



# PUBLIC NOTICE OF DESIGNER SELECTION

## Designer Selection Board

One Ashburton Place, Room 1004, 10th Floor | Boston, MA | 02108

Telephone: 617-727-4046 | [www.mass.gov/dsb](http://www.mass.gov/dsb)

**DSB List#:** 19-15

**Notice Date:** March 20, 2019

**Submission Date:** April 10, 2019 At 2:00 PM

**Project Number:** HCC2019-19-05

**Project Title:** Study and Design for General Building Renovations, Repairs, and Upgrades

**Project Location:** Holyoke

**Awarding Agency:** Holyoke Community College (HCC)

**Available Aggregate Amount:** Not to Exceed \$1,500,000

**Estimated Construction Cost:** Varies per Project, Not to Exceed authority delegated pursuant to M.G.L. c. 7C §5, for an individual project.

**Contract Term:** Up to Six (6) Years

**Maximum Fee Per Contract**, excluding reimbursables, based on the scope of work and services authorized, shall not exceed: \$500,000

### Prime Firm Requested:

- ☒ Architect
- ☐ Landscape Architect
- ☐ Engineer
- ☐ Interior Designer
- ☐ Programmer
- ☐ Construction Manager
- ☐ Other:

### Contract Type:

This contract will be a “house doctor” contract. Multiple projects of the type described in the Project Overview and Scope of Work may be assigned, and fee increments approved, up to the maximum fee per contract. Selection by the DSB under this advertisement does not guarantee that a contract will be executed with any given firm. The Awarding Agency will enter into House Doctor contract(s) with selected firm(s) at its sole discretion, based on the Awarding Agency’s needs. The Awarding Agency may award up to **three (3)** contracts, each with a total value of **\$500,000** to qualified designers under this contract.

### Immediate Services Authorized:

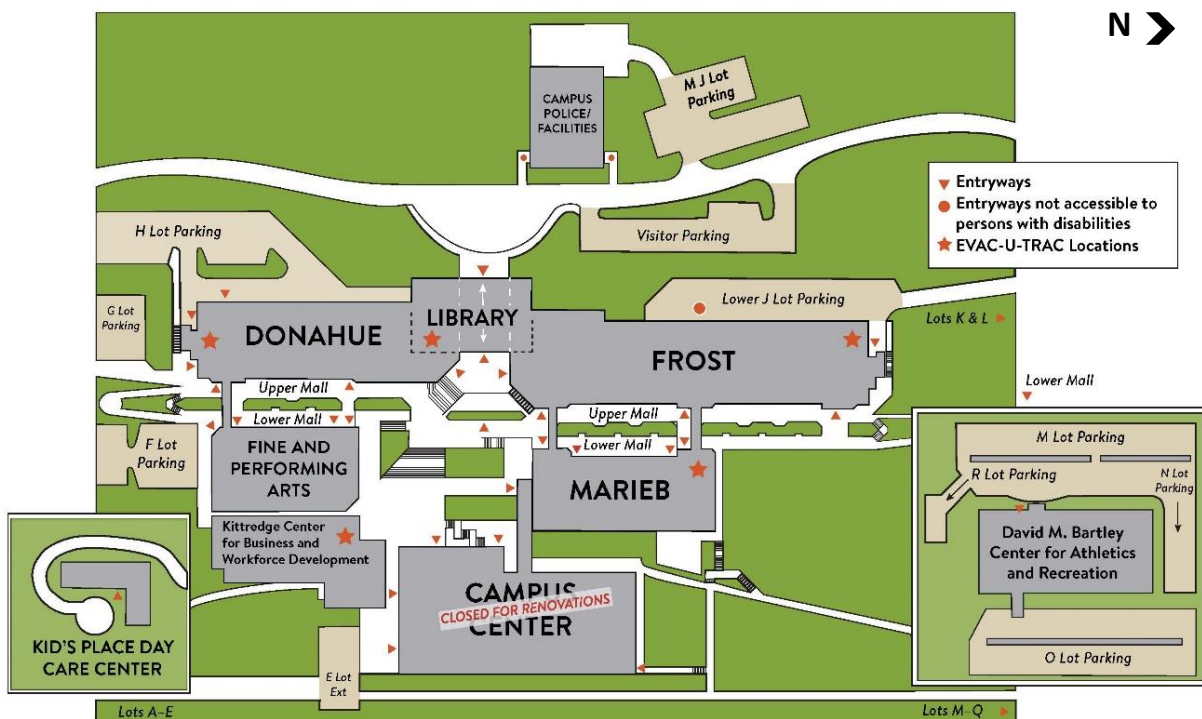
- ☒ Certifiable Building Study
- ☒ Schematic Plans and Outline Specifications
- ☒ Design Development Plans and Specifications
- ☒ Construction Plans and Specifications
- ☒ Administration of Construction Contract
- ☐ Other:

