



REQUEST FOR PROPOSALS

for

CONSTRUCTION MANAGER SERVICES: Charlesbank Landing on the Esplanade

Proposals are to be e-mailed to:

Esplanade Association, Inc.

Dir. Of Projects & Planning, [Ali Badrigian](#)

By 4:00 P.M. EDT on September 25, 2023



Rendering courtesy of Maryann Thompson Architects

TABLE OF CONTENTS

SECTION I – GENERAL INFORMATION3

 A. Intent

 B. Project Background and Description

 C. Project Implementation Team

 D. Preliminary Project Site Plan

SECTION II – SCOPE OF WORK AND ANTICIPATED SERVICES.....6

SECTION III – RFP PROCESS7

 A. Tentative Schedule of Events

 B. Submission of Proposals

 C. Proposal Evaluation

 D. Proposal Recommendation

SECTION IV – GENERAL TERMS AND CONDITIONS9

SECTION V – PROPOSAL SUBMISSION REQUIREMENTS10

SECTION VI – ENCLOSURES11

 Enclosure 1. Preliminary project drawings as of September 8, 2023

 Enclosure 2. Construction estimate as of March 6, 2023

SECTION I - GENERAL INFORMATION

A. INTENT

This Request for Proposals (RFP) seeks submittals for professional Construction Manager Services as necessary for the project known as Charlesbank Landing on the Esplanade (“the Project”). Those submitting proposals (“Proponents”) may refer to details in **Section II Scope of Work and Anticipated Services**.



Key Project Information

Project Name	Description	Anticipated Delivery Method	Estimated Cost to Construct	Completion Target
Charlesbank Landing on the Esplanade	Multi-functional park & recreation facility with landscape improvements	Traditional Construction	See Enclosure 2	Fall 2025

B. PROJECT BACKGROUND and DESCRIPTION

The Esplanade Association, Inc. (“EA” or the “Owner”), under a ground lease with the Commonwealth of Massachusetts through its Department of Conservation and Recreation (“DCR”) and the Division of Capital Asset Management & Maintenance (“DCAMM”), proposes to transform an area of the Charles River Esplanade park (the “Esplanade”) in Boston to create a new project at the historic site known as Charlesbank.

Founded in 2001, the Esplanade Association is a community-supported non-profit whose mission and singular purpose is to revitalize and enhance the Charles River Esplanade, sustain its natural green space, and build community in the park by providing educational, cultural, and recreational programs for all. In collaboration with DCR, the Esplanade Association is dedicated to improving the experiences of the millions of annual visitors who enjoy Boston’s iconic riverside park.

The Project will provide indoor and outdoor spaces with all-season park amenities for civic, educational, cultural, and other connective uses, including community rooms, informational displays, Wi-Fi, light café fare, and multiple universal restrooms. It is, in short, an accessible “landing” for the Charles River Esplanade Park.

The Project will occupy an approximately 3.3 acre area located at the northern end of the Esplanade between the Longfellow Bridge and the Museum of Science. The area to be leased to the Esplanade Association for this project was the former site of the Joseph Lee Pool Complex, which has largely been unavailable for use by the public since the 1990s. The site is adjacent to the Teddy Ebersol’s Red Sox Fields, the Alfond Memorial Spray Deck, and the future Gronk Playground. A dynamic new landscape will reanimate the area,

and a year-round building of up to approximately 11,646 gross square feet (gsf) will anchor this new focal point. Charlesbank Landing on the Esplanade (the “Project”) will provide storm water management, new site improvements, and a diverse range of activities. It will also provide a staging area for park care and maintenance on the Esplanade.



The building is being designed with sustainability and climate resilience goals to achieve net zero energy use, and to be certifiable at LEED Gold level, or higher (though LEED certification is not likely to ultimately be sought by the project). The building and landscape is to be energy-efficient and sustainably managed. Landscape improvements will include new perennials, trees, a green roof, and green walls to improve air quality, reduce energy use, and mitigate heat island impacts. A rain garden/retention pond will absorb run-off and slow its migration to the Charles River, while also recharging ground water. A nature play area will encourage self-directed outdoor discovery, and a new outdoor multipurpose recreational area will add program space. New operations facilities will enable EA staff to enhance the care of the trees, gardens, playgrounds, acres of open space, and miles of pathways and shoreline provided to the public by DCR and supported by its 22-year partnership with the Esplanade Association.

