SWIM WINCHESTER
REQUEST FOR PROPOSALS

Aquatic Center Schematic Design Development

Release Date: January 14, 2022

Caroline Shamu
President, Swim Winchester Board of Directors
Swim Winchester

Stuart Isaac
Isaac Sports Group, LLC
RFP Administrator

734-332-9777
stu@isaacsportsgroup.com

Proposals must be received by February 18, 2022

SWIM WINCHESTER
REQUEST FOR PROPOSALS
Aquatic Center Design Development

INTRODUCTION

Swim Winchester is a volunteer based not-for-profit 501c3 incorporated in the state of Massachusetts. Swim Winchester, based in Winchester, MA, was founded in 2013 to develop a public/private initiative to fund the development and building of an Aquatic Center in Winchester. Swim Winchester's goal is to build a community aquatic center that supports affordable, easy access to swimming and fitness all year round. The Aquatic Center is envisioned as a gathering place that promotes water safety and good health for athletes, families, seniors, children, adults, and residents with special needs. The aquatic facility would take its place as an important civic building fitting into the architectural aesthetic of Winchester and serving as a center of community engagement. Swim Winchester is exploring various private, self-sustaining management and operations models, while also offering programs in partnership with the Town. The Town of Winchester currently does not have a public indoor or outdoor pool serving the community.

More information and background on Swim Winchester can be found on their website:

http://swimwinchester.org/

Swim Winchester will be the awarding organization and the project contract will be between Swim Winchester, Inc., and the selected Firm.

BACKGROUND

Through the support and funding from a wide and diverse range of donors, businesses, community organizations, and stakeholders Swim Winchester has conducted several studies in support of the Aquatic Center development. Previous feasibility, site, and technical studies have included the following:

- 2014 Aquatic Center Feasibility Study by Councilman-Hunsaker
- 2015 Comprehensive Comparative Site Alternative Study, evaluating 17 Town-owned sites.
- 2017 Site Subsurface Explorations and Preliminary Geotechnical Recommendations
- 2017 Site Environmental Conditions Summary Study by GEI Consultants
- 2018 Preliminary design vision and site positioning study by MDS architects
- 2019 Flood Study by H. L. Turner Group, Inc.
- 2021 ISG Feasibility Study: Program, Design, and Financial Analysis

These studies are available upon request to companies expressing interest in submitting a proposal. Requests for these reports should be emailed to Stu Isaac, RFP Administrator at stu@isaacsportsgroup.com.

In 2018, the Town of Winchester School Committee and Board of Selectmen unanimously approved, with conditions, the use of a portion of Skillings Field for the construction of the Aquatic Center. This site is adjacent to Winchester High School and would share the site with the existing lighted turf soccer and baseball fields. This Town of Winchester Joint Resolution of the School Committee and Board of Selectmen is included in this RFP as Attachment #3.

The Aquatic Center will be used by a wide range of Winchester community programming, including swim lessons, water safety programs, aquatic fitness, lap swimming, family recreation, senior programming, and other health and wellness programs. Outside program providers could include therapy and rehab services, scuba and aquatic lifestyle classes and programs, and other specialty programs. The Aquatic Center will also be the home for the Winchester High School Girls and Boys Swimming and Diving Teams and could also be used for Winchester Public Schools PE, Adaptive PE, and other programming. A community recreation swim team and a masters swimming program are also planned as part of the Aquatic Center programming. See the 2021 ISG Feasibility Study Report for a full range of programming and use. The facility site is also convenient to local senior centers and downtown and will be a community hub for a wide range of aquatic, fitness, and wellness activities.

Swim Winchester development efforts have culminated in an updated Feasibility Study by the Isaac Sports Group ("ISG"), begun in 2020 and recently completed. This Study provides more detailed program and design detail as well as financial operating costs that provides the basic program and design goals of Swim Winchester. This Study was built on extensive community engagement and focus groups with a wide range of community constituents, organizations, and potential user groups.

GENERAL INFORMATION

Swim Winchester is seeking proposals from qualified firms to further develop a concept and schematic design package for the development of the Aquatic Center and site, building on Swim Winchester's initial program and design models. This schematic design phase will provide the design detail to initiate town permitting and the final approval discussions as well as provide the project detail to launch Swim Winchester's Capital Campaign to fund the building of the Aquatic Center. Following Town approval and funding of the Aquatic Center project Swim Winchester will seek to enter the final design development phases and construction administration. The timeline for completion of the final design phase is contingent upon fundraising and is still to be determined at this time. However, it is the intent of Swim Winchester to engage the same firm selected for this schematic design phase for the final design development and construction phases, contingent upon any additional public selection process requirements involving the use of public land or any public/private partnership elements.

Qualifications for this work should include experience in design, project development, and completion of community based aquatic and fitness facilities as well as experience in working with public/private partnerships, and town government in Massachusetts. Energy and water conservation and state of the art environmental stewardship are also important to Swim Winchester and the Town of Winchester. Submitting teams should also have experience in developing energy and water efficient aquatic facilities as well as experience in supporting grant

funding and incentives for energy and net zero carbon emission initiatives. Experience in working with privately funded projects and in developing positive working relationships with residential abutters is also important. The Firm should also show expertise in projecting project construction and overall costs and options to minimize project costs based on the schematic design.

The final construction procurement process has not yet been determined. It is important that the selected Design Team is familiar with and has experience in a range of project procurement models, including Design/Bid/Build, General Contractor/Construction Management, Owner Representatives, and other hybrid combinations of these options.

Swim Winchester has retained the consulting services of the Isaac Sports Group, led by President Stu Isaac, to follow up their Feasibility Study work by acting as the administrator of the RFP on behalf of Swim Winchester. ISG will also continue to work with Swim Winchester as their liaison and Owner's Rep with the selected Design Team to help facilitate communication and ongoing community engagement during the schematic design phase. Throughout the process ISG will be a resource for the selected Design Team, providing relevant community, program, market information, stakeholder input, and other relevant information and research from the Feasibility Study and past Swim Winchester work.

Swim Winchester is funding this Concept and Schematic Design process through private funding. It will be important for proposal submitters to keep this in mind and creatively approach this phase in a cost efficient manner.

Questions on the RFP

Please direct questions on this RFP to Stu Isaac at ISG. Questions will only be received in written format through email. Questions must be submitted by February 4, 2022. In the subject line of the email please indicate "SW RFP Questions submitted by [Name of Firm]."

Email questions to
stu@isaacsportsgroup.com

With a copy to Caroline Shamu, Swim Winchester Board of Directors President
info@swimwinchester.org

Questions received in writing will be answered by February 9, 2022.
ISG and Swim Winchester will circulate the questions and responses to all interested teams.

SWIM WINCHESTER INITIAL PROGRAM AND DESIGN CONCEPT

Swim Winchester's initial program and design vision, supported by the past and current Feasibility Studies and community engagement include the following elements. These initial concepts are intended to be a starting point for the Conceptual and Schematic designs of the Design Team. The Feasibility Study has produced a program space spreadsheet and drawings of

the two pools as part of this initial design concept but has not produced any building conceptual layouts.

Aquatic Components

- Main Pool (See preliminary pool sketch in Attachment #1)
    - Eight lane 25 yard Pool 75' x 62'
        - Ramp and Stairs access
        - Depth: 4.0' to 12.5'
        - 1 x 1meter diving board
    - Seating capacity to accommodate community recreation swim team and Winchester High School Swimming and Diving Team events and competition.
        - Provide viewing area for community programming
        - Flexible or retractable seating to provide additional functional space when not in use
    - Deck space for full range of program staging as well as accommodating competitors for Recreation and High School Team competitions.
    - Opportunities for recreational features
- Program/Leisure Pool (See preliminary pool sketch in Attachment #1)
    - Approximately 2,500 square feet of pool surface area
    - Free form area plus some rectangular lap/programmable area
    - Ramp and wide stairs access
    - Depth: 3.0' to 4.5'
    - Features
        - Current Channel
        - In-water benches
        - Water features TBD
    - Potential sliding glass doors to outdoor patio/green space
- A purpose-built therapy pool may be an option pending funding partnership with a health care provider.