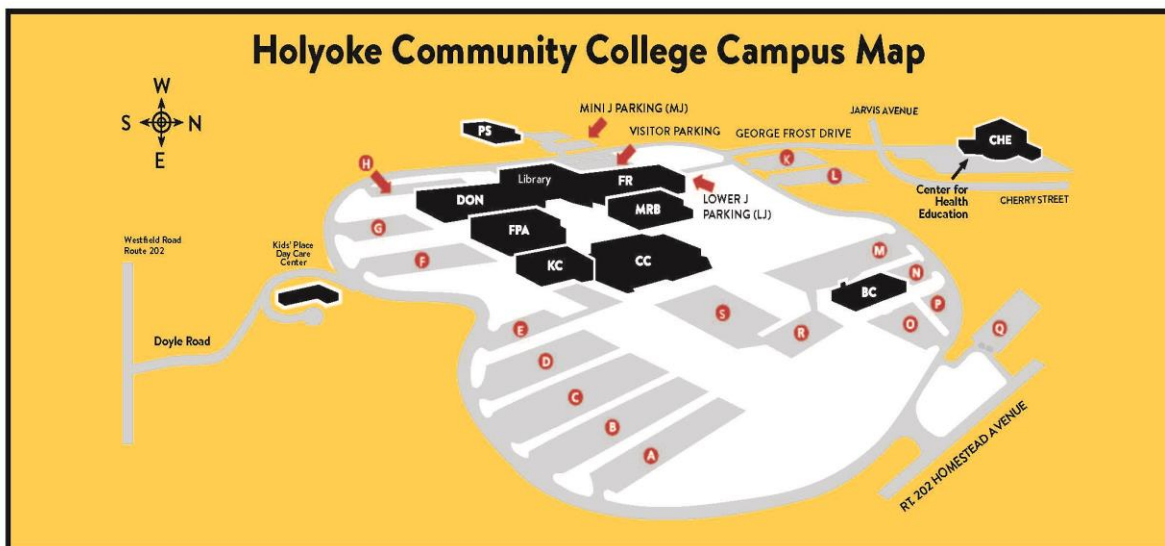
## AGENCY INFORMATION



Holyoke Community College (HCC), located in Holyoke, MA, was established in 1946, serves a diverse community with rapidly evolving needs, enrolling more than 12,500 students annually in credit, non-credit and workforce development courses. HCC provides a university-caliber education and exceptional preparation for success, including a comprehensive academic and personal support system. A vibrant, accessible, and welcoming campus community enables HCC students to thrive.

### Holyoke Community College Campus Map





#### PARKING LOTS

##### STUDENTS (Permit required)

Day Parking: 6 a.m. - 4 p.m. A, B, C, D, M, N, O, P, Q, R, S (D-Lot is a car pool lot until 10 a.m. & Q-Lot has a shuttle, M-F, 7 a.m. - 3 p.m.)

Evening Parking: 4 p.m. - 11 p.m. A, B, C, D, E, F, H, K, L, M, N, O, P, R, S

\*\*\*Students may not park in Upper J, Mini J, or G lot at any time.

