



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

DSB List#: 19-16

Notice Date: March 20, 2019

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

Project Number: 19-009

Project Title: Fire Station Feasibility Study and Design

Project Location: 270 Barnum Road, Devens, MA 01434

Awarding Agency: Massachusetts Development Finance Agency (MassDevelopment)

Available Amount: \$6,500,000

Estimated Construction Cost: To be Determined by Study

Fee for: Study/Schematic Design \$75,000

Final Design To be Negotiated

Contract Type:

☒ Study & Final Design Services

Immediate Services Authorized:

☒ Schematic Plans and Outline Specifications
☒ Building Study, code analysis of existing facility and preliminary design development

Prime Firm Requested:

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

It is intended that the following continued services will be required of the selected Designer following completion of the certified study and notification of the Board in accordance with M.G.L. c. 7C.

☒ Design Development Plans and Specifications
☒ Construction Plans and Specifications
☒ Administration of Construction Contract
☐ Other:

AGENCY INFORMATION

MassDevelopment:

The Massachusetts Development Finance Agency (“MassDevelopment” or “Agency”) is a political and corporate body created to help foster economic development across the Commonwealth of Massachusetts to help foster economic development across the Commonwealth. The Agency is governed by an eleven-member Board of Directors. MassDevelopment prides itself on a team-oriented, solutions-based approach to economic development. The Agency provides its clients with entrepreneurial solutions to complex real estate projects and financing options that create economic opportunities in Massachusetts. Our staff is located in several offices throughout the Commonwealth.

MassDevelopment is currently involved in multiple, ongoing planning, development and real estate projects throughout the Commonwealth. Some of these projects are undertaken on MassDevelopment’s own behalf and some are undertaken in partnership with other entities including cities and towns, local and regional economic development agencies, and other state agencies. These projects frequently involve the reuse or redevelopment of underutilized and/or blighted property.

Devens Redevelopment Project:

MassDevelopment is the designated state agency responsible for overseeing the redevelopment of the former Fort Devens into Devens, a planned residential/commercial community of approximately 4,400 acres. To date, approximately 6,000,000 square feet of commercial/industrial space has been developed in Devens. There are currently 168 occupied housing units at Devens ranging from 600sf slab on grade bungalows to multi-unit two-story town house structures. Development of a 40 unit apartment building and an additional 68 units of 1,2 and 3 unit homes is underway and construction of a 58 unit senior living facility is scheduled to start this summer.

Devens Municipal Services:

In addition to serving as the redevelopment authority, MassDevelopment is responsible for providing municipal services for Devens. As stipulated in Chapter 498 of the Acts of 1993, MassDevelopment (f/k/a The Government Land Bank) was granted municipal authority and provides municipal services within Devens. The Act also created the Devens Enterprise Commission (DEC) as an independent body to administer permitting and regulatory authority within Devens. MassDevelopment operates municipal utility services for water, sewer, gas and electric systems, provides assessor duties, collects property taxes, administers a non-operating school district, and contracts with the Massachusetts State Police to provide police service within Devens. Devens has a fully staffed full time public works department and fire department/EMS.

PROJECT OVERVIEW

MassDevelopment is seeking to procure architectural and related services associated with the design, permitting and construction of a new fire station facility in Devens, MA. The existing fire station is located approximately 500 feet westerly of the proposed new facility. The new facility will be located within an existing building which is to be renovated to house all of the administrative, storage, meeting, common and personal spaces. The vehicle/equipment bay will be housed in a newly constructed addition to the existing building. Existing parking and driveway areas will be reconfigured to align with the new equipment bays and to provide access to publicly accessible portions of the fire station.

This project includes the renovation of a portion of an existing building (270 Barnum Road) to be used to house a new fire station for Devens, MA. The building to be renovated is a 22,500 square feet, single story building located at the corner of Barnum Road and Queenstown Street in Devens, MA. The building was originally constructed by the US Army in 1986 as a child care center for the former Fort Devens. In 2012 MassDevelopment renovated approximately 4,300 square feet of the building for use as the regional emergency dispatch center. The redevelopment fully isolated HVAC and electric services for this section from the rest of the building. In 2016 an additional 2,000 square feet of space adjacent to the dispatch center was reserved for future expansion as more towns participated in the service.