Fitness Components

- The Aquatic Center should include fitness area components designed to support the Aquatic Center programs, members, and users.
- Cardio/Strength room space
- Flexible workout/fitness class space that can double as multi-function space
- Initial program space projections are included in Attachment #3

Common and Support Spaces

- Locker Rooms
    - Latest design best practices in universal, gender neutral, and child safe locker rooms
    - Youth and Adult changing rooms
    - Family changing rooms
    - Handicap changing rooms large enough to accommodate wheelchairs and caregivers
    - Staff changing rooms

    - Restrooms
- Office space to support management and program staff
    - Includes staff work/break room
    - Lifeguard/First Aid office off of pool decks
- Community accessible large lobby with front desk access control
- Multi-function rooms
    - Wet classroom/function space off of pool deck
    - Dry classroom/function space
    - Maximize flexibility
- Small catering/warming kitchen to support function spaces
- Defined storage areas supporting both pools, fitness areas, meeting space, and offices
- Initial program space allocation program with possible options is included in Attachment #2

Mechanical Systems

- Mechanical Systems to optimize air and water quality while minimizing energy, water, and chemical consumption
- Regenerative media filters
- UV System
- VFDs
- Source capture exhaust system for pool spaces

Energy and Environmental Considerations

- Building design considerations to accommodate alternate energy systems initially or in the future
- Understand and target Town of Winchester carbon emission goals
- Alternative energy systems to be considered
    - All electric
    - Solar energy opportunities
        - Parking canopies, roof based solar, battery storage, for example
    - Geo-thermal potential capabilities on site
    - Other renewable energy sources
    - Carbon net zero considerations
- Potential to follow LEED guidelines and assessment of potential for LEED certification

Outdoor Program Elements

- Creation of outdoor spaces adjacent to the Aquatic Center to optimize Aquatic Center programming
- Outdoor patio and green space opening off of the Program/Leisure pool
- Link to current walking/exercise path around Skillings Field Site
- Creation of outdoor fitness elements along the path and/or adjacent to the Aquatic Center

Skillings Field Site Considerations

- Consideration of neighborhood adjacent to Skillings Field: The Aquatic Center should be a good neighbor with regard to building design, construction, and operations; especially

with regard to traffic, noise, and lighting around the Aquatic Center building and outdoor spaces.
- Integration with existing playing fields for optimum utilization
- Potential for support amenities for Skillings Field activities
    - Storage
    - Comfort stations/restroom access
- Improved vehicle access and circulation/flow

Parking
- New parking spaces to support Aquatic Center users
- Optimize shared parking with Winchester High School student school day parking in existing Skillings Field parking lot adjacent to the Aquatic Center site
- Parking and traffic access and circulation to minimize bottlenecks at beginning and end of regular school day
- Potential to include solar parking canopies
- NOTE: User load and parking demand projections to be provided by ISG based on ISG/Swim Winchester program and schedule model.

Building Levels
- Initial studies identify the need for a two-story facility to optimize space efficiency in limiting the overall building footprint to minimize impact on grass field space available on site

Challenges Identified in Feasibility and Site Studies to be addressed in Design
- Building challenges on site based on high water table and adjacent flood zone
    - See previous Swim Winchester and Town of Winchester geo-tech studies
    - Design will have to address management of stormwater and potential flooding for the site and for the adjacent neighborhood.
- Mitigation challenges of old landfill portion of site
    - See previous Swim Winchester preliminary environmental study of site
    - Design will have to address environmental issues relating to the Skillings Field subsurface
    - During the construction phase, it will be important to consider and to minimize potential effects on the neighborhood from any activities that might be necessary to address soil contamination.
- Minimizing the impact on or loss of grass playing field space on building footprint
- Minimizing the impact of facility construction in close proximity to the residential neighborhood and the adjacent active railroad tracks servicing MBTA, Amtrak, and freight transport

SCOPE OF SERVICES

The Scope of Services for this RFP includes, but are not limited to, the following:

Research and Discovery

1. Review and understanding of Swim Winchester goals and objectives and previous studies
2. Regular communication with Swim Winchester Board of Directors and Leadership
    a. The SW Board anticipates that regular communication will be virtual based on the current pandemic
        i. Initial project kickoff meeting may be held in person pending pandemic restrictions and best practices
    b. Communication process will be determined with the selected team as part of kick-off meeting
3. Review of initial design and program model based on community and stakeholder engagement and focus groups completed in 2020 and 2021 and the ISG Feasibility Study

Community Engagement

Swim Winchester has conducted extensive community engagement, including focus groups, meetings with neighbors of Skillings Field, potential partners, programming constituencies, and target demographic groups. SW will share information from these meetings with the selected Design Team.

1. Swim Winchester anticipates the need for three to four public and stakeholder meetings with the Design Team during the Scope of Services, especially with key stakeholders, programming partners, and residents of the neighborhood adjacent to the site as deemed appropriate.
    a. Potential for two to three during the Conceptual Design and Review stage
    b. Potential for one meeting presenting the Schematic Design
2. Swim Winchester, with support from ISG, will set up these community engagement meetings and execute logistics.

Concept Design

1. Development of updated Concept Design options, further developing and enhancing the current Swim Winchester design concepts and objectives
    a. Present two to three relevant conceptual options based on discussions with Swim Winchester
        i. Initial concepts will need to include several add alternate or optional features to be added or deleted from concept designs based on project costing projections.
    b. Aquatic Components
    c. Dry-side Components
    d. Support areas
    e. Building Layout
        i. Two story layout
    f. Outdoor areas connected to Aquatic Center
    g. Site Layout
    h. Parking and traffic flow

i. Concept Design digital drawings and renderings suitable for use in public meetings and preliminary donor and Capital Campaign presentations and initiatives

2. Concept Design Review
    a. Review, discussion, and input with Swim Winchester Board and stakeholders
    b. Community review and input
        i. Anticipate two to three meetings for Concept Design Review and update
        ii. Review with potential partners
    c. A preferred concept will be selected as the basis of design for the Schematic Design package.

<u>Schematic Design</u>

1. Schematic Design of Aquatic Center
    a. Develop a Schematic Design package for the Aquatic Center and site
    b. Schematic Design will need to include several add alternate or optional features that can be added or deleted from schematic design based on success of private capital fundraising campaign and project costing projections.
2. Building Engineering Systems: Descriptive narrative for mechanical, electrical, plumbing and fire protection systems.
    a. The current ISG Feasibility Study provided the written narrative and operating analysis for pool mechanical systems. ISG will work with the Design Team to incorporate these systems into the schematic design and costing.
3. Sustainability: Energy efficiency and environmentally friendly design
    a. Identification and incorporation of state of the art energy, water, and environmental design elements into overall Design as appropriate for the Schematic Design phase as a foundational principal for the project
        i. Sustainability and energy efficient model and narrative for further development in the final design and engineering phase following this schematic design phase.
        ii. Schematic design to support initial or potential future installation of energy savings technology and sources
        iii. Work with SW and Winchester energy consultants to identify and incorporate MassSave and utility provider technical support and funding incentives and best practices to achieve sustainable design plan and minimize energy consumption and carbon emissions
        iv. Consider renewable energy options on site
        v. Identify options for high efficiency all electric heating/cooling technologies
        vi. Include in site analysis consideration for possible geo-thermal heating and cooling
    b. Provide a narrative of LEED guidelines relevant to the Aquatic Center and the potential for LEED certification
    c. Develop an energy model to support schematic environmental design elements and support fundraising, grant, and incentive funding initiatives
        i. Work with ISG and Swim Winchester resources to provide initial estimates of life cycle cost analysis for all systems decision making