DCR, the Massachusetts state agency responsible for the Esplanade, is authorized to enter into a 30-year lease with the Proponent under Chapter 178 of the Mass. Acts of 2022 (S.3004), as approved by the Governor August 10, 2022, to design, build, use, maintain, operate, program, and repair the Project.

Under the direction of the Esplanade Association, the CM consultant chosen will work with various Esplanade Association staff (the “client”), as well as consultants in the various design and construction disciplines, and those agencies having jurisdiction over the Project. In many instances, the Construction Manager will act as the Esplanade Association’s owner-representative in meetings, conferences and presentations, and report to the Esplanade Association as required.

The capability of firms or individuals submitting proposals shall include construction management services that cover the full list outlined on page 6.

C. PROJECT IMPLEMENTATION TEAM

Entity	Role
Esplanade Association	Project Owner / Client
Massachusetts Department of Conservation & Recreation (DCR) and the Division of Capital Asset Management & Maintenance (DCAMM)	Project Partner / Land Owner / Ground Lease Executor 
Fort Point Associates, Inc.	Permitting Consultant 
Maryann Thompson Architects	Architect

RSE Associates, Inc.	Structural Engineer
GGD Consulting Engineers, Inc.	MEP, Fire, IT/Data, and Security Engineer
Michael van Valkenburgh Associates	Landscape Architect
Nitsch Engineering, Inc.	Civil Engineer
Kalin Associates, Inc.	Specifications
Eaglebrook Engineering & Survey, LLC	Surveyor
McPhail Associates, LLC	Geotechnical Engineer
Rider Levett & Bucknall	Cost Estimator
Cavanagh Tocci Associates, Inc.	AV Consultant
Beta Group, Inc.	LSP Consultant

D. PRELIMINARY PROJECT SITE PLAN



Rendering courtesy of Michael Van Valkenburgh Associates

SECTION II – SCOPE OF WORK and ANTICIPATED SERVICES

The proposed Agreement anticipated by this RFP is intended to comprehensively include services that may include, but are not limited to, some or all of the following:

Design services

- Review of latest project drawings and specifications and subsequent submissions
- Review of latest and subsequent cost estimates
- Review of building system proposals
- Constructability reviews
- Consideration of life cycle costs
- Value engineering

Bidding / RFP assistance



- Prepare a list of recommended Contractors for EA review
- Stimulate bid / proposal interest.
- Pre-qualify / Qualify, bids / proposals including evaluation of bonds, insurance coverage and financial capability.
- Clarify scope of each trade.
- Conduct pre-bid and pre-construction meetings.
- Assistance with possible pre-purchase of long lead materials.

Construction and inspection services

- Work with Owner, Architect, Builder and Contractor(s) to clearly define roles and responsibilities during construction.
- Review Contractors Construction Management Plan for suitability.
- Support coordination between the Owner, Architect, Builder and Contractor(s).
- Chair and conduct meetings with Owner, Architect, Builder and Contractor(s), and produce minutes from each meeting.
- Assure that the Project is on schedule and if not, develop recovery plans with Contractor(s).
- Review test reports and make recommendations as necessary.
- Prepare cash flow projections as needed.
- Provide administrative assistance to manage filing systems, meeting minutes, and other critical resources.
- Review and make recommendations to Owner on change order requests from the contractor.
- Review any Owner or Design Team documents for proposed changes and review any cost estimates for each.
- Review Contractor's Request for Information (RFI) log. Coordinate and track responses with the Design Team.
- Produce bi-weekly management report summary defining the progress of the work including change orders, RFI's, submittals, schedule and



potential claims. Review payment requests for completeness and accuracy and make recommendations for payment to Owner.