Plans have been in the works since the late 1990’s to replace the existing fire station. When the new dispatch facility was constructed, plans for a new combined fire, police and dispatch facility fell through. Over the years there have been numerous repairs and improvements made to the existing fire station to try and keep it useable but the condition and

configuration of the existing building, the position of the building on the site and the adjacent road system make the current location unfeasible for renovation.

Since a significant investment had been made to the building at 270 Barnum Road for the new regional dispatch center, it made sense to look into moving the fire services into the same building. The building has approximately 15,500 square feet of available vacant space – more than double the existing fire station. The configuration of the building will allow construction of a brand new equipment bay without requiring major site work. The building is configured to allow both the regional dispatch and the fire station to co-occupy the building with no interference. Both facilities will maintain access to the building; will have independent spaces within the building and all building systems will be separate as well.

Primary Objective:

Complete a Building Study to confirm that all of the required component spaces (administration, equipment/apparatus, personnel space, common space, meeting areas, etc.) will fit within the available portion of the proposed building, approximately 15,500 square feet, and will fit in such a way that will provide an effective and efficient flow between and through the spaces. It is also important that, after completion, this facility can be expected to provide a reasonable service life. Prepare detailed cost estimates to assist with determination of overall project budget.

Key Design Objectives:

1. Identify any structural issues that would impact the completion of the project at the designated location;
2. Determine if space needs can be accommodated in vacant portion of building and provide for an adequate flow through the spaces;
3. Verify feasibility of constructing attached garage;
4. Assume existing plumbing system to be re-used and all other systems to be upgraded or replaced;
5. Prepare conceptual site and floor plans;
6. Prepare conceptual cost estimates;
7. Prepare scope, estimate and timeline for full design and permitting of new facility.

SCOPE OF WORK

The tasks identified below are representative for the purposes of this advertisement and are by no means fully inclusive.

Task 1 - Project Start Up & Work Plan

Task 2 - Program Development & Existing Conditions Analysis and Documentation

Task 3 - Development & Evaluation of Alternatives

Task 4 - Development & Evaluation of Preferred Concept & Schematic Design

Task 5 - Building Study Report

Task 1 – Project Start Up & Work Plan

Project Start Up:

- Attend Kick-off meeting with relevant staff and stakeholders to:
 - Review all MassDevelopment project requirements, administrative and project management policies, procedures and protocols;
 - Review project goals and objectives, planning process, schedule of milestones, information and data requirements, etc.;
 - Introduce all design team members (including sub-consultants) to the user group, and describe their roles and responsibilities.
- The Designer should assume bi-weekly conference calls throughout the duration of the study phase unless otherwise notified.

Work Plan:

- Upon contract signing, the Designer, with **Mass Development**, will generate a Project Work Plan that will provide a detailed Scope of Work (SOW) including all required Tasks, Deliverables, Schedule and Fee Breakdown for this Study. **Mass Development** and the Designer will review and approve this Work Plan. Written notice-to-proceed with the project will be based on approval of the workplan by **Mass Development**. A written "Notice to Proceed" for the project will be based on the approved workplan will constitute a formal amendment to the Designer's Contract. During the course of the Study new opportunities or constraints may be uncovered and require a re-thinking of original intentions. If necessary, a memo will be issued outlining any revisions to the Work Plan that might be required. The Work Plan at a minimum will include:
 - A statement of understanding of the vision, goals, scope, budget, and schedule for the project;
 - Confirmation of team members' roles and their expected participation including DBE participation;
 - Evaluation of the preliminary Total Project Cost (TPC) developed by **Mass Development**;
 - A detailed schedule of meetings and workshops through the study phase including key attendees, draft topics agendas, projected time frames for design and construction, and permitting timeline.

Task 2 – Program Development & Existing Conditions Analysis and Documentation

During this phase of the study, the emphasis will be on collecting and analyzing data and documentation which will inform the alternatives developed in Task 3.