    d. Assist Swim Winchester in exploring and providing detail for potential energy and water conservation, renewable energy, and clean heating/cooling grants and incentives
4. Site Analysis of the Skillings Field site
    a. Sufficient geotechnical investigation and analysis of site to allow for the design of structural foundations
    b. Geotechnical and Civil Engineering investigation and analysis to address abutter and Town flooding and water management concerns
    c. Recommended building foundation and water retention solutions for site
        i. Impact on project costs
    d. Analysis of any necessary site mitigation based on old landfill soils and contamination
        i. Identify and assess issues and solutions commensurate with the Schematic Design Scope
    e. Parking Analysis and Access issues and options
5. Adjacent Grass Playing Field
    a. Develop conceptual plan to minimize any lost grass playing field space within the Aquatic Center project boundary
    b. Explore other conceptual or narrative options to limit impact on existing grass field space or better utilize unused grass space on Skillings Field site
        i. ISG and Swim Winchester will provide support and community engagement for this portion of the Scope
6. Cost Estimating: Construction and Overall Project Cost Projections plus Funding Examples
    a. Current construction dollars and projected cost escalation for three years
    b. Presentation and evaluation of Construction delivery options, design, and other options to minimize project costs
    c. Specifically, construction costs for identified add alternate options or optional features that can potentially be added or deleted from schematic design based on success of private capital fundraising campaign and overall project costing projections.
    d. Estimate of Overall Project Costs including soft costs, A/E Fees, Owner Costs, and other potential additional costs
        i. Swim Winchester understands that some of the Owner Costs will be out of the control of the design team.
    e. Provide examples of potential public funding opportunities that may be relevant to this predominantly privately funded project
    f. NOTE: No specific project budget has yet been set for the Aquatic Center, but initial project costs are included in the 2021 Feasibility Study. As a privately funded project, overall project costs will be a crucial factor.
7. Project Procurement and Next Phase
    a. Provide input on options for a variety of Project Procurement and Construction Management options with recommendations for this project
8. Permitting and Town Requirements

a. Prepare initial documents and information for preliminary discussions with the Town on future permitting and approvals (these will likely be very preliminary conversations until the design is advanced in the final design development stage).
b. Be available to advise and work with Swim Winchester as needed during this Schematic Design Phase to help Swim Winchester understand and prepare to navigate the town approval and permitting process during the future final design development and construction phases.

Reports and Deliverables

1. Marketing and presentation materials and support
    a. Prepare digital design documents, three to five project renderings/story boards, and report presentation materials as necessary to support Swim Winchester community and stakeholder meetings and education, public support efforts, Town Meeting and Select Board presentations, and for launch of Capital Fundraising Campaign
    b. Participate in public meetings during the Scope of Services as indicated in Community Engagement section as appropriate in support of continuing Swim Winchester communication, community outreach, and funding efforts
2. Report and Presentations
    a. Develop and present draft design documents and presentations at key points in design and site development
    b. Develop and present final full report of Design, Site, Cost Estimate, and other Scope of Service information and analysis
        i. To Swim Winchester Board
        ii. To the Select Board, School Committee, and Town Meeting as well as other stakeholder organizations as may be appropriate or requested by SW

TIMELINE

The projected timeline for this Design Phase is approximately seven months, leading up to the launch of the Swim Winchester Capital Campaign. The timeline may be impacted by specific milestone target dates based on schedules of Town Boards, Committees, and other offices, and other key project milestones that will evolve. During the term of this Design Project, Swim Winchester will continue to work on building public support, developing project partners and engaging community constituents and organizations, raising additional seed funding, and laying the groundwork for the Capital Funding Campaign. The Firm/Team should show an ability to coordinate its design work with Swim Winchester's ongoing community activities. Detailed Design Timeline and Milestones to be developed collaboratively by Swim Winchester and Design Team.

Suggested Design Timeline and Milestones: 2022

1. Project Kick-off Meeting — April 11-15
2. Development of detailed Project Timeline — April 15-22
3. Conceptual Design Development — April 25-June 30
    a. Includes reviews with Swim Winchester stakeholders during process
4. Presentation and review of initial Concept Design Options — July 1-31
    a. Including community and stakeholder engagement

5. Development of Schematic Design August-Early October
    a. Regular updates with Swim Winchester Board and stakeholders
6. Presentation and review of initial Schematic Design
    a. Includes Design, Site Plan, Costing Projections, and Scope of Services deliverables
    b. Includes review meetings with SW Board and stakeholders
7. Presentation of Final Schematic Design Late Oct-Early Nov TBD
    a. Includes presentation of all Scope of Services Deliverables

GENERAL REQUIREMENTS FOR SUBMITTING TEAMS

The submitting design team must possess the following requirements:

1. The Design Firm must possess all of the necessary current licenses and registrations to qualify under Massachusetts law to perform the work outlined in the Scope of Services of this project.
2. The Design Firm/Team selected for this project must provide evidence of insurance for general liability, automobile, worker's compensation, and professional services liability from insurance companies licensed in the Commonwealth of Massachusetts prior to or upon the execution of the Services Contract.
    a. General Liability
        i. $1,000,000 Bodily Injury and Property Damage Liability combined single occurrence
        ii. $2,000,000 Annual Aggregate Limit
        iii. Swim Winchester, Inc. should be named as an "Additional Insured"
    b. Professional Liability Coverage and Indemnification
        i. Firm/Team's Acts, Errors, or Omissions in the performance of the professional Scope of Services
        ii. Minimum of $2,000,000 per occurrence
    c. Automobile Liability
        i. $1,000,000 bodily Injury and Property Damage per accident
        ii. Swim Winchester, Inc. should be named as an "Additional Insured"
    d. Workmen's Compensation Insurance
        i. As required by Law
    e. Umbrella Liability
        i. $2,000,000 per occurrence
        ii. $2,000,000 aggregate
3. The Design Firm must possess necessary knowledge of and experience in legal requirements of projects in Massachusetts.

SUBMISSION REQUIREMENTS

It is the sole responsibility of any interested party to obtain, review, and understand all supporting bid documents and project information referenced in this RFP. Email:

<u>Expression of Interest to Submit Proposal</u>

Firms interested in submitting a proposal should indicate their interest by email to the Swim Winchester, In the subject line of the email please indicate "SW RFP Expression of Interest submitted by [Name of Firm]."

Email Expression of Interest to
stu@isaacsportsgroup.com

With a copy to Caroline Shamu, Swim Winchester Board of Directors President
info@swimwinchester.org

1. Expressions of interest should be submitted no later than January 24, 2022
2. Only those firms indicating their interest in submission will be able to submit questions and receive question responses and RFP clarifications and updates

Pre-Proposal Meeting

1. A Virtual Pre-Proposal Meeting will be held on January 27, 2022, for firms indicating interest in submitting a proposal
    a. Time of meeting to be determined
    b. This meeting is not mandatory
    c. Key questions raised and SW responses during this meeting will be circulated to all firms expressing Interest to Submit.

Submission of Questions

Please direct questions on this RFP to Stu Isaac at ISG. Questions will only be received in written format through email. Questions must be submitted by February 4, 2022. In the subject line of the email please indicate "SW RFP Questions submitted by [Name of Firm]."

Email questions to
stu@isaacsportsgroup.com

With a copy to Caroline Shamu, Swim Winchester Board of Directors President
info@swimwinchester.org

Questions received in writing will be answered by February 9, 2022.
ISG and Swim Winchester will circulate the questions and responses to all interested teams.

Proposals

Two separate proposals must be submitted, one detailing qualifications and proposal on the Scope of Services and one containing the Fee proposal. See Selection Process Section for how these proposals will be evaluated. Each Proposal must be submitted both electronically and by hard copy as indicated below.

