

REQUEST FOR PROPOSALS

Design/Build Services

**YMCA Greendale Family Branch
75 Shore Drive
Worcester, MA**

**Issued By: YMCA of Central Massachusetts
October 9, 2026**

I. PURPOSE

YMCA of Central Massachusetts (Owner) is soliciting written proposals from design/build firms (Firm) for the planning, designing, and construction services necessary for the construction of an 8,000 square foot outdoor Airnasium (Project) at the YMCA Greendale Family Branch located at 75 Shore Drive Worcester, Design is scheduled to commence February 2, 2027 with project construction completion by November 30, 2027. The estimated total project budget not to exceed \$1,000,000.

II. OVERVIEW

The proposed project entails the design and construction of a permanent Airnasium—a covered, open-air gymnasium that merges the advantages of outdoor recreation with the shelter and functionality of a traditional indoor facility. Engineered with durable materials such as pre-fabricated steel or a steel-timber hybrid, the structure will feature a roof to protect users from sun, rain, and other weather elements, while its open-sided design ensures ample ventilation and a connection to the outdoors. This versatile space will be configured to support a wide range of activities, including basketball, pickleball, fitness classes, summer camp program space as well as providing a space for community gatherings ranging from picnics to public events. The Airnasium will provide a connection to and enhance the existing outdoor amenities on site. Its open and inviting layout will foster community engagement, encourage physical activity across all age groups, and strengthen social connections by serving as a central hub for outdoor recreation and wellness.

The identified site for this project is the former location of an indoor tennis building. This building was removed in 2020, the site was graded, grass was planted and an irrigation system installed. Preliminary design work shows the site will be able to accommodate the new Airnasium.

The scope of the project includes:

- Utilizing the existing identified site to design and construct an 8,000 square foot Airnasium to accommodate three pickle ball courts, basketball courts (both full court and half court play), group exercise classes, community event space and summer camp programming.
- The Airnasium and access to the Airnasium needs to be ADA compliant.
- The design needs to complement the existing environment and existing site amenities.

III. SCOPE OF WORK

The selected Design/Build firm (Firm) will perform all professional services necessary for the design, planning, permitting and construction of the Project. The selected firm will address all existing conditions

and review all pertinent project information. The design team will produce the documents substantially according to the attached **Exhibit A – Owner’s Project Design Criteria** and will involve the following services:

- Schematic design
- Design development
- Construction documents
- Site and civil engineering
- Landscape design
- Architectural design
- Cost estimating
- Electrical engineering
- Plumbing engineering
- Permitting (including any Environmental surveying/permits required)

IV. PROJECT DEVELOPMENT

The Project will be funded by a federal grant from the Department of Housing and Urban Development as well as private contributions from our Community Grows Here Capital Campaign. The proposed designs and corresponding budgets will be reviewed by a committee of stakeholders led by Glenn Juchno, YMCA Vice President, Property and Risk Management. Final design and budget approvals will be made by this committee. The design needs to comply with any local zoning regulations and environmental regulations or restrictions. The Project is limited by the existing green space and proximity to Indian Lake – please refer to the included site map showing existing conditions. The dream is that the Project will enhance the existing outdoor amenities and provide opportunities for creative programming.

V. SUBMITTAL REQUIREMENTS

Each interested firm must submit six (6) copies of their proposal. All costs incurred in preparing proposals and for any other purpose prior to a formal award letter will be borne by the proposing firm and will not be reimbursed. Also submit an electronic copy of the proposal to Glenn Juchno, gjuchno@ymcaofcm.org.

The bid process will be conducted as a public bid process complying with federal regulations. Each firm must submit a fee proposal explaining how it will price the professional services described in **Part III - Scope of Work**. In preparing its proposal, each firm must consider the attached **Exhibit A – Owner’s Project Design Criteria** and **Exhibit B – Existing Conditions**, which are included with this Request for Proposals. Specific contract terms will be negotiated and agreed upon with the awarded Firm during the designated contract period; contract document required AIA Document A141.