##### STAFF (Permit required)

Day Parking: E, F, H, K, L • Evening Parking: G, J, L

##### VISITORS

J, E • for Special Events: F • Handicapped: G (Permit required)

#### Building Key

BC	David M. Bartley Center for Athletics & Recreation
CC	Campus Center Bookstore, Cafeteria
CHE	Center for Health Education
DON	Donahue Library, Student Activities
FPA	Fine & Performing Arts Leslie Phillips Theater
FR	Frost Administration, Admissions, Advising, Financial Aid, Student Accounts, Student Records
KC	Kittredge Center for Business & Workforce Development
MRB	Marieb Health & Life Sciences
PS	Public Safety Campus Police, Facilities

## PROJECT OVERVIEW

HCC is seeking to procure House Doctor services for building system upgrades, interior & exterior renovations, architectural upgrades, roofing projects, accessibility projects and utilities, roadways and parking upgrades. The “House Doctors” will be required to provide technical advice, creative problem solving, building code reviews, construction administration and project oversight.

## SCOPE OF WORK

The scope of work may include but is not limited to:

1. Investigating the nature and severity of the problem.
2. Documenting existing conditions.
3. Recommending detailed repairs and magnitude of cost for such repairs.
4. Proposing alternate methods of repairs for resolution of the problem, including energy efficient alternatives.
5. Developing the preferred solution to schematic design and/ or design development.
6. Preparing construction specifications and documents, cost estimates, and providing construction administration for the solution.

Consideration in the analysis should include energy costs, sustainability principles, expected remaining useful life of building systems and related life cycle costs. Particular attention should be paid to the constructability, reliability, durability and maintainability of building systems and materials.

If the selected designer is appointed for final design, the General Scope of Work will be defined by the certifiable building study and the current version of the DCAMM Designer Procedures Manual.

Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

## **SUPPORTING DOCUMENTS**

The scope of work for this project is supported by the materials listed below:

N/A

## **PROJECT REQUIREMENTS**

Project requirements, general conditions and/or requirements of this public notice include, but are not limited to:

### **Affirmative Marketing**

#### **MBE/WBE Participation**

In accordance with M.G.L. C.7C, §6 and Executive Orders 526, 559 and 565, **HCC** has established a minimum combined MBE/WBE participation goal of 17.9% of the overall value of the study and final design contracts for this project. Applicants must utilize a mix of both MBE and WBE firms whose participation, when added together, meets the overall combined goal set for the Contract. The combined goal requires a reasonable representation of both MBE and WBE firm participation. The Combined MBE/WBE goal must be met within the list of requested prime and sub-consultants. All applicants must indicate in the prime firm's application how they or their consultants will meet these goals and will be evaluated on that basis.

Further information about the MBE/WBE Program appears in the "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for Study, Final Design, and Construction Administration Services (October 2017) at Attachment C, and on the Supplier Diversity Office website: <http://www.mass.gov/sdo>. Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified will be required to bring a reasonable amount of participation by a firm(s) that holds the certification which is not held by the applicant to the project.

Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or have only nominal participation by one or the other to meet the combined goal, will not be considered responsive. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE/WBE goal. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goal, but must state this relationship on the organizational chart (Section 6 of the application form).

#### **SDVOBE/VBE Participation**

Veteran Owned Business Participation Benchmark - Chapter 108 of the Acts of 2012; Executive Order 565.

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises ("SDVOBE") and Veteran-Owned Business Enterprises ("VBE") on its design projects. The benchmark for combined SDVOBE and VBE participation on DCAMM and other Executive Branch agencies design projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

## Energy & Sustainability

### Executive Order 484: Leading by Example – Clean Energy and Efficient Buildings

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/anf/docs/dcam/dlforms/energy/energy-eo484-final.pdf>.

All building studies shall include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EO 484 or as determined by DCAMM. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project's impact on the operating agency's plan for meeting EO 484's goals are documented in the consensus solution, implementation plan and estimated construction cost.

## Universal Design/Accessibility

### Universal Design

Design solutions provided under this contract are expected to meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. **HCC** welcomes innovative design strategies that are usable by the widest range of people operating in the widest range of situations without special or separate design.

### Accessibility

The consultant's design must comply, at a minimum, with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/opsi/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations.html>), as well as the 2010 ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>). When the requirements of these two laws differ the consultant shall comply with the one that provides the greater degree of accessibility. The consultant is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act ([http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)) to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable. **HCC** will utilize an expert third party, such as DCAMM's Statewide Accessibility Initiative, to provide technical assistance and oversight for accessibility compliance during the study, design and construction process, including accessibility audits of existing buildings.