1. Detailed Qualifications Proposal of Scope of Services
    a. Cover Letter
    b. Understanding of Project
    c. Methodology
    d. Scope of Services Detail
        i. Firm's approach to the Scope of Services
        ii. Any additional services/elements that you would propose as part of your work not included in RFP

e. History and Overview of lead Firm and sub-consultants
f. Project examples and references
    i. Lead Firm
    ii. Team Members/Sub-consultants
        1. List all sub-consultants and sub-contractors included in the proposed project team
    iii. Comparable facility scope
    iv. Recent projects
    v. Projects in the region
    vi. Contact info for identified owners/management for each project reference
g. Project Team
    i. Project leader(s)
    ii. Sub-consultants, including specific roles and responsibilities
    iii. Key team members and sub-consultant bios and project specific references
    iv. Team members and subcontractors should have the technical expertise and experience in all areas required in the Scope of Services.
h. Project Timeline/Action Plan
    i. Broken down by Scope of Services progression
    ii. Indication of role of sub-consultants within Timeline/Action Plan
    iii. Key milestones

2. Fee/Cost Proposal
    a. Proposed Fee for Services
        i. Overall Fee
            1. Including expenses
        ii. Hourly rates of different services for any additional services
    b. Cost of any additional services requested by Swim Winchester must be submitted and approved by Swim Winchester

<u>Submission of Proposals:</u>

1. Proposal Submission Deadline
    a. Date: February 18, 2022
    b. Time: 5:00pm EST
    c. Proposals received after the deadline will not be considered.
2. Electronic submission of proposals
    a. The electronic Scope of Services Proposal and Fee Proposal must be submitted by the February 18, 2022 due date and time.
    b. In the subject line of the email please indicate "SW RFP Proposal Submission by [Name of Firm]"
    c. Email proposals and all supporting documents to:
        i. Stu Isaac, ISG
            Email: stu@isaacsportsgroup.com
        ii. With copy to Caroline Shamu, Swim Winchester Board of Directors President
            Email: info@swimwinchester.org
3. Two hard copies of the Scope of Services Proposal and the Fee Proposal must also be submitted and arrive by the Submission Deadline.

a. The Fee Proposal should be submitted in a separate sealed envelope from the Scope of Services Proposal but can be included in the same packet.

b. Send to:
Stu Isaac
Isaac Sports Group
3419 Wagner Woods Ct
Ann Arbor, MI 48103

RFP and SELECTION TIMELINE

RFP Release	January 14, 2022
Submit Expressions of Interest	January 24, 2022
Pre-Proposal Meeting (Virtual)	January 27, 2022
Deadline for Question Submittal	February 4, 2022
Responses to Questions Circulated by SW	February 9, 2022
Submission Deadline	February 18, 2022
Review of Proposals by Swim Winchester	February 21-March 1, 2022
Interviews of Shortlisted Teams	March 7-11, 2022
Selection of Design Team	March 14-18, 2022
Final Scope Refinement and Contract Negotiation	March 21-April 1, 2022
Project Kickoff	April 11-15, 2022

SELECTION OF FIRM/TEAM: EVALUATION AND CRITERIA

The selection of the Project Team will be by Swim Winchester. The evaluation of the submittals will be based on the components of the Scope of Services Proposal. The Fee Proposal will be used within the Swim Winchester budgeting context to help further evaluate the proposals and provide a framework for the final contract negotiation with the selected Firm/Team.

Selection Criteria and Evaluation

The following elements will be used in evaluating the proposals and selecting the Project Firm/Team.

1. Understanding of Swim Winchester, the Project goals and objectives, and the required Scope of Services
2. Quality, clarity, and completeness of Proposal
    a. Comprehensive nature of the Scope of Services
    b. Professional presentation
    c. Additional Scope of Services suggestions
3. Methodology and Approach to the Scope of Services
4. Timeline/Action Plan
    a. Logical and integrated Timeline/Action Plan
    b. Identification of key elements in monitoring and controlling the Project Design Timeline

5. Qualifications and Related Experience
    a. Experience and Expertise in multi-pool community based Aquatic Centers
    b. Expertise and experience of key individuals
        i. Project Lead
        ii. Active project team
        iii. Sub-consultants
    c. Project references and overall company expertise
    d. Experience of Project Team members in working together on projects
    e. Knowledge of the Town of Winchester and surrounding communities, including past projects in the area or region
        i. Including knowledge of design aesthetics appropriate for the Town of Winchester
    f. Experience in working with not-for-profit organizations and projects
    g. Experience in working with public/private partnerships
    h. Experience in community engagement and outreach
    i. Experience in working on a project with sustainability, energy efficiency, and reduced carbon emission goals
        i. Includes knowledge of grants, financial incentives, and other sources of financial support available to help fund energy and sustainability technology and design.

After reviewing and evaluating the submitted proposals Swim Winchester will select a shortlist of Firms/Teams to interview. The interview process will include members of the Swim Winchester Board, Swim Winchester consultants, advisors, and key representatives of relevant stakeholders and partners. These interviews may be virtual or in-person depending on COVID pandemic regulations and safety best practices at the time of the interviews.

NEGOTIATION AND AWARDING OF CONTRACT

Upon the selection of the Firm/Team for the project by the Swim Winchester Board of Directors, the selected Firm and Swim Winchester representatives will update and fine tune the Scope of Services and Timeline/Action Plan and negotiate the final fee for the Scope of Services. Swim Winchester and the Firm will then finalize the Contract for the Scope of Services.

Swim Winchester anticipates the actual update of the Scope of Services, negotiation of the Fee, and the finalization of the Scope of Services Contract should not take more than four weeks following the selection of the Firm/Team.

Should the Swim Winchester and the initially selected Firm/Team not lead to a mutually agreed upon contract, Swim Winchester reserves the right to begin negotiations with another of the submitting Firms.

RFP ATTACHMENTS

The following Swim Winchester Studies and Information are included with this RFP as the following Attachments:

Attachment #1:	Preliminary Pool Sketches
Attachment #2:	Preliminary Space Program Worksheet
Attachment #3:	2018 Town of Winchester Joint Resolution of the School Committee and Board of Selectmen

ADDITIONAL BACKGROUND INFORMATION AND REPORTS

Additional information and past Aquatic Center and Site studies indicated in the Background Section of this RFP are available upon request by companies expressing interest in submitting a proposal.

Requests for this information should be made by email to:

Stu Isaac, RFP Administrator
stu@isaacsportsgroup.com

With copy to Caroline Shamu, Swim Winchester Board of Directors President
info@swimwinchester.org

Please indicate “SW Information Request by [Name of Firm]” in the email subject line.

