

Town of Ayer, Massachusetts

Request for Proposals
Professional Services - Senior Center Site Selection

Catlin Architecture, PC

02 February 2024





Longmeadow Community Gym/Walking Track



Longmeadow Senior Center



Walpole Senior Center



Lexington, KY Senior Center

Catlin Architecture, PC



Wellesley Senior Center

Request for Proposals – Town of Ayer Senior Center Site Selection

Dear Mr. Van Schalkwyk and Committee Members,

We are pleased to have the opportunity to submit our qualifications to assist your team in identifying the site for your new center.

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 a thorough understanding of the issues specific to these building types, from insuring accessibility to increasing the prominence of such centers 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 senior 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!

Sincerely,

Catlin Architecture, PC



John Catlin, AIA

Project Understanding and Approach

It is our understanding that the Town of Ayer, Massachusetts is seeking professional services to select a viable site for the development of a new Senior Center. The Town is anticipating the building to be around 12,000gsf to 15,000gsf. There are several potential sites that are Town owned, and the possibility of private land has been mentioned, we will explore all your options.

Our firm will lead the project and engage 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 ultimate design solutions. To achieve a highly functional facility, needs must 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 sites, facility needs, estimated utilization, future requirements, and general insight into the program. We will combine this with our expertise in designing senior 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 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
- Microclimate
- 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 begin to 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 strong designs that function 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. 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 Senior 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 design 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 will 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 structure 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.

Firm Overview

Catlin Architecture, PC was established in 2013 by the Architect in Charge, John Catlin. Our firm's specialty is in designing senior centers, whether it be as the architect of record, or as an expert consultant. In the past six years, we have successfully built 6 new senior centers in Massachusetts, as well as completed over a dozen feasibility studies. We have a staff of six that work collaboratively on each project that we take on. John Catlin, the firm principal, has over forty years of architectural experience with his career focus being senior centers. Our project manager, Daniel Artz, has over ten years of experience in working on senior center design and modeling. For four decades, John Catlin has mastered design for seniors that works. There are so many important details that are overlooked when it comes to designing for the elderly. Throughout his career, John has completed the design for, and built, over thirty senior centers. We have built our reputation by standing by what we believe in.

At the core of Catlin Architecture's team process is a rigorous community outreach program to encourage dialogue, gather ideas, and engage the community in identifying and carrying forward community held values. Our team, in collaboration with your staff, will facilitate workshops to encourage the exchange of ideas, inform the community of specific opportunities and challenges, and listen to the insight of all stakeholders. While the physical construction will be performed later, the design process will represent a virtual barn raising. The experience of the Catlin Architecture team and our understanding of similar facilities and universal design will enable us to deliver an eco-friendly design that encompasses the program of the facility in a way that optimizes its functionality, while celebrating the vision and spirit of Ayer and its citizens.

We do not want the senior's area to feel like a nursing home, but a center for health and wellness in which they are active participants.

How do we provide a collapsed environment that will result in an efficient plan and minimize travel distance?

How will we accommodate future needs while not compromising the needs of today?

What is the image that this building should present to the Town from the exterior as well as from the functional interior spaces?

What experience and emotion do we want to evoke with our design?

Proposed Fee

- a. Our proposed fee for this project is one hundred thousand dollars (\$100,000).
- b. Allow an estimated sum of \$25,000 for Geotech soils investigations – invoiced directly to the Town.

Personnel Hourly Rates

- | | |
|--------------------------------------|----------|
| • Principal – John Catlin, Architect | \$250/hr |
| • Senior Associate | \$140/hr |
| • Drafting Team | \$105/hr |
| • Administrative | \$95/hr |

JOHN CATLIN, AIA

President and Lead Architect - Principal in Charge

Catlin Architecture, PC

Registered:

Massachusetts #4461, New Hampshire #01297, NCARB #26.616

Previously Registered Professional Architect: Alabama, Arkansas, California, Colorado, Connecticut, Florida, Georgia, Illinois, Indiana, Kentucky, Maryland, Maine, Michigan, Minnesota, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Tennessee, Texas, Wisconsin.

PROFILE

John Catlin is the lead architect on all projects the firm is awarded. With over 40 years in the field of architecture, Mr. Catlin's expertise in community and elderly design is evident. His focus has been design issues for the elderly, having completed designs for over 60 adult community centers. He has lectured on design issues focused on the elderly throughout the country and for the last 20 years at the Fall Conference for MCOA (Massachusetts Council on Aging).