Program

The Designer, with their consultant(s), will confirm all program requirements for **Mass Development**. This will include an analysis of the existing program relative to right-sized standards as well as future program requirements. The Designer will provide a narrative that justifies program needs as well as a preliminary tabular program expressed in net square feet with net to gross ratios and gross square feet requirements, and typical room layouts and adjacency diagrams indicating key relationships and technical requirements. The program will be reviewed and endorsed by **Mass Development** and **Devens Fire Department** before proceeding to the development of alternatives. The Designer will:

- Review past staff and space analysis studies;
- With the planning consultant, analyze the fire department's current and future needs relative to additional commercial, industrial and residential development, applicable regulations, future trends and goals for consolidation;
- Interview **Devens Fire Chief** and **Devens Fire Department** representatives to gain a thorough understanding of their mission, programs, staffing, functional and technical requirements and any other relevant planning-design considerations;
- Provide a narrative which documents and presents a justification for all programmatic needs and requirements;
- Develop detailed tabular space program broken down by individual functional area and sub-area and identifying all net useable square footage, and all gross space requirements. Confirm program is detailed enough to ensure its accommodation in the existing building(s). Evaluate the program with respect to industry standards and norms as well as the established budget;
- Provide typical room layouts and spatial adjacency diagrams indicating key relationships, and technical requirements;
- Outline building systems requirements.

Scope – Site and Building

MassDevelopment maintains a full set of topographic, utility and basemap files for Devens. We have also transcribed the original floor plans for the existing buildings. While some field verification will be required, all of the available CADD data will be provided to assist in the project development. In addition, CADD files showing existing and conceptual floor/site plans for the proposed site will be provided by MassDevelopment.

- Existing Documentation Review and Analysis
 - Review documentation provided by **Mass Development** and identify any additional material or information needed to complete this Study.
- Existing Building and Site Conditions Analysis and Documentation
 - Have architectural and engineering teams perform a visual survey, supplemented by destructive testing, if necessary, to confirm building conditions and to support accurate conceptual pricing;
 - Interview **Devens DPW**, facility and maintenance staff, and local code officials for input on condition, use and operation of building. Review operations and maintenance procedures with **Devens Fire Department** facilities staff and identify areas of potential improvement and alignment with current best practices;

- Review Executive Order 484, 569, and other applicable performance data to determine applicability to the Agency. Incorporate required elements into the project conditions;
- Provide a thorough survey and analysis of hazmat conditions including scope, methods and cost for remediation as required to complete this project;
- Develop analytical framework for measuring construction and operating cost impacts during study and design phases;
- Provide a complete code analysis including a comprehensive Massachusetts Building Code analysis as applicable to the proposed project. Identify necessary permits, reviews and interactions with regulatory agencies and factor into detailed timeline for project delivery. Detail all relevant deficiencies or concerns and propose approaches for resolution to be incorporated in the alternatives developed in Task 3.

Cost

- Provide a current assessment of the construction cost escalation rate for similar buildings in Massachusetts;
 - Recommend potential options to reconcile preliminary costs with project budget for review by MassDevelopment.

Schedule

- Prepare preliminary design and construction schedule and/or phasing plan. Show in detail permitting and regulatory reviews required and their impact on timeline. Outline an approach to maintain 24/7/365 operation of the existing building(s).

Deliverables

- Complete annotated list of all documentation provided to the Designer by **Mass Development**.
- List of additional documentation or information identified by Designer as required to complete this Study;
- Facilities Conditions Assessment.
- Base document set including:
 - Site Plan;
 - Dimensioned floor plans, elevations and sections developed to BIM Level 200;
 - Photographs documenting conditions of the building and site.
- Overall summary and building condition narratives at Unifomat II Level 3.
- Complete code analysis identifying permits, reviews and interactions with regulatory agencies required; and including a comprehensive Chapter 34 analysis.
- Summary of findings, issues and factors expected to have an impact on design alternatives and costs.
- Draft prioritized list of recommended Life Safety, access, MEP and other required building systems, site and infrastructure improvements to be considered.
- Workshop materials for Cost Analysis Workshop and Project Review Workshop(s).
- Conduct workshop to present analysis and key findings to confirm project scope, budget, performance standards and schedule.
- Technical memorandum on costs, including life cycle cost analysis, possible approaches to cost control, and results of workshops.
- Meeting Minutes.

Task 3 – Development & Evaluation of Alternatives

This phase of the study will focus on developing and analyzing up to three meaningful alternatives for this project utilizing varying floorplans and/or alternate configurations of the equipment bays. These scenarios will define and prioritize the deficiencies in the building and site and identify the best and most cost effective approach to address them and achieve the goals of this study.

Program

- Create and analyze up to three meaningful alternatives for implementing the recommended program.
- Indicate any site issues.
- Include circulation diagrams and indicate accessible paths of travel.