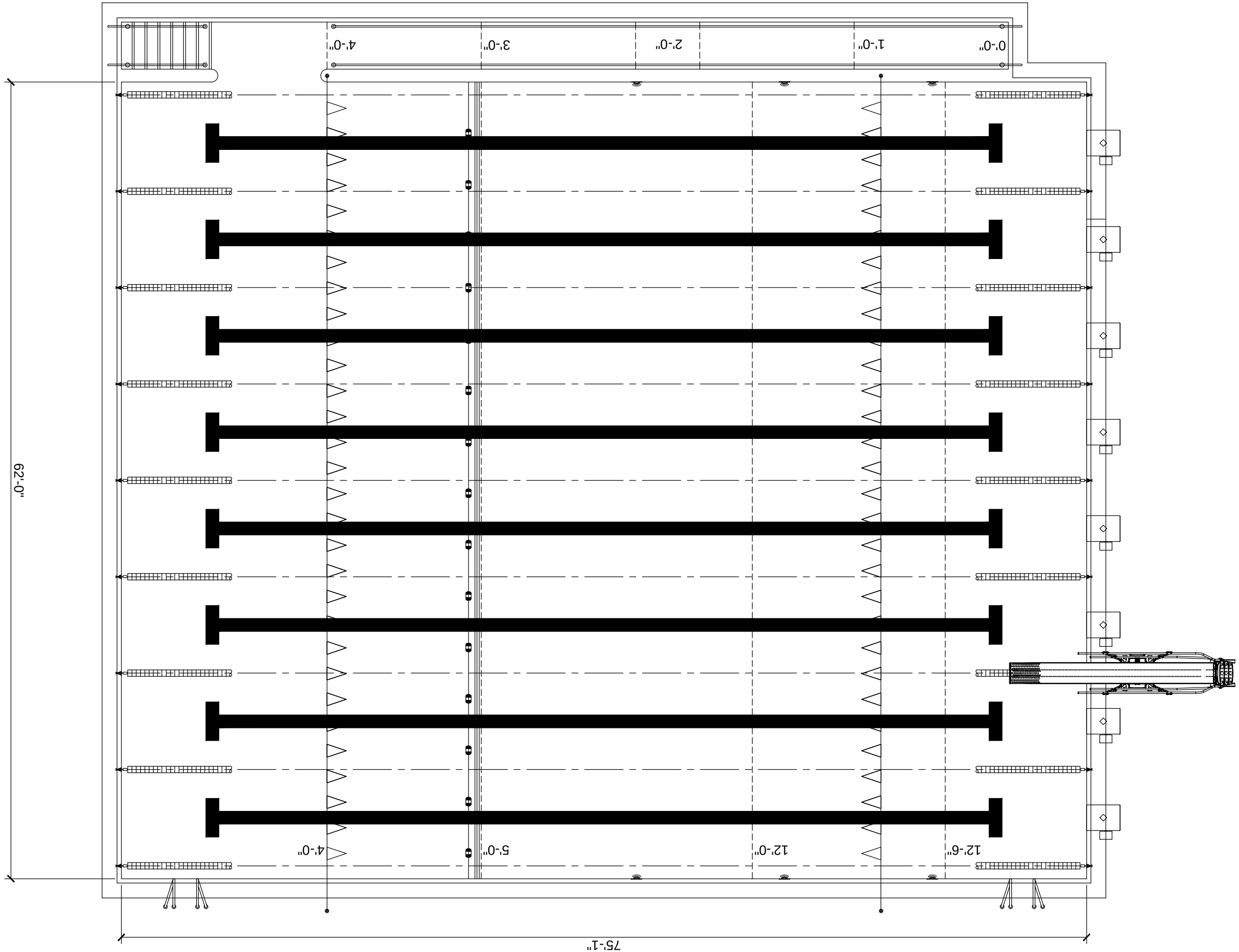
Attachment #1

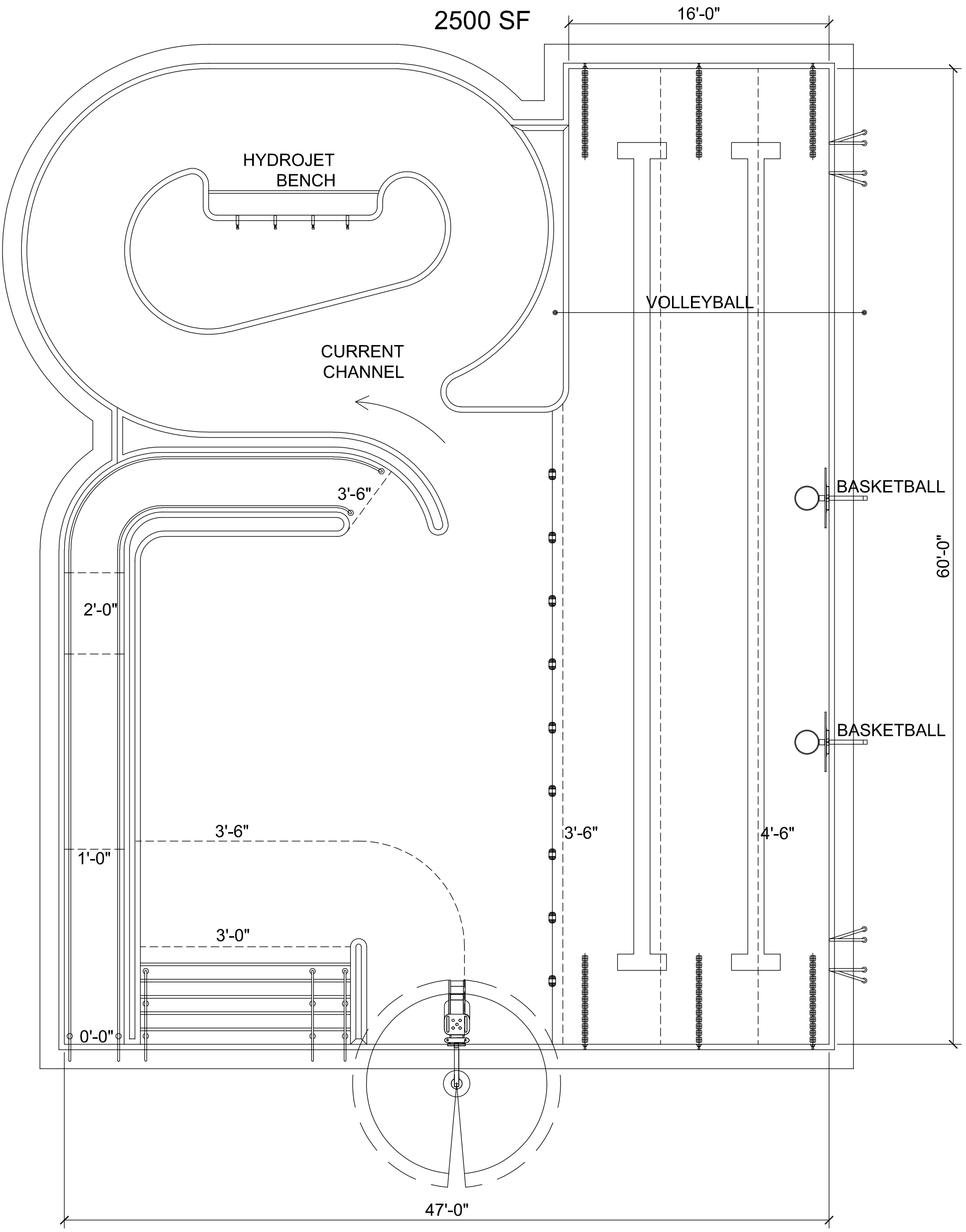
Swim Winchester Preliminary Pool Sketches

Main 25 yard Pool

Program/Leisure Pool

Configuration of Pools


0'-0"
1'-0"
2'-0"
3'-0"
4'-0"
62'-0"
4'-0"
5'-0"
12'-0"
12'-6"
75'-1"


2500 SF
16'-0"
HYDROJET
BENCH
VOLLEYBALL
CURRENT
CHANNEL
3'-6"
BASKETBALL
60'-0"
2'-0"
BASKETBALL
3'-6"
3'-6"
4'-6"
1'-0"
3'-0"
0'-0"
47'-0"

171'-10 5/8"

68'-3 5/8"

102'-7"

23'-2"

47'-0"

11'-9"

0'-0"

3'-0"

1'-0"

3'-6"

4'-6"

3'-6"

BASKETBALL

60'-0"

BASKETBALL

2'-0"

3'-6"

CURRENT
CHANNEL

VOLLEYBALL

HYDROJET
BENCH

8'-0"

16'-0"

2500 SF

8'-0"

0'-0"

1'-0"

2'-0"

3'-0"

4'-0"

62'-0"

8'-6"

BENCH

14'-6"

5'-11 1/2"

16'-0"

4'-0"

5'-0"

12'-0"

12'-6"

75'-1"

13'-0"

94'-2"

	A	L	M	N	O
1	**Swim Winchester: Aquatic Center**				
2	**SPACE ALLOCATION WORKSHEET: Summary Options**				
3					
4	**January 12, 2022**				
5					
6	**ISG Comments on Design**				
7	**Net Space: Square Footage**				
8	**Gross Space: Square Footage**				
9	**Category Subtotals**				
10	**Enhance/Add Alternate Opportunities**				
11	**Reduction Options**				
12	**Preferred Option**				
13	**Playing Field Support Features**				
14	**Questions for Conceptual/Schematic Design Phase**				
15					
18					
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
21	**MAIN FEATURE SUMMARY & COMPARISON**				**Net Square Footages**
22	Key Variations Between ISG 2021 Options		Combine All Reductions	Therapy Pool and Space Added	
23	Seating				
24	Spectators (1st Level)				
25	Spectators (2nd Level)	200	150	200	May reduce Seating based on minimum requirements for Rec Team and High School Meets
26	On Deck seating (meets & programs)	190	166	190	Deck space also supports all the regular aquatic programming.
27	Main Pool				
28	Dimensions	75' X 62' (25yd x 62')	75' X 47' (25yd x 47')	75' X 62' (25yd x 62')	See Pool diagram. Minimum scenario could be reduced to 6 lanes if necessary.