VI. TECHNICAL

The existing site conditions need to be considered in the final design to maximum the use of the existing outdoor square footage and environmental requirements and current operating systems.

VII. PRE-BID MEETING

A pre-bid meeting and walk through of the site is scheduled for October 19, 2026, 2-3:00 pm. Firms will have an opportunity to visit the existing space and meet with YMCA staff to further discuss the project goals and answer any questions.

VIII. EVALUATION CRITERIA

The Owner will evaluate all the proposals received using the following criteria:

- Successful project execution experience with nonprofit clients
- In-depth understanding of the YMCA's mission and its project requirements
- Thorough familiarity with the design of outdoor community spaces
- Thorough familiarity with creating outdoor spaces in an urban environment
- Demonstrated ability to develop design standards and plans consistent with development goals
- Demonstrated ability to provide construction administration services to create a completed project on time and on budget
- Related experience of assigned design professionals
- Ability to speak knowledgeably with YMCA staff, visitors, and volunteers.
- Project design process
- Project schedule
- Total project cost alignment with Project budget
- Additional value-added services.
- In order to be considered, and ultimately selected, for this project, all contractors must be fully registered on [Sam.gov](https://sam.gov). Sam.gov is a requirement for all contractors working on federally funded projects.
- Although this project is not subject to Davis Bacon Related Acts, U.S. Treasury encourages the use of strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.
- Build America, Buy America (BABA) compliance.
- Certified Massachusetts **Minority Business Enterprises** (MBE), **Women Business Enterprises** (WBE)
- Professional reference checks (minimum 3)

IX. SELECTION PROCESS & TIMELINE

The selection process will be administrated by the Owner, which reserves the right to solicit comments and counsel from other parties. The schedule for the selection process is as follows:

<i>October 9, 2026</i>	Request for Proposals Issued
<i>October 19, 2026</i>	Pre-bid Meeting 2-3:00 pm
<i>November 20, 2026</i>	Bids are due by 12:00 p.m. 6 hard copies delivered to YMCA, 766 Main Street, Worcester, MA 01610
<i>November 23-25, 2026</i>	Committee Proposal Review
<i>December 1-3, 2026</i>	Finalist Presentations
<i>December 7, 2026</i>	Contractor selected
<i>January 30, 2027</i>	Contract executed
<i>February 2, 2027</i>	Design phase commences

The Owner reserves the right to change this schedule, to thoroughly inspect and investigate the business reputation or other general qualifications of any firm, to request additional information from all firms providing proposals, to reject any and all proposals if they are administratively determined to be lacking in any of the essentials necessary to assure acceptable standards of performance and to accept the proposal it deems most advantageous.

X. PROJECT APPROACH

- Organization of the design team including Owner's stakeholders
- Project design process
- An implementation schedule
- Computer-assisted design capabilities.

XI. PROPOSED COSTS

- Total design cost
- Total construction cost
- Total Fixtures and Furnishings Cost
- Payment schedule
- Additional value-added services.

Firms bidding on the project must submit six (6) copies of their proposal. All costs incurred in preparing proposals and for any other purpose prior to a formal award letter will be borne by the proposing firm and will not be reimbursed.

XII. CONTRACT CONDITIONS

The selected firm will enter into a written contract, which will document the terms negotiated in the selection process. The form of the contract is attached as **Exhibit B- Sample Agreement between Owner and Architect**.

XIII. GENERAL INSTRUCTIONS

The Owner reserves the right to award this contract not necessarily to the firm with the lowest price proposal but to the firm which will provide the best match to the requirements of this Request for Proposal. The principal considerations will be those of total cost, technical approach, relevant experience and background of assigned staff, and previous firm experience.

During the course of the Request for Proposals process, all bidder communications must be **via email only**, directed to:

Glenn R. Juchno
Vice President Property and Risk Management
YMCA of Central MA
766 Main Street
Worcester, MA 01610
gjuchno@ymcaofcm.org