## Policies & Procedures

### Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$30,000 or for the design of a project for which the estimated construction cost is expected to exceed \$300,000 the designer shall:

- a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAMM), and continue to do so annually throughout the term of the contract;
- b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls and expresses their opinion regarding those controls to the **HCC**.

### DCAMM Procedures

The designer will follow the procedures established in DCAMM's Designer Procedures Manual dated August 2008 (<https://www.mass.gov/files/documents/2017/12/19/designers-procedures-manual-aug08.pdf>). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/dcam>).

### **Environmental and other supplemental services**

HCC reserves the right to obtain supplemental services through independent consultants who will collaborate with the Prime Firm and the Design Team. Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

### **Construction Specifications**

The designer shall utilize the DCAMM Standard Specification.

### **Cost Estimating**

Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAMM Cost Estimating Manual and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The Cost Estimating Manual can be found at <https://www.mass.gov/files/documents/2017/12/19/cost-estimating-manual.pdf> and Uniformat II can be found at <http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf>.

## **CONTRACT REQUIREMENTS**

### **Contract for House Doctor Services**

Appointed applicants will sign a standard *Contract for House Doctor Services* (October, 2017) ("House Doctor Contract"). Once a House Doctor Contract is executed with a selected applicant, DCAMM will solicit proposals from the House Doctor related to specific projects and issue Notices to Proceed for agreed upon scopes of work as set forth in the House Doctor Contract.

[https://www.mass.gov/files/documents/2018/12/03/contract-for-house-doctor-services-rev-18-11-29\\_0.pdf](https://www.mass.gov/files/documents/2018/12/03/contract-for-house-doctor-services-rev-18-11-29_0.pdf)

Exhibit A & B of the House Doctor Contract sets forth specific terms and conditions for the scope of services.

The designer must prepare studies for all projects under this contract with ECC >\$300 K, and all building studies must be certified by the DCAMM Deputy Commissioner before final design can proceed.

No costs shall be incurred or work performed before all contract documents are properly executed and a project Notice to Proceed is issued in accordance with the terms of the contract.

## **CONDITIONS FOR APPLICATION**

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the Design Contract (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost).

# APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB website <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>. The specific Personnel and Project Experience required is listed below.

## PERSONNEL

1. Architect (Prime Firm)
2. Mechanical Engineer (M/P/FP)
3. Electrical Engineer
4. Structural Engineer
5. Civil Engineer
6. Landscape Architect
7. Specifications Consultant
8. Cost Estimator
9. MA Building Code Consultant

If a discipline listed above is required to be registered by the Massachusetts Division of Professional Licensure, Applicants and Consultants shall be registered in the Commonwealth of Massachusetts in their respective disciplines.

## PROJECT EXPERIENCE

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

1. Familiarity with Commonwealth of Massachusetts Public Bidding requirements M.G.L. c.149 and M.G.L. c. 30, § 39M.
2. Demonstrated experience in the cost-effective repair and renovation of architectural systems, HVAC, electrical, plumbing, and mechanical systems, in occupied higher education facilities.
3. Demonstrated experience in the cost-effective repair and renovation of classrooms, office spaces, public assembly venues, science laboratories, sports facilities and athletic fields, art and music support spaces, in occupied higher education facilities.

# APPLICANTS PLEASE NOTE

Please use the latest [DSB Application Form \(Updated July 2016\)](#) and follow the [General Instructions for Filing Applications](#).

Application Update: Please submit One Original, with the Sub-Consultant Acknowledgement forms and SDO Certification letters (by mail or hand delivered) and please email an electronic copy of the application form (do not include the Sub-Consultant Acknowledgment forms and SDO Certification letters) to [applications.dsb@massmail.state.ma.us](mailto:applications.dsb@massmail.state.ma.us)

Applications that are incomplete will be rejected. Applications that are submitted on a form other than **DSB Application Form (Updated July 2016)** may be rejected as non-compliant and not be considered by the Board. Applications received at the DSB Office after the advertised deadline will not be considered.