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
29	Square Footage of Pool Area	4,900	3,525	4,900	SF includes ramp and stairs
30	Sq Ft of Deck (including deck seating)	4,760	3,758	4,760	
31		275,000 gallons	200,000 gallons	275,000 gallons	
32	Lane Configuration	8 x 25yd lanes (7.5' wide) with buffer	6 x 25yd lanes (7.5' wide) with buffer	8 x 25yd lanes (7.5' wide) with buffer	Minimum scenario would be reduced to 6 lanes if necessary.
33	Ramp, Stairs, Lift?	Ramp & Stairs	Stairs	Ramp & Stairs	
34	Diving	1 x 1m	1 x 1m	1 x 1m	
35	Moveable Bulkhead	NO	NO	NO	
36	Depth	4.0' to 12.5'	4.0' to 12.5'	4.0' to 12.5'	
37	Temperature	81-82°	81-82°	81-82°	
38					
39	Program/Teaching/Leisure Pool	In Separate Room Space	Pools in Same Room	In Separate Room Space	Can put both pools in the same natatorium space reducing capital costs (potentially raising operating costs).
40	Dimensions	Approx. 60' x 41'	Approx. 60' x 36.6'	Approx. 60' x 41'	See Pool Diagram. Some rectangular and some freeform space with aquatic features and current channel
41	Square Footage of Pool Area (w ramp)	2,500	2,200	2,500	May be able to reduce to 2,200 sf from the 2,500 sf with minimal loss of program space.
42	Square Footage of Deck Space	3,932	2,600	3,932	Ample space for some lounge chairs and family seating during activities. Deck width on family side = 23'.
43	Volume of Water (approximate)	64,000 gallons	57,000	64,000 gallons	
44	Lane Configuration	2 x 20yd warm-water lap lanes in program area	2 x 20yd warm-water lap lanes in program area	2 x 20yd warm-water lap lanes in program area	

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
45	Ramp, Stairs, Zero Entry, Lift?	Ramp & wide stairs	Ramp & wide stairs	Ramp & wide stairs	
46	Recreation Features	Current Channel, benches, water features, TBD	Current Channel, benches, water features, TBD	Current Channel, benches, water features, TBD	
47	Depth	3.0' to 4.5'	3.0' to 4.5'	3.0' to 4.5'	
48	Temperature	86-87°	86-87°	86-87°	
49					
67	Wellness/Therapy Pool	Not Included	Not Included		NOTE: Therapy Pool and working space may be phased in at a later date.
68	Dimensions			Approx. 20' x 12'	Standard therapy pool such as HydroWorx 3500.
69	Square Footage of Pool Area			240	
70	Square Footage of Deck Space			1,040	
71	Volume of Water				Average of 10' of deck space on all sides
72	Depth			3.5' to 6'	
73	Ramp, Stairs, Zero Entry, Lift?			Stairs & Lift	May add ramp if Wellness/Therapy pool is larger.
74	Temperature			92°	
75	Features				In water treadmill, resistance current, adjustable depth.
76					
77	Whirlpool/Spa	Not Included	Not Included	Not Included	
78	Square Footage of Pool Area				
79	Square Footage of Deck Space				
81					
83					
84	Lower Level	850	750	950	
85	Locker and Changing Rooms	2,500	2,500	3,000	
86	Fitness Spaces	950	950	2,200	
87	Therapy Spaces	0	0	550	
88	Community Spaces Overall	4,150	3,850	4,550	

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
89	Community Meeting/Function Space	2,750	2,450	4,200	Includes Lobby
90	Office Space	580	580	820	
91	Aquatic Support Spaces	850	750	1,150	Includes storage
92	Mechanical Support Spaces	1,250	1,150	1,350	
94	Natatorium Space	16,092	12,483	17,372	
95	Second Level	3,080	2,780	4,620	
96	Outdoor Spaces	2,300	2,300	2,750	
97	Support Spaces for Outdoor Playing Fields	1,000	1,000	1,000	
98	**TOTAL NET SQUARE FOOTAGE**	**29,072**	**24,563**	**33,842**	
99					
100	**TOTAL GROSS SQUARE FOOTAGE**	**32,048**	**27,083**	**37,362**	
101					
102					
103	**DESIGN DETAIL & COMPARISON**				
104	**Lower Level/Basement**				
105	Mechanical Room-Pool	750	650	850	Assume Regenerative Media Filters to save space.
106	Lane Line Storage				May put lane line storage below deck to reduce on deck storage, but may not save much. Need to quantify in design stage.
107	Chemical Storage	100	100	100	
108					
109	**LOWER LEVEL TOTAL SQUARE FEET**	**850**	**750**	**950**	
110					

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
111	**1st FLOOR: Deck Level/Main Entry Level**				
112	***Locker Rooms***				Important to discuss latest trends in locker room safety and security and impact on design. Codes and needs may change by time this is built. Important just to have the overall space needed. Details to be further developed across all spaces in the actual conceptual design phase.
113	Overall Locker Rooms (4 rooms)				
114	Female	800	800	900	
115	Male	800	800	900	Also recommend showers on the pool deck
116					
117	Family/Universal Changing (100sf ea.)	300	300	300	ISG = 3 x family @ 100 sf and 2 x 150 sf handicap accessible.
118	Universal ADA Change Rms (150sf ea.)	300	300	300	Need to be accessible to therapy spaces and therapy pool and Program Leisure Pool.
119	Youth Locker rooms				See Overall Locker Rooms Options
120	Adult or Member Locker Rooms				See Overall Locker Rooms Options
121	Team/Specialty Locker Rooms				
122	Learn To Swim Changing Area				Kid friendly open unisex shower and cubbies with changing rooms located close to Program/teaching pool. Becoming a popular trend. Should discuss and explore, perhaps utilizing some other locker space sq footage during the next phase of design.
123	Therapy/Disability Changing rooms			300	Pending health care partner with Wellness/Therapy Pool
124	Towel Service/Laundry				
125	Staff changing Rooms	300	300	300	
126	Pool/Locker Room Corridor				May need a wet corridor in this design with the multiple changing spaces feeding into the pool. Helps with access control and deck safety.
127					
128	**LOCKER ROOMS SUBTOTAL**	**2,500**	**2,500**	**3,000**	
129					

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
130	***Fitness and Recreation Space***				**On second level.**
131					
132	Cardio/Strength Room				
133	Group Ex. Room				
134	Fitness & Exercise Studios				
135	Fitness Storage				
136	Trainers & Fitness Office/Workspace				In program office space
137	Training Room and support				
140	Walking Track				
141	Outdoor workout stations & trail	0	0	0	See Outdoor Spaces
142					
143	**FITNESS & RECREATION SUBTOTAL**	**0**	**0**	**0**	
144					
145	***Therapy Space***	Not included	Not included	Included	May include full therapy space if a health care partner steps up to fund and operate. Therapy space may be phased in later if there is any potential room for expansion.
146	Therapy treatment and exam space				May add 1,000 sf of dry-side treatment space contingent on health care partner.
147	Therapy Office @ 100 sf each			200	2 Therapists work stations
148	Therapy Entry			200	
149	Therapy Storage			150	Accessible to treatment space and Wellness/Therapy Pool
150					
151	**THERAPY SUBTOTAL**	**0**	**0**	**550**	
152					
153	***Community and Common Spaces***				
154	Lobby (with access control in CH/MDS)	1,000	800	1,200	May explore downsizing lobby a little bit. May also explore increasing depending on funding.
155					Estimated max event capacity: Standing guests = 150; Banquet = 75; trade show/market = 5-8 booths.
156	Front Desk/Access Control	150	150	150	Includes small sales kiosk