Scope – Site and Buildings

- Develop a master list of facility deficiencies and proposals to address them.

- Present a matrix that illustrates a pros and cons analysis of alternatives in regards to criteria established by the Designer, **Mass Development** and the CM including but not limited to: accomplishing the goals of **Mass Development**, feasibility, constructability, reduction of energy and water consumption, improved overall resilience of the building, improved accessibility throughout the building and site, impact on maintenances and operations, cost avoidance, construction schedule, implementation difficulty and potential impact on day to day operation of building and any other implementation requirements and criteria identified by the Designer's Team, **Mass Development**, or the CM.
- Identify and define Priority Projects for near and long term implementation, this list may include phased projects.

Cost

- Provide cost estimate in Unifomat for all alternatives.
- Provide a relative cost estimate for construction of comparable standalone building for comparison only.

Schedule

- Further develop the project schedule for design through construction including required permits and associated required regulatory review which can impact the schedule.
- Evaluate schedule options and issues, including swing space needs and timing.

Deliverables

- Documentation of findings.
- Prioritized list of alternatives illustrating construction and funding schedule.
- Cost analysis including a cost estimate and life cycle cost analysis.
- Comparative matrix illustrating pros and cons in regards to **Mass Development** goals for the project, costs, construction schedule, and potential implementation impact.
- Technical memorandum on costs, including comparable costs and assessments, possible approaches for cost control, and results of analysis.
- Meeting Minutes

Project Review Presentation

A presentation by the design team, will be scheduled to provide all project participants and stakeholders an opportunity to comment on the key issues identified by the Study and to review the alternative concepts and preferred option selected from the work in Task 3. An appropriate presentation should be prepared for the Project Review and the selected alternative refined and documented per the outcome of the presentation.

Task 4 – Development & Evaluation of Preferred Concept & Schematic Design

Outline the preferred renovation alternative for the existing building and layout of the new equipment and apparatus bay to be constructed adjacent to the existing facility and plan for its implementation distilled from the alternatives and as directed by **Mass Development**. Include comments from the previous presentations and reviews. Prepare the following package as part of the certification documentation:

Program

- Narrative outlining all components to be included in the building and rationale for inclusion.
- Finalized detailed tabular program listing all programmed and support spaces.
- Revised relationship diagram depicting important adjacencies.
- Revised room data sheets with room layouts as required for illustration, equipment lists and performance requirements.

Scope – Site and Building

- Narrative that clearly outlines the preferred strategy for renovation, new construction, and/or phased projects as well as the rationale for their selection, including a detailed approach to maintaining the 24/7/365 operation of the existing building.
- Schematic Design Package per the DCAMM Designer's Procedure's Manual; LEED checklist and energy and water use estimates as required for applicable EO 484 and 569 compliance as determined ; Architectural, MEP systems, and site narratives.

Cost

- Detailed cost estimate in Unifomat II Level 3.

Schedule

- Detailed review of applicable codes, permits and compliance requirements.
- Implementation schedule including required permitting, reviews, construction phasing, required move and swing space coordination and other critical logistics, enabling projects, etc.

Schematic Design

- Prepare and submit a Schematic Design Package in full accordance with DCAMM's Designer's Procedures Manual. Tasks under the Schematic Design Phase include, but not limited to:
 - Coordinate Initial Design Conference;
 - Develop and submit Design Workplan;
 - Attend Progress Workshops with DCAMM, User Agency and Design Team;
 - Undertake Building Site Analysis (as required);
 - Finalize Building Code Analysis;
 - Ensure the building is designed to applicable Universal Design / MAAB / ADA standards and best practices;
 - Explore Energy Conservation opportunities and conduct a Life Cycle Cost Analysis;
 - Participate in Cost Estimating activities;
 - Coordinate with the Construction Manager.
- Schematic Design submission requirements include, but not limited to:
 - Design Premise: Premise upon which the design scheme is based, including sketches which illustrate indoor and outdoor program functional relationships, access, and future expansion;
 - Commissioning Plan: A scope of the Commissioning Services incorporated;
 - Energy Conservation and Life Cycle Cost Analysis: An energy conservation scope plan;
 - Site plans: Site plans of project addressing impact of accessibility, zoning, context, utilities, environment, parking, drainage calculations, planting, and other related program criteria;
 - Floor plans–Spaces: Floor plans of all levels identifying all program spaces, including security;
 - Floor Plans–Levels: Floor plans of all levels indicating the building's general mechanical, electrical, plumbing, and structural systems;
 - Floor Plans–Demolition and/or Current Conditions: (If applicable) Demolition and/or existing conditions floor plans for all trades;
 - Floor Plans–Site Relationship: The Designer must submit four elevations from the main orientation points of view indicating the relationship to site configurations;
 - Floor Plans–Program Spaces and Site Configurations: Two cross-sections with floor heights, including basement spaces identifying program spaces and relationship to site configurations;
 - Models–Designer's Studies: A three dimensional representation, axonometric, perspective drawing or an aerial photographic view of the Designer's Study model to convey the general massing of the project; a computer generated model in context is preferable;
 - Floor Plans–Scales: The plan, section, and elevation drawings shall be 1/4" = 1'0". If the building is large or irregular in shape and will not adapt to the use of match lines, 1/8" = 1'0", or other scale as requested, may be approved for submission;
 - Sheet size to be half-size.

