



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#: 19-38

Notice Date: October 30, 2019

Submission Date: November 20, 2019 At 2:00 PM

Project Number: STCC 2020-09

Project Title: Study and Design for MEP & Land/Site Renovations, Repairs & Upgrades

Project Location: Springfield

Awarding Agency: Springfield Technical Community College (STCC)

Available Aggregate Amount: \$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, based on the scope of work and services authorized, shall not exceed: \$750,000

Prime Firm Requested:

- ☒ Engineer (**Mechanical**)
- ☐ Architect
- ☐ Landscape Architect
- ☐ 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 **two (2)** contracts, each with a total value of **\$750,000** 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

Founded in 1967 and located on 35 acres of the Springfield Armory National Historic Site, Springfield Technical Community College (STCC) is a major resource for the economic vitality of Western Massachusetts. As the only