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
157	Commons				
158	Vending area				Included in lobby space.
159	Function/Party Room--Wet Classroom	800	700	800	Wet spaces accessible to pool deck. Consider sub dividable space to create larger function needs from this total for events, classes, etc. Estimated max function capacity: Standing = 125; Banquet/round tables = 60; Classroom = 45-50; Conference style = 20-24.
160	Community Room				
161	Multi-use Function/Dry Classroom	1,000	1,000	1,000	Can also serve as multi-function fitness space. Sub-dividable. Estimated max function capacity: Standing = 140; Banquet = 70; Classroom = 50-75; Trade show = 5-7 booths. Can accommodate 25-30 in fitness class.
162	Meeting/Function space storage	150	150	200	
163	Kitchenette/warming-catering kitchen	150	150	200	Not full commercial kitchen. Support catering and warming functions and prepared food and basics to support meetings, parties, functions, event hospitality, etc. Can also be linked to concession area to support concessions.
164	Concessions	200	200	250	Accessible from playing fields if possible. Size based on sport field concession facilities.
165	Concessions Storage	100	100	100	
166	Program/Activity Viewing Area	200	200	250	Viewing area from lobby, focused on Program Pool. May reduce this space and use seating to double as program viewing areas.
167	Restrooms	400	400	400	Important to have separate public restrooms, not just the locker/changing rooms.
172	Circulation (hallways)				Circulation in gross to net calculation
173					

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
174	Restrooms supporting playing fields				Estimated square footage = 500 (2 x 250 sf). Square footage added as option below the Aquatic Center Total
175	Storage supporting playing fields				Estimated square footage = 500. Square footage added as option below the Aquatic Center Total
176					
177	**COMMUNITY SPACES SUBTOTAL**	**4,150**	**3,850**	**4,550**	
178					
179	***Office Space***				
180					
181	Aquatic & Program Offices				Director and program office space on Second Level in ISG options
182	Aquatic Facility Director Program/Staff Offices				Flexible work space and work stations at approx. 75-80 sf per station plus support space.
183					
184	Pool Deck office/work space	150	150	150	On deck coach/instructor work space with flexible work stations (hotel office/hot desk) space. Can double for program office as well as meet operations space. Can also serve as HS coaches work spaces during HS seasons.
185	User Group Offices/Work Stations				
186	Lifeguard Office/Pool First Aid	150	150	150	Directly accessible to deck.
187	Staff Breakroom/Work space				On second level
188					
189					
190	**OFFICE SPACE SUBTOTAL**	**300**	**300**	**300**	
191					
192	***Aquatic Support Areas***				
193					
194	Storage				

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
195	Main Pool Storage	600	500	700	Storage is small. May be able to reduce slightly with below deck lane line storage.
196	Team Secure Storage Space	100	100	100	
197	Program Pool Storage	150	150	150	
198	Wellness/Therapy Pool Storage			200	
199					
200	Meet Management Suite				
201					Design includes this in on-deck coaches/program office. Can also manage events/meets from raised deck table.
202					
203	**AQUATIC SUPPORT SPACE SUBTOTAL**	**850**	**750**	**1,150**	
204					
205	***Mechanical Systems/Building Support***				
206					
207	Aquatics Mechanical Space	On lower level.			May move to first level with pump pit. Can review during engineering in Schematic Design Phase. Space based on Regen Media filters.
208	Chemical Storage Spaces	On lower level.			
209					
210	Building Mechanical Systems	800	700	900	Determined in design phase.
211					HVAC systems can be moved outdoors or onto roof to conserve space or building footprint as needed. Pros and Cons in this application.
212	Building Mechanical/Elec/IT/Fire				
213	Custodial/Janitor closets	100	100	100	
214	Laundry Facility	50	50	50	
215	Maintenance Office/Work Space	100	100	100	
216	General Building storage	200	200	200	
217					

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
218					
219	**MECHANICAL SYSTEMS SUBTOTAL**	1,250	1,150	1,350	
220					
221	**Natatorium Space**				**See Options at top of spreadsheet**
222	***Pools (Water Area)***				
223	Main Pool	4,900	3,525	4,900	Includes ramp and stair space
224	Program/Leisure/Teaching Pool	2,500	2,200	2,500	Features can include zero entry, current channel, play features, benches, etc.
227	Wellness/Therapy Pool			240	Therapy pool may be phased in at a later date as expansion or if space is allocated in original design. Quite a bit of aquatic therapy can also be conducted in the Program/Leisure Pool.
228	Whirlpool/Spa/Hot Tub				Not included in design
229					
230	**POOL WATER SURFACE AREA SUBTOTAL**	**7,400**	**5,725**	**7,640**	
231					
232	***Pool Decks (competitor & deck seating included in deck space.***				
233	***Main Pool***				Preferred Option: Starting/Diving End = 16.0'; turning End (assuming two spaces) = 8.5'; Athlete side = 13.0'; Spectator/management side = 11.5'. May massage this based on seating sight lines, etc.
243		4,760	3,758	4,760	
246					
247	***Program/Teaching/Leisure Pool***				8' average on 3 sides with 23' on locker room side for family seating and viewing.
257		3,932	3,000	3,932	
258					
259					
263	***Wellness/Therapy Pool***			1,040	
264	***Whirlpool/Spa Deck***				

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
265					
266	***Spectator Seating (on deck level)***				Moving spectator seating to raised seating on deck may be option to reduce cost of second level, but would increase footprint.
267	***Connecting Deck Space***				
268					
269	**POOL DECK SPACE SUBTOTAL**	**8,692**	**6,758**	**9,732**	
270					
271	**NATATORIUM SUBTOTAL**	**16,092**	**12,483**	**17,372**	**Pool and Deck Space**
272					
273					
274	**LEVEL ONE NET SQUARE FOOTAGE TOTAL**	**25,142**	**21,033**	**28,272**	
275					
276	Net to Gross Ratio-First Level	2,514	2,103	2,827	
277	10%				Average of lower % for Natatorium space and higher % for dry spaces.
278	Natatorium Space				
279	Dry-side Space				
280					
281	**LEVEL ONE GROSS SF TOTAL**	**27,656**	**23,136**	**31,099**	
282					
283	**Second Level (Concourse)**				
284	***Event/Spectator/Concourse Spaces & Services***				
285	Retail Space-Event				
286	Concession/Event Retail Space				
287	Spectator Upper Lobby /Concourse	600	500	600	Spectator concourse and Second Level circulation space
288	Spectator Seating	800	600	800	200 in Preferred Option seats @ 4.0 sf per spectator. Spectator seating to be retractable to allow flexible use of the space when not used for spectators/meets.

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
289	Spectator & Level Two Restrooms	350	350	400	
290	Storage	100	100	100	
291	Elevator				In Gross to Net calculation
292	Stairwells				In Gross to Net calculation
294					
295	**SPECTATOR SPACE SUBTOTAL**	**1,850**	**1,550**	**1,900**	
296					
297	***Other Second Level Spaces***				
298					
299	*Meeting Spaces*				Function/Meeting spaces on 1st level.
300	Multi-Purpose Function Room				
301	Function Room Storage				
302	Meeting Room				
303	Building Mechanical (MEP) Space				
304	Custodial/Janitor Closet				
305					
306	**MEETING SPACE SUBTOTAL**	**0**	**0**	**0**	
307					
308	*Office Spaces*				Offices moved to 2nd level to reduce footprint
309	Aquatic Facility Director	140	140	140	
310	Program/Staff Offices	280	280	320	Flexible work space and work stations at approx. 75-80 sf per station plus support space.
311	Staff Breakroom/Work space			200	Staff meetings can use general function spaces
312					
313	**OFFICE SPACE SUBTOTAL**	**280**	**280**	**520**	
314					
315	*Fitness Spaces*				
316	Cardio/Strength Room	800	800	1,000	