Task 5 –Building Study Report

Prepare draft study report compiling the products of all tasks. Incorporate comments from Draft Report into a final report, including an Executive Summary and Project Narrative. Submit one copy for final **Mass Development** review and comment prior to final submission in digital and spiral-bound hard copy formats (three copies maximum).

Deliverables

- Draft report compiling and revisiting the products of Task 2, 3, 4 and 5 for review and comment by **Mass Development**;
- Final Report that incorporates comments from the draft report in required digital and hard copy formats. The report package should provide a sufficiently detailed information package that describes all relevant aspects of the proposed phased renovation strategy and includes: the executive summary, project narrative, project justification and rationale for selection of consensus renovation plan, schematic design package, final ADA,

Operations, MEP and site narratives, code analysis, energy costs, sustainable and resilient design approach, a phased construction cost estimate and narrative, an operating cost analysis, and a proposed project schedule (Gantt chart);

- Executive Briefing Power Point Presentation;
- D-size Copies of all plans prepared for all alternatives in hard copy and digital (pdf) format;
- Copies of all CADD files required for compilation of plans.

SUPPORTING DOCUMENTS

The scope of work for this project is supported by the materials listed below, which are available for review and download on the Designer Selection Board website.

- Selected sheets from the original construction plans for the building to be renovated.
<https://www.mass.gov/files/documents/2019/03/13/DSB-1916-Original-Construction-Plans.pdf>
- Copies of previously completed needs/space analysis.
<https://www.mass.gov/files/documents/2019/03/13/DSB-1916-Copies-of-Previously-Completed-Needs-Space-Analysis..pdf>
- Aerial photos of current fire station and proposed location
<https://www.mass.gov/files/documents/2019/03/13/DSB-1916-Aerial-Photos-of-Current-Fire-Station-and-Proposed-Location.pdf>
- MassDevelopment Insurance Requirements
<https://www.mass.gov/files/documents/2019/03/13/DSB-1916-MDFA-Insurance-Requirement-Matrix-02102017.pdf>
- MassDevelopment Standard Form Contract (“Contract”) titled “Massachusetts Development Finance Agency Contract between Massachusetts Development Finance Agency and Designer”
<https://www.mass.gov/files/documents/2019/03/13/DSB-1916-MDFA-Master-Form-Designer-Svcs-Agreement-Fire-Station.pdf>

PROJECT REQUIREMENTS

Diverse Business Enterprise Participation

While MassDevelopment has not established minimum Diverse Business Enterprise participation goals for this project, it does strongly encourage Diverse Business Enterprise participation. MassDevelopment strongly encourages the use of Minority Owned Business Enterprises (“MBEs”), Women Owned Business Enterprises (“WBEs”), Veteran-Owned Business Enterprises (“VBEs”), and Service Disabled Veteran Business Enterprises (“SDVBEs”, and collectively with the MBEs, WBEs, and VBEs hereinafter referred to as “Diverse Business Enterprise(s)”, each as certified by or recognized as certified by the Commonwealth of Massachusetts Operational Services Division’s Supplier Diversity Office (“SDO”) pursuant to 425 CMR 2.00, as consultants, contractors, sub-consultants, subcontractors, and suppliers in the procurement of its direct design, engineering, construction and all professional services.