EDUCATION

Master of Architecture: Harvard University: Cambridge, Massachusetts

Bachelor of Science, Marketing/Engineering: Trinity University, San Antonio, Texas

Continuing Education, "Elderly Housing: Planning for the Next Century" Harvard University

Continuing Education "Planning and Design for a New Generation of seniors" Harvard University

AWARDS

Environmental Commission Award, Lexington-Fayette Environmental Commission, 2016 Lexington, KY

Starvos 2013 Access Award Erving Senior Center Erving, MA,

Starvos 2013 Access Award Holyoke Senior Center Holyoke, MA

Massachusetts Historical Commission 2005 Preservation Award "The Center for Arts Natick" adaptive re-use of a fire station to a performing arts center.

Excellence Award for Study, Design & Construction "Historic Renovation of Former Federal Building Middlesex Community College Lowell" 2008 Worcester

Senior Center of the Year by MCOA (Mass Council on Aging) – 33,000sf renovation, 2000

Excellence in Public Design & Construction for the "Adaptive Reuse of the Varian Building at North Shore Community College" 1998

Massachusetts Historical Commission Grant Award for "Adaptive Reuse - Historic Fire Station to a Senior Center" 1994

AFFILIATIONS

American Institute of Architects (AIA) - National Council of Architectural Registration Boards (NCARB)

New Hampshire American Institute of Architects (AIANH)

National Council of Aging (NCOA), National Institute of Senior Centers (NISC), American Society on Aging (ASA)

LECTURES

Mass Council on Aging Fall Conference Presenter 2002, 2003, 2005 – 2009, 2011, 2013 – 2019, 2021-2022

Boston University Guest Lecture: School of Management 2003 – 2015

Aging in America, Annual Conference Presenter, Washington DC 2012, 2014

Keene State College Architectural Program, Guest Studio Critic 2013, 2014, 2015, 2016

FOUNDATIONS AND BOARDS

All Saint's Church, Peterborough, NH

Building & Grounds Committee, Chairman 2015 – 2018

Vestry member 2016 – 2019

New Hampshire Audubon Board of Trustees 2007 – 2010

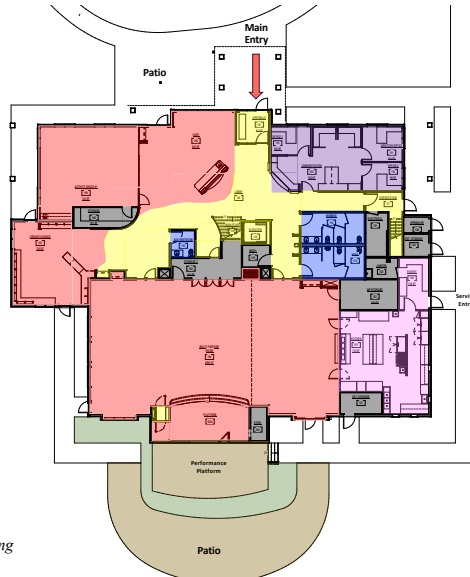
2009 Boys and Girls Club of Boston, 1993 – 2010

Milton Visiting Nurses, Milton, MA, Foundation Board Member 1999-2002

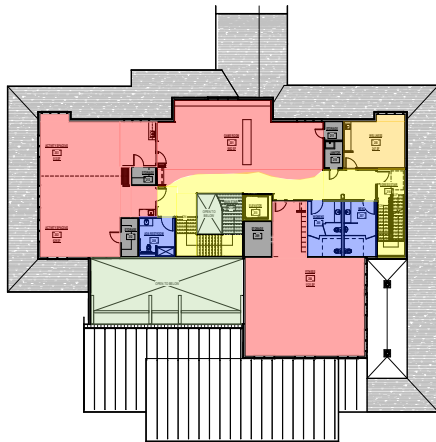
Wilbraham Active Aging Center

The new 15,890sf senior center serves 4,500 elders. The two-story center includes a 2,500sf multipurpose room, commercial kitchen, cafe, lounge/library, classrooms, games room, fitness studio, administration, storage and patio/garden.