- Monitor the construction schedule provided by the Contractor.
- Provide notice to the Owner of any potential claims. If any are received, review them and make recommendations.
- Provide or arrange for field inspection to evaluate work in progress to confirm that it conforms to the contract documents.
- Schedule inspections as necessary.
- Work with all local and government agencies to keep them informed of the progress of the Project. Meet with them as required.
- Review all punch-lists in conjunction with the Design Teams.
- Monitor the Architect's punch-lists for completion of all items by the Contractor.
- Coordinate and receive all closeout items including as-built drawings, operation and maintenance manuals, and warranties as required.
- Assist with resolving all contract issues, warranties, bonds, etc. at closeout of project.
- Prepare a final close out report with recommendation as to final payment, notice of completion, and file system for retrieval of closeout documentation.
- Assist the Contractor and Esplanade Association with obtaining occupancy permit.
- Assist with commissioning the building and Owner training.

The Esplanade Association may request from the Construction Manager any and all of the above tasks as needed for the success of the Project.

The selected Construction Manager will become an integral member of the Esplanade Association's Project Implementation Team, shown on page 4.

SECTION III - RFP PROCESS

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	TARGET DATE
1. RFP Release Date	4:00pm September 8, 2023
2. Deadline to Submit Written Questions	4:00pm September 15, 2023
3. Release of Responses to Written Questions	4:00pm September 19, 2023
4. Proposal Deadline	4:00pm September 25, 2023
5. Candidate Interviews	Early October 2023
6. Notice to Proponents and Commencement of Contracted Services	Mid-October 2023

B. SUBMISSION OF PROPOSALS

Proposals will be considered only from consultants who can demonstrate the following minimum qualifications:

1. Consultant has demonstrated experience as well as in-house resources necessary to effectively provide the required services. The consultant's personnel assigned shall have experience in construction management with projects similar to the type of facility listed in the Key Project Information table on page 3, within the last five years in the Commonwealth of Massachusetts.
2. Consultant and any consultant staff shall be knowledgeable of all applicable building codes, American with Disabilities Act, federal, state and local by-laws as applicable, including sustainability, conservation and practice of LEED principles.
3. Consultant shall be capable of meeting the schedule set by the Esplanade Association. The anticipated duration of the agreement is tied to the Project, which has a goal of construction completion in fall 2025.

Please email a digital proposal to the Esplanade Association by no later than 4:00 p.m. on September 25, 2023, per **Section III.A Tentative Schedule of Events**. There will be no public opening of proposals. All proposals shall be firm offers, though the Esplanade Association reserves the right to negotiate terms upon evaluation of the proposals. Proposals shall remain valid for a period of ninety days following the close of the RFP.

All proposals must be delivered to Esplanade Association Director of Projects & Planning, Ali Badrigian, at abadrigian@esplanade.org in an e-mail with the subject line: **Proposal Submission: Construction Manager Services**.

C. PROPOSAL EVALUATION

All proposals will be evaluated by the Esplanade Association. During the evaluation process, the Esplanade Association may require a proposer's representative to answer specific questions orally and/or in writing. Once a finalist or group of finalists is selected, additional interactions or information may be required. The most qualified proposal will be recommended to the Esplanade Association Board of Directors based on the overall strength of each proposal. Execution of agreements is tentatively scheduled for October 2023.

Responses to this RFP must adhere to the format for proposals detailed in **Section V Proposal Submission Requirements**.

The Esplanade Association values [Diversity, Equity, Inclusion, and Accessibility](#) and actively seeks and encourages project participation by Massachusetts Supplier Diversity Office Certified Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Service-Disabled Veteran-Owned Business Enterprises (SDVOBE), Veteran Business

Enterprises (VBE), Portuguese Business Enterprises (PBE), LGBT Business Enterprises (LGBTBE), and Disability-Owned Business Enterprises (DOBE) on its contracts. Research has shown that women and other people who are systematically marginalized tend to only apply for jobs or project roles if they meet every requirement. If you believe that you could excel as a member of the Project Implementation Team, we encourage you to reply to this RFP and/or other aspects of the project.

D. PROPOSAL RECOMMENDATION

An Evaluation Committee composed of Esplanade Association staff, Board Members and certain members of the Project Implementation Team will recommend a consultant Construction Manager to the Esplanade Association Board of Directors. The Esplanade Association Board of Directors will select the Construction Manager. The Esplanade Association will notify all who submit proposals of their selection status by mid-October 2023.