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
317	Group Ex. Room			1,000	Specific Dry-land workout/class space added on second floor. Sub-dividable into two spaces. Can be used as two studios as needed. Capacity of full 1,000 sf will support 25-30 class participants in an aerobic or yoga type activity. A subdivided space of approximately 500 sf each could support 10-12 class participants.
318	Fitness & Exercise Studios				
319	Fitness Storage	150	150	200	
320	Walking Track				Is there a way to cost and space effectively add a walking track into the design?
321					
322	**FITNESS SPACE SUBTOTAL**	**950**	**950**	**2,200**	
323					
324	*Other Spaces*				
327					
328	**OTHER 2ND LEVEL SPACES SUBTOTAL**	**0**	**0**	**0**	
329					
330	**2ND LEVEL SPACES NET SF TOTAL**	**3,080**	**2,780**	**4,620**	
331					
332	Net to Gross Ratio-Second Level	462	417	693	
333	15%				
334	**2ND LEVEL SPACES GROSS ST TOTAL**	**3,542**	**3,197**	**5,313**	
335					
336	**TOTAL BUILDING NET SQUARE FEET**	**29,072**	**24,563**	**33,842**	
337					
338	**TOTAL BUILDING GROSS SQUARE FEET**	**32,048**	**27,083**	**37,362**	
339					
340	**GROSS TOTAL BUILDING FOOTPRINT MAIN LEVEL**	**27,656**	**23,136**	**31,099**	

	A	L	M	N	O
19		**Preferred Option 11/28/21**	**Reduction Options 11/28/21**	**Enhancement Options 11/28/21**	
20	**FLOOR LEVEL & DESIGNATED SPACE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**SQ. FOOTAGE**	**COMMENTS and NOTES**
341					
342	**OUTDOOR SPACES**				
343	Patio off of Program Pool	1,500	1,500	1,750	
344	Playground space	800	800	1,000	
345	Outdoor exercise stations				
346	Other				
347					
348	**OUTDOOR SUBTOTAL: Square Feet**	**2,300**	**2,300**	**2,750**	

Attachment #3

TOWN OF WINCHESTER

Joint Resolution of the School Committee and Board of Selectmen

January 16, 2018

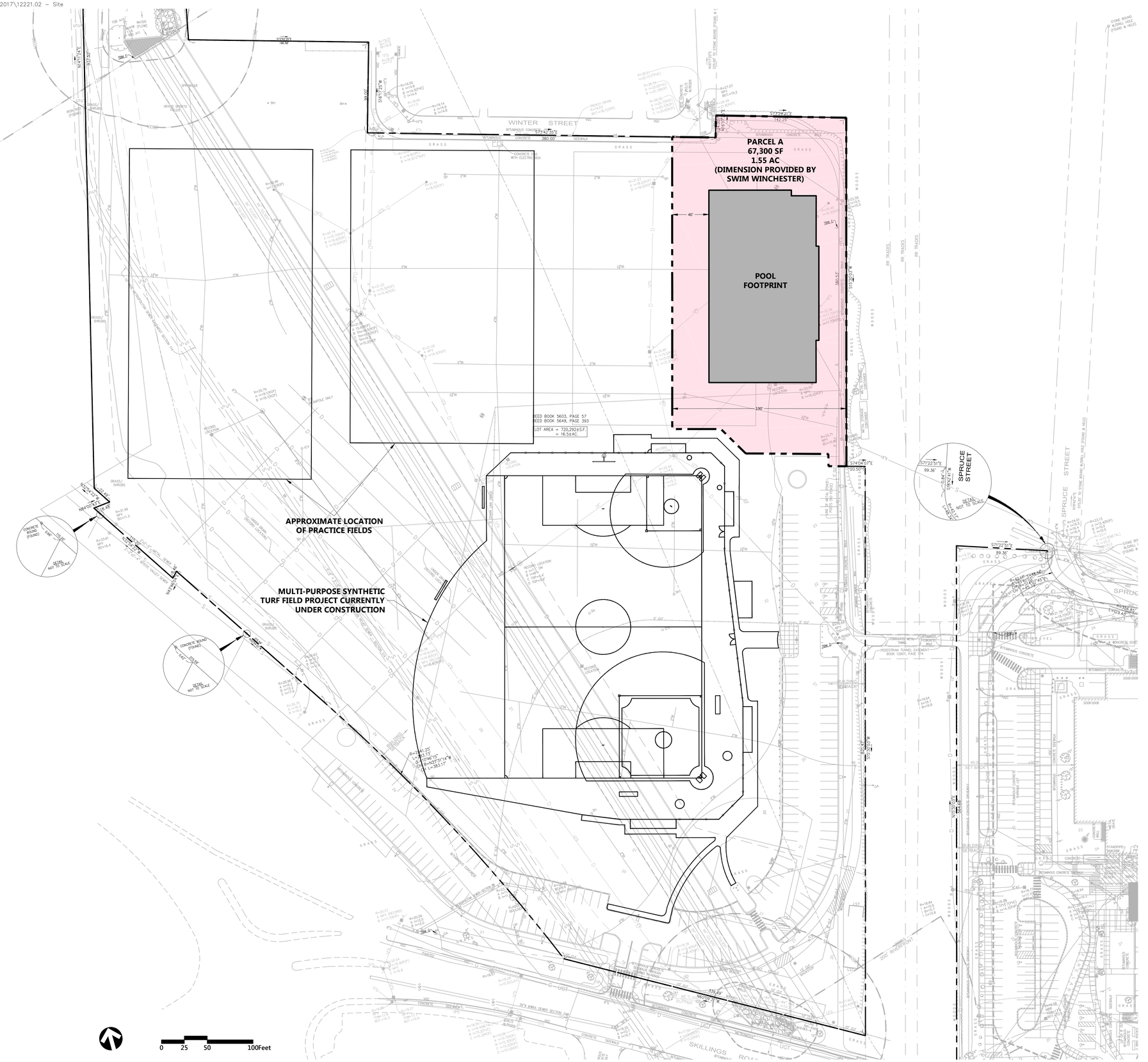
Joint Resolution of the School Committee and
Board of Selectmen (As Amended)

We hereby approve in concept the use of a portion of Skillings Field (the North-East corner, the potential outer boundaries of which are shown on Exhibit A) as the site for construction and operation of an indoor pool facility by Swim Winchester and its agents, for the benefit of the Winchester community, in particular, students of the Winchester Public Schools (prioritizing varsity girls and boys swimming), all subject to the following:

- demonstration by Swim Winchester that it can fully fund the construction and associated costs of the facility through private donations; (It is expected that Swim Winchester will report back within two years to both bodies.)
- agreement regarding design of the facility, especially with regard to environmental issues relating to the Skillings Field subsurface and flooding/stormwater management;
- agreement regarding an operating plan (including contingencies) and accompanying agreements, such as any lease, operating or other agreements for the facility, with the understanding that management and operations (of the facility) would not rely on Town personnel or financial resources.
- agreement regarding accommodation of neighborhood impact both during and after construction, such as traffic, parking and appropriate lighting; and
- availability of a draft or final Field Management Plan or Study sufficient to allow this Board and Committee to assess the adequacy of fields and facilities for school and youth sports (Exhibit B showing the portion of Skillings available for field or other athletic facility space after installation of the new synthetic turf field).

And further understanding that any such use of Skillings Field would all be subject to applicable approvals, permits and licenses, including but not limited to any necessary further approvals and actions by this

Board/Committee, by Town Meeting and by the Legislature of the Commonwealth of Massachusetts.



vhb.com
101 Walnut Street
PO Box 9151
Watertown, MA 02471
617.924.1770

Skillings Field with Synthetic Turf Field and Proposed Pool Parcel

80 Skilling's Road
Winchester, MA

No.	Revision	Date	Appvd.

Designed by | Checked by

Issued for | Date

Town of Winchester 1/2/2017

Not Approved for Construction

SITE LAYOUT PLAN

Drawing Number

Sheet 1 of 1

Project Number 12221.02