautiful, functionally efficient and ages gracefully over time.

The schematic design phase of the project will confirm and refine the selected concepts with the stakeholders.

Meaningful, inclusive, and transparent community involvement is the cornerstone to a successful effort. It is important to provide the community an opportunity to participate in the formation of a supported vision for a new adult/ community center. Within the context of leadership and collaboration offered by the staff and design team, community participation will have multiple goals:

Education- Residents should understand the process and program for the new facility and the unique needs of the primary user group of each department.

Input- The designing of the Center should be founded on principles developed through meaningful input from as many residents as possible, representing different needs, experiences and points of view.

Support- The process should ultimately create a municipal building that enjoys strong community support and serves as a symbol for Ayer's past, present and future. The following tasks would be completed in this phase:

- Confirm and refine design direction
- Confirm design criteria
- Meet with Town to discuss code and ordinance requirements
- Refine relationships of program elements
- Develop schematic design alternatives and review with committee
- Review with community user groups and council
- Develop schematic layout of floor plans, park, parking and circulation configuration
- Review schematic design concepts with client and community groups
- Monitor program requirements and areas against actual design
- Develop acoustical criteria and objectives for appropriate areas
- Develop mechanical/electrical system concepts and alternatives
- Develop basic structural system concept
- Prepare preferred alternative schematic site plans, floor plans, elevations and sections
- Review systems concepts
- Confirm cost estimate
- Prepare project data manual including project description, systems description and design criteria outline
- Submit documents for Town review
- Review preferred designs with user and community groups
- Town approval and authorization to proceed
- Review budget status and determine with Town any required actions

We understand that there are many meetings required for this project to be successful. We will meet with the Committee throughout the entirety of this project to review the scope and site, and for interval reviews. We will meet with the Conservation Commission and Planning Board as needed to understand constraints. We will participate in a Public input meeting with the Community and Committee, as well as assist the Town in presenting the project at Town meeting and answering all questions and concerns.

Preliminary Plan Development of Ayer's Center for Active Living / Community Gymnasium



Bringing the Town of Ayer a significant step closer to realizing its vision for a vibrant, multi-generational Community Center at Pirone Park.

18 August 2023

Ayer Senior/Community Center Building Committee
c/o Dan Van Schalkwyk, Dir. of Public Works
Town of Ayer Massachusetts
1 Main Street
Ayer, MA 01432

Via email: dvanschalkwyk@ayer.ma.us

Dear Committee Members,

Thank you for considering Maugel DeStefano Architects to assist with the preliminary plan development of Pirone Park in siting the town's **Center for Active Living/Community Gymnasium**. For nearly 30 years, Maugel DeStefano Architects has been shaping exceptional recreational and community spaces. As a community neighbor, we would be honored to support the Town of Ayer with professional services, including:

- Site engineering and investigation
- Further development of the building layout
- Generating inspired imagery for the project
- Preparing graphics and assembling data for a Town Meeting presentation
- Bringing the town a significant step closer to realizing its vision for a multi-generational Community Center

We are pleased to outline our project scope and fees in the following pages. As you review this information, please do not hesitate to call us if you have any questions or require additional materials. We aim to ensure our services are perfectly tailored to the town's specific needs and parameters.

PROJECT UNDERSTANDING

Recognizing Ayer's need for upgraded Council on Aging (COA) facilities, the town and its planning consultant completed a COA Study (2019-2020). The study process involved the evaluation of numerous properties, engagement of public input, and the issuance of initial recommendations. More recently, in 2023, a Senior Center Site Selection Working Group further concluded that a section of Pirone Park (adjacent to the current Senior Center) was the most advantageous site for a new combined Senior and Recreation Center. The Park's unique and central location offers proximity to other recreational uses, has adequate site area, is already town-owned, and allows for synergy with other town programs.

At this time, we understand the town wishes to define better the project's site elements (drainage, access, parking) and the design of an anticipated 22,000-25,000 GSF building. Work will further include the preparation of project budget estimates and the creation of presentation materials. The culmination of this work will support a presentation and the request for funding at a future Town Meeting.

SCOPE OF SERVICES

Professional services for the project will include, at minimum, the following tasks:

1. Review of existing information, such as:

- Feasibility Study
- Senior Center Site Selection Workgroup Recommendation and Study Report for The Ayer Select Board (the "Study")

Project Understanding

CONTINUED



- Pirone Park existing conditions survey from 2017
- Utility plans
- Zoning regulations, floodplain
- Local Wetland bylaws, state regulations
- Other local bylaws that may govern the project

2. Attendance at Meetings as follows:

- Initial meeting with the Committee to review scope and site location
- Informal meetings with the Conservation Commission and Planning Board to understand constraints while developing the design
- Public Input meeting with the Community and Committee
- Town Meeting
- Three (3) additional meetings with the Committee

3. Development of Schematic building design:

- Review prior and updated programmatic information
- Develop an updated space program with notes regarding size, equipment, adjacencies, etc.
- Building size is anticipated to be approximately 22,000 GSF to 25,000 GSF, with about 10,000 GSF allocated for the recreation center
- The Senior Center portion could be two stories to minimize the building's footprint

4. Development of preliminary site plans (2 options):

- One alternative shall consider locating the building and any support structures off of the existing ball fields
- One alternative may use Field 6 (Babe Ruth Field)

5. Finalize the selected preliminary site plan

Maugel DeStefano will begin its work with a tour of Ayer's current Senior Center and conversations with staff, community members, and the Committee. At the onset of design work, Maugel DeStefano will work with the Committee to schedule design review meetings, so its work can benefit from regular review and input from project stakeholders.

BUILDING SYSTEMS

The current project scope does not include Structural Engineering services or building systems engineering (Mechanical, Electrical, Plumbing, etc.). Maugel DeStefano will, however, consult with its trusted engineers, should a project question arise which would benefit from their quick input.

PROJECT ASSUMPTIONS

- Landscape Architecture and design are not included in the current scope
- There are no known hazardous materials on-site or in any areas being contemplated for the project
- Mechanical, Electrical, Plumbing, Fire Protection, Fire Alarm, AV/IT/Communications, and other building or operational systems are not included

PROJECT TEAM

Our clients will be the Town of Ayer and its Senior Center / Community Center Building Committee.

Maugel DeStefano Architects from Harvard, MA will lead the consultant team and will serve as the project's Architect. Day-to-day communications and oversight of project activities will be managed by Colby Cavanagh or Nicole Kirouac, with project support as needed from Principals Jonathan Cocker and Daniel Barton.