SECTION IV – GENERAL TERMS AND CONDITIONS

1. **Proposal Includes RFP.** This RFP constitutes part of each proposal and includes the explanation of the Esplanade Association's needs, which must be met in their entirety unless otherwise agreed.
2. **Proposal Costs.** Costs for developing proposals are entirely the responsibility of the proposer and shall not be charged to the Esplanade Association.
3. **Proposal Becomes Esplanade Association Property.** The RFP and all materials submitted in response to this RFP will become the property of the Esplanade Association.
4. **Clarification Process.** Submit all questions relating to this RFP by [e-mail](mailto:abadrigian@esplanade.org) to abadrigian@esplanade.org. All questions must be received no later than 4:00 p.m. on September 15, 2023. The Esplanade Association will email prospective Proponents with clarifications by September 19, 2023. If changes to the RFP are warranted, they will be made in writing, clearly marked as addenda to the RFP.
5. **Alteration of Terms and Clarifications.** No alteration or variations of the terms of this RFP are valid unless made or confirmed in writing by the Esplanade Association. Likewise, oral understandings or agreements not incorporated into the final agreement are not binding.
6. **Selection of Consultant.** Selection of a proposal for negotiation of contract terms and eventual submission to Esplanade Association leadership of an Agreement does not constitute an offer or agreement, and proposers acknowledge by submission of a proposal that no agreement is final unless and until approved by the Board of Directors and signed by the Executive Director.

7. **Proposals May be Rejected.** If a Proponent fails to satisfy any of the requirements identified in this RFP, the Proponent may be considered non-responsive and the proposal may be rejected.
8. **Travel Costs.** If the services being requested will require travel to the Boston Area, the Esplanade Association will review any proposed expenses which will be allowed if pre-approved.
9. **No Contract.** This RFP is not a commitment or contract of any kind. The Esplanade Association reserves the right to pursue any and/or all ideas generated by this RFP. The Esplanade Association reserves the right to reject any and all proposals and/or terminate the RFP process if deemed in the best interest of the Project.

SECTION V – PROPOSAL SUBMISSION REQUIREMENTS

1. **General Instructions.** Submit one complete electronic version via e-mail to abadrigian@esplanade.org. All proposals should follow the content and sequence of information described by this RFP.
2. **Cover Letter.** Provide a one-page cover letter on company letterhead which includes the address, telephone numbers, e-mail address of the contact person, and indicating authorized representative(s) for clarifications and/or negotiation. Proposals must be signed with a firm/company/partnership/entity name and by a responsible officer or employee.
3. **Specified Content and Detailed Sequence of Information in the RFP.** Each proposal should include sections addressing the following information in the listed order. The proposer should be sure to include all information that it feels will enable the Evaluation Committee and the Esplanade Association to make its decision. Any other information deemed appropriate should be attached to the end of the proposal.
4. **Sections.** Ensure proposal includes the following sections:
 - I **Qualifications and Experience:**

Provide a statement of qualifications and description of experience in providing the services requested by this RFP. The proposal shall describe in detail how the Proponent plans to manage the Project if selected. This should include the Proponent's management approach, and, where applicable, an organization chart and/or a list of personnel to be assigned to the project.
 - II **Services:**

Provide a complete list of services to be provided, especially noting any additions

or exceptions to those requested in Section II Scope of Work.

III Project Team:

List the qualifications of the individual(s) that would be assigned to provide those services as requested by this RFP, including any applicable degrees, any additional training, or professional certifications and licensing. In lieu of listing this information, the resume(s) or curriculum vitae (CV) including all the requested information on individual(s) may be submitted.

IV Project Experience:

Prospective consultants shall provide the Esplanade Association with a listing of relevant projects completed in the past five years. The list should include:

- a. Name of the client entity
- b. Location
- c. Brief description of the project
- d. Cost
- e. Project completion date
- f. Client's name and contact information

V Fee Estimate and Professional Rates:

Include an estimate of the total cost to the Owner for the services requested (as may be adjusted by the Proposal), stating any qualifications thought to be necessary by the Proponent. The proposal should also include a schedule of fees, including the classification of personnel assigned to projects, and the hourly rate for each classification.

VI References:

List at least three professional client references for which you have recently provided similar services. Include contact names, email addresses, and phone numbers.