Accordingly, MassDevelopment has developed a Diverse Business Participation Program (the “DBE Program”) which establishes criteria to encourage and measure participation by Diverse Business Enterprises in the provision of such services. Please see Attachment F of the Standard Form Contract for MassDevelopment’s DBE Participation Schedule in the Supporting Documents section above.

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. DCAMM 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 with applicable sections of 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>) for this type of facility. 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) to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

MassDevelopment 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 **MassDevelopment**.

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

Investigation of hazardous material conditions at the existing facility and incorporation of any remediation requirements into the project scope will be the responsibility of the Project Architect. **MassDevelopment** reserves the right to obtain supplemental services through independent consultants who will collaborate with the Prime Firm and the Design Team. Initial asbestos inspection cost estimating is covered under the initial building study. Design of remediation procedures, review of submittals, visual inspection for final clearances and review of monitoring and disposal records will be part of construction administration services. Indoor air quality testing/monitoring and LSP services during remediation activities will be the responsibility of the contractor.

If geotechnical investigation is required for site and/or foundation design it is to be completed by the project team. If needed, arrangements will be made to have the Devens DPW provide a backhoe and operator to assist. Collection of samples, testing and analysis will be performed by the project Geotechnical Engineer.

Construction Specifications

The designer shall be responsible for creating detailed comprehensive technical specifications specifically suited to the specific project in Standard CSI format. MassDevelopment will provide Division 0 specifications and assist with the development of Division 1 specifications.

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 Unifomat II in the study phase and in both Unifomat 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 Unifomat II can be found at <http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf>.

Building Commissioning

MassDevelopment may include an independent third party building commissioning as part of this project. The Commissioning Agent will develop in collaboration with **MassDevelopment** an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with **MassDevelopment's** design team during planning, design and construction to evaluate design proposals and make recommendations to ensure the maintainability and operational efficiency of the new building.

CONTRACT REQUIREMENTS

Contract for Study, Final Design, permitting, bidding and Construction Administration Services

The appointed applicant will execute MassDevelopment's Designer Services Contract, without revisions or modifications. The Designer Services Contract is available for review here:

<https://www.mass.gov/files/documents/2019/03/13/DSB-1916-MDFA-Master-Form-Designer-Svcs-Agreement-Fire-Station.pdf>

There is no guarantee of a minimum amount of work that will be awarded over the term of the Contract. There is no minimum payment guaranteed under the contract.

The executed Designer Services *Contract will apply to all phases of the project: Study, Final Design, bidding and Construction Administration Services* ("Contract"). The Contract will be signed when the study services are procured. If this Advertisement indicates that the Schematic Design/Certifiable Building Study fee is to be negotiated, following successful fee negotiations, the Contract will be amended to incorporate a scope and fee for schematic design and certifiable study services. If study certification pursuant to M.G.L. c. 7C is completed, the Contract may be amended to incorporate the design and construction administration scope of services and fee. Designers awarded the Contract for Study and/or schematic design are not guaranteed to be awarded the Design Phase. The Designer will be subject to termination conditions within the contract.

Study Phase: Pursuant to a recent revision to M.G.L. c. 7C Section 59, the Schematic Design will be included in the certified Study. MassDevelopment has established a goal of **three (3) months** to complete a Study, including Schematic Design. If selected for study services, the applicant agrees to execute the Design Contract or its successor, without revisions or modifications. MassDevelopment will compensate the Designer during the Study Phase for approved products in accordance with the approved work plan.

Design Phase: MassDevelopment has established a goal of **ten (10) months** to complete design (DD and CD). At the conclusion of the study, if the applicant is requested by DCAMM to perform final design services, the applicant agrees to amend the Study/Design Contract's scope of services to include final design and construction administration services (Attachment G – Design Phase Scope of Services), and the certified study, and any other documents as necessary.

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
10. Public Safety Planner
11. Traffic Signal Engineer
12. Geotechnical Engineer
13. Environmental Engineer/LSP

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. Demonstrated experience with the design, permitting, bidding and construction administration for public procurement projects in Massachusetts.
2. Demonstrated experience with design of fire station facilities including new construction and renovation of existing building.
3. Demonstrated experience with design and installation of traffic signal systems with pre-emptive systems. This can be provided by either the project civil engineer or a separate traffic engineer to be identified as part of the design team.
4. Demonstrated experience with the design of public construction projects that employ a variety of building trades.

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 deliver) 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

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.