Under Construction: Complete Winter 2024



Wilbraham
Center for Active Aging
Level 1 • 10,540 sf



Wilbraham
Center for Active Aging
Level 2 • 5,350 sf



Facade Rendering



Under Construction



Library - Lounge - Cafe

Catlin Architecture, PC

Longmeadow Adult Community Center

Longmeadow, MA

The new two-story, 26,333sf older adult center facility serves 4,450 elders. It includes a 2,500sf multipurpose room with an interior/exterior platform stage, commercial kitchen, cafe, lounge/library, classrooms, games room, fitness studio, administration, storage, patio/garden and pickleball courts. A separate entrance is provided for the Town's food pantry, nurse, and veteran's affairs office, with interior access to the center. Included in the project is a shared 10,050sf community gymnasium adjacent to the center with an upper walking/running track, a basketball court, 3 pickle ball courts, 1 volleyball court, and 4 ping-pong play areas.

Construction Complete 2021



Gymnasium Entry, Adult Center Entry, and Cafe Patio



Patio, Performance Stage and Garden



Library/Lounge



Multipurpose Room



Outdoor Pickleball Courts



Gymnasium and Walk/Run Track



Game Room overlooking Multipurpose Room

Catlin Architecture, PC

North Andover Senior Center North Andover, MA

The new 13,526sf senior center serves 6,750 elders. The two-story center includes a 2,500sf multipurpose room, commercial kitchen, cafe, lounge/library, classrooms, games room, fitness studio, administration, storage and patio/garden.

Construction complete 2023.



Entrance Facade



Under Construction



East view from Sutton Street

References

02 February 2024

Longmeadow Senior Center and Community Gymnasium (Completed 2021)

Ms. Marybeth Bergeron..... 413 262.7661 cell – 413 525.1735 office - mberge4527@aol.com
Chairperson: Permanent Building Committee, Town of Longmeadow, MA – Programming and Final Design 2021

Hampden Senior Center (Completed 2001) and Wilbraham Senior Center (Under Construction – Completion Spring 2024)

Ms. Carolyn Brennan..... 413 525.5436 x1401 - cbrennan@eastlongmeadowma.gov
Former Director, Hampden Senior Center – Former Director E Longmeadow Senior Center, Former Selectperson, Wilbraham – Current
Town Administrator, Town of Hadley

Walpole South Street Center (Senior Center – Completed 2018)

Ms. Kerri McManama..... 508 660.7346 – kmcmanama@walpole-ma.gov
Executive Director, Walpole South Street Center

Holyoke Senior Center (Completed)

Ms. Kathy Bowler..... (cell) 413 271.4633
Former Director, Holyoke Senior Center, Holyoke, MA – Former Director of Technical Assistance - Massachusetts Council on Aging
(MCOA)



Longmeadow Adult (Senior) Center



Longmeadow Adult (Senior) Center



Holyoke Senior Center



Longmeadow Adult (Senior) Center



Kingston Senior Center



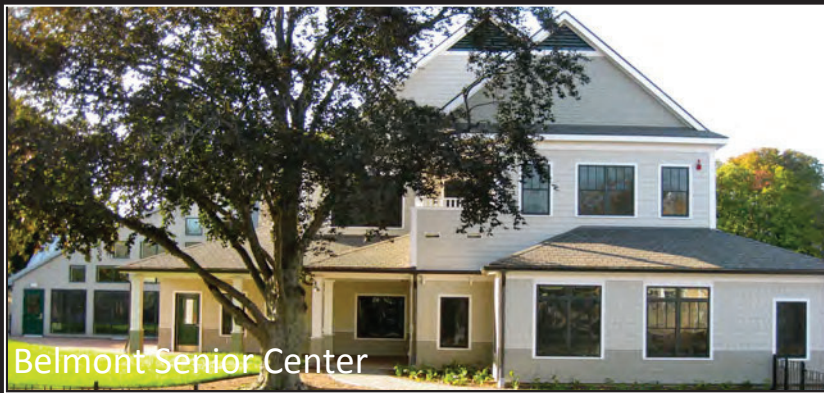
Wellesley Tolles Parsons (Senior) Center



Wellesley Tolles Parsons (Senior) Center



Walpole South Street (Senior) Center



Belmont Senior Center



Holyoke Senior Center



Holyoke Senior Center



Lexington Senior Center



Duxbury Senior Center

Catlin
Architecture, PC



Holyoke Senior Center



Wellesley Tolles Parsons Center



Wellesley Tolles Parsons Center