VII Legal Standing:

Firms or individuals submitting for this RFP shall disclose pertinent and relevant information concerning recent participation as a party to any litigation related to the services offered and, if any, the resulting disposition.

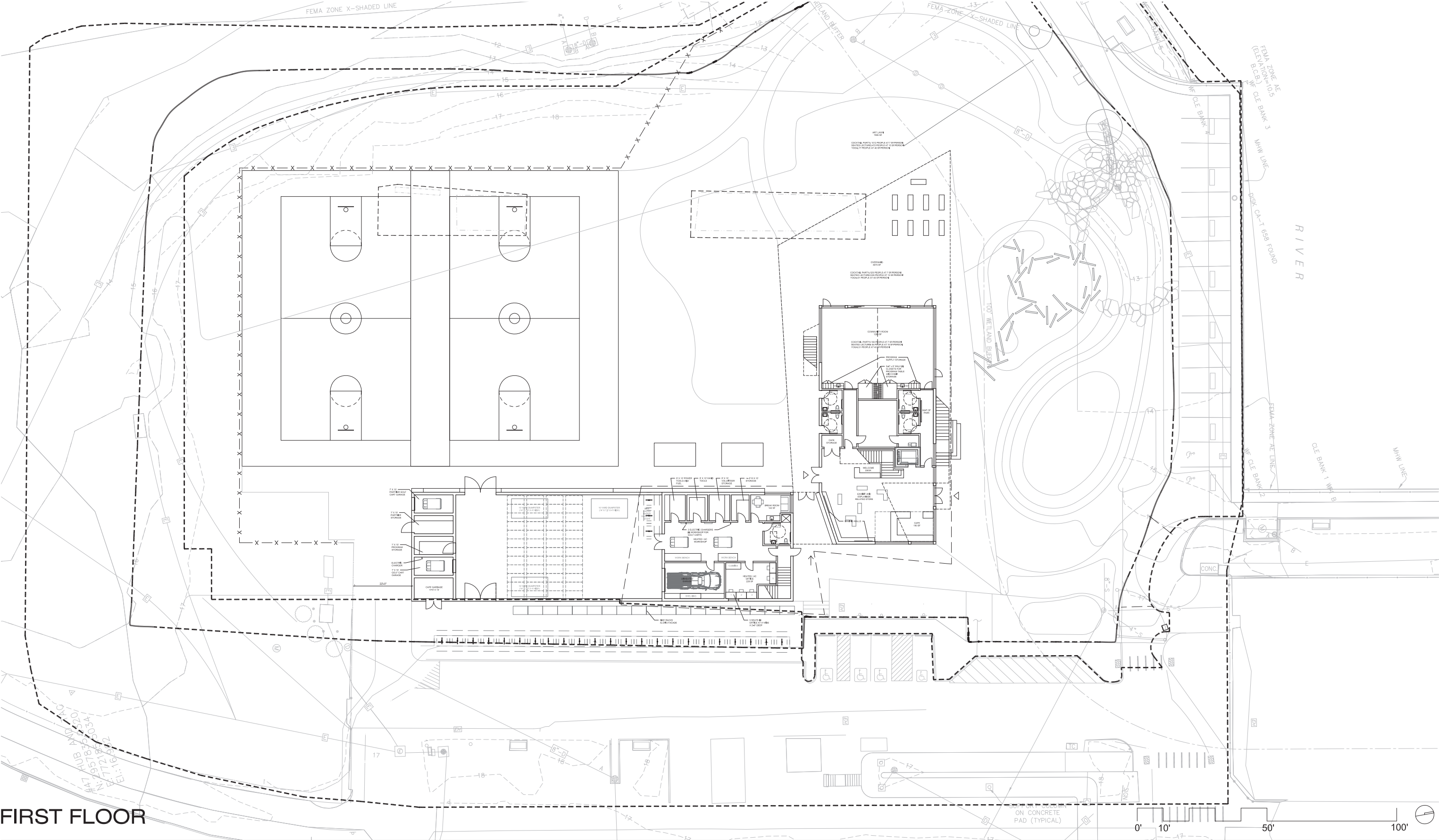
SECTION VI - ENCLOSURES

Enclosure 1. Preliminary project drawings as of September 8, 2023

Enclosure 2. Construction estimate as of March 6, 2023

Preliminary Site Plan





FIRST FLOOR

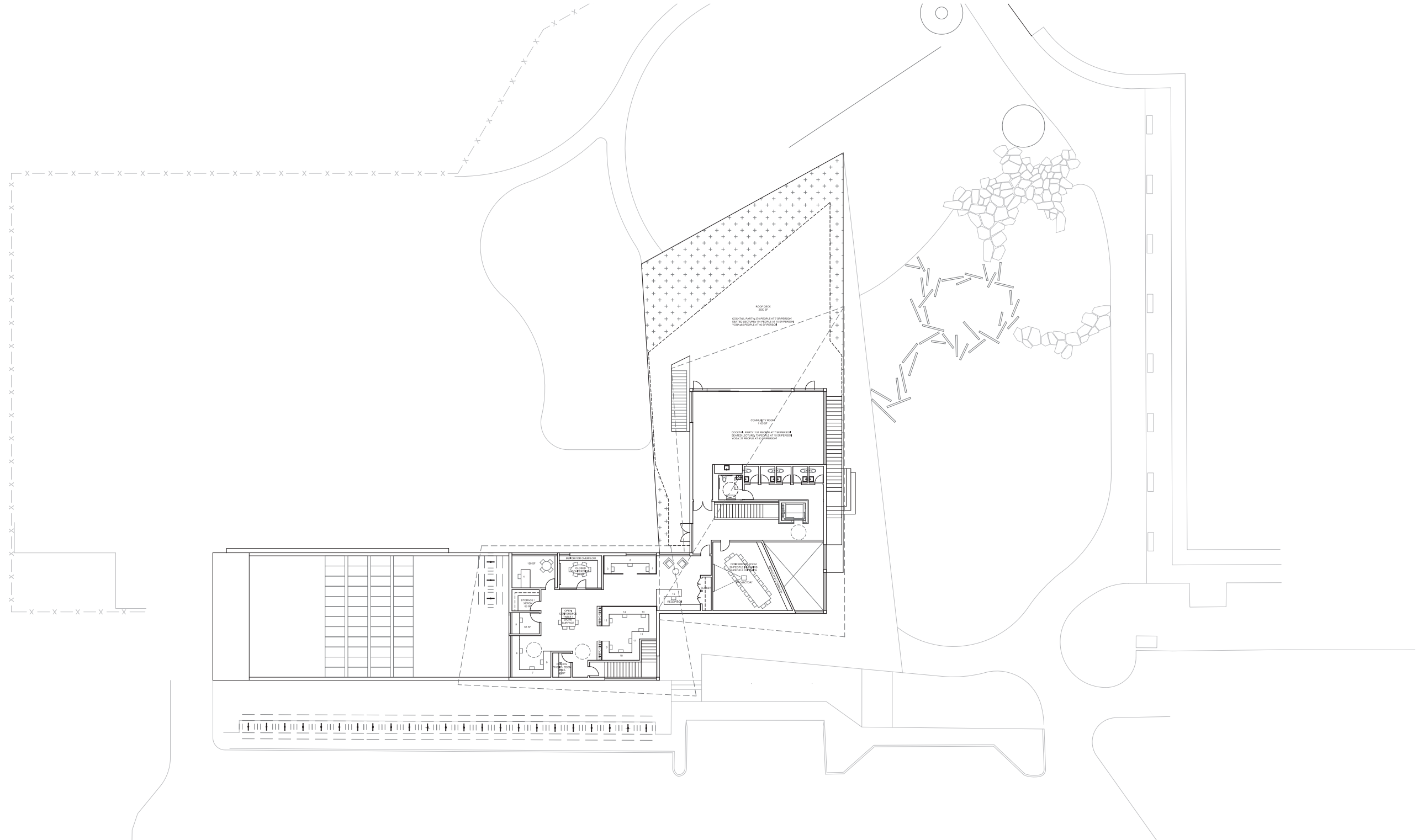
CHARLESBANK LANDING

BOSTON, MA

© MARYANN THOMPSON ARCHITECTS

PRELIMINARY PLANS

09.08.2023

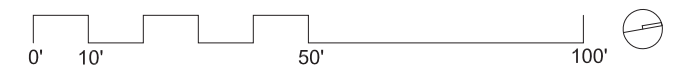


SECOND FLOOR

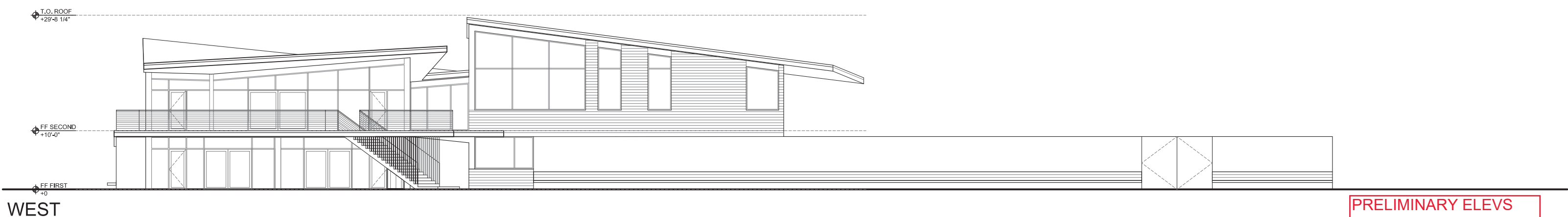
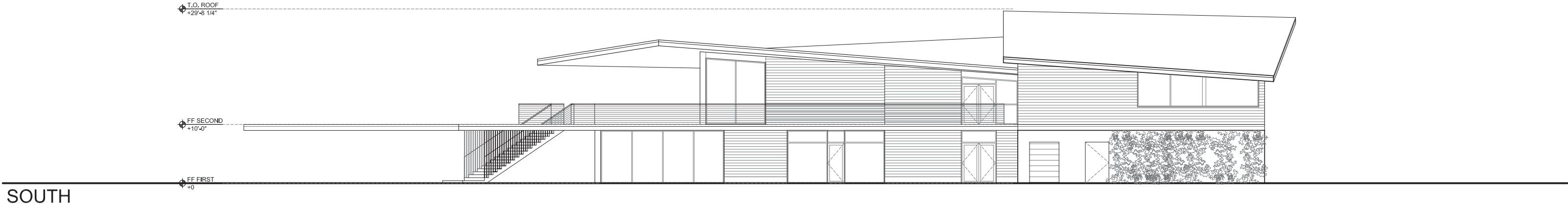
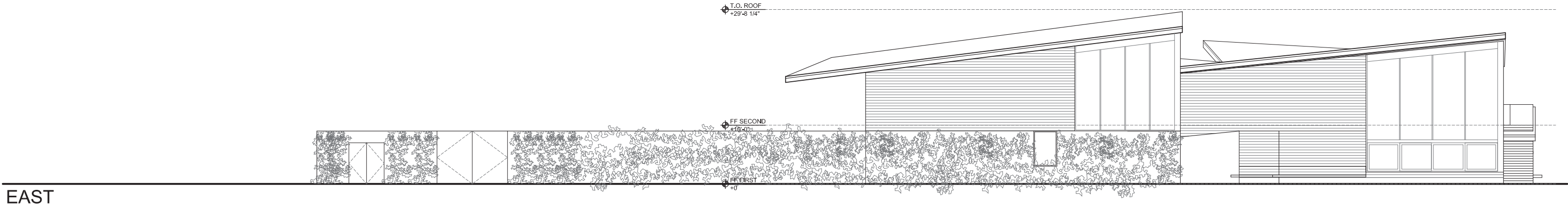
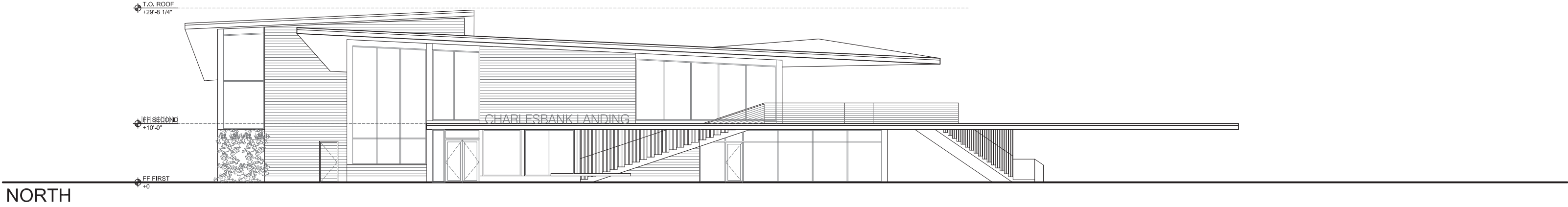
CHARLESBANK LANDING

BOSTON, MA

© MARYANN THOMPSON ARCHITECTS



PRELIMINARY PLANS
09.08.2023



MARYANN THOMPSON ARCHITECTS

741 MOUNT AUBURN STREET WATERTOWN MA 02472 | TELEPHONE 617 744 5187 FAX 617 491 3844

CHARLESBANK LANDING

Estimate date: 03/06/2023

ESTIMATED COSTS - REDUCED SIZE FACILITY

DEMOLITION / SITE PREP

Site Clearing, Demo and Hazardous Waste remediation

By DCR

CONSTRUCTION COST BREAKDOWN

Description	Size sf	Unit/cost	Total
Esplanade Association Operations and essential site improvements:			
1. Horticultural operations including mechanical space	2,200	\$550	\$1,210,000
2. Operations work yard	7,050	\$20	\$141,000
3. Compost area	700	\$20	\$14,000
4. Facility Parking, not including work done as part of demo (approx 15,000sf)	10,000	\$15	\$150,000
5. River Edge Pedestrian Pathway Reconnection (included in 8c below)	5,000	\$0	\$0
6. Removal of existing parking area (landscape in item 8 below)	7,000	\$5	\$35,000
7. Site Stormwater controls	lump cost	\$100,000	\$100,000
8. Office space	2,500	\$550	\$1,375,000
9. Staff kitchenette / bathrooms	537	\$550	\$295,350
Total			\$3,320,350
Public Amenities:			
1. Covered porch area (architecture only, landscape included in 8e below)	4,000	\$150	\$600,000
2. Lobby / Exhibition	1,600	\$650	\$1,040,000
3. Community Room	1,330	\$650	\$864,500
4. Public bathrooms	500	\$550	\$275,000
5. Mechanical spaces	260	\$550	\$143,000
6. Circulation space	170	\$550	\$93,500
7. Multi-use field area (turf or grass)	36,000	\$25	\$900,000
8a. Plantings Soils, Irrigation, Grading (riparian edge, green wall, pollinator garden)	0	\$25	\$0
8b. Lawn, Soils, Irrigation, Grading (event lawn)	9,000	\$15	\$135,000
8c. Paving, Furniture, Lighting, Guard Rail, Grading (river edge promenade)	5,000	\$71	\$355,000
8d. Planting Soils, Irrigation, Grading, Stormwater Infrastructure, Stone, Furniture, Lighting (Nature Play)	10,000	\$78	\$780,000
8e Paving, Furniture, Lighting, Structural Soils, Irrigation (building adjacent areas)	9,000	\$75	\$675,000
9. Recreation field lighting	36,000	\$3	\$108,000
10. Roof Deck off offices	3,500	\$100	\$350,000
11. Indoor Event Space off offices	1,032	\$650	\$670,800
Total			\$6,989,800
Roof upgrades:			
1. Green roof on lower visible roof areas without roof deck (Sedum 4" media)	1,200	\$45	\$54,000
	150	\$2,000	\$300,000
2. PV system on upper roof (approx 150 panels, 3000sf, est. 50,000 - 60,000 kWh/year)			
Total			354,000
TOTAL COST BEFORE CONTINGENCIES			10,664,150
Markups			Total
1. Design/Estimating Contingency	10.0%		\$1,066,415
2. Escalation	10.0%		\$1,066,415
3. Soft Costs	8.0%		\$853,132
4. Furniture, Fixtures and Equipment (FF&E)	1.0%		\$106,642
TOTAL COST WITH CONTINGENCIES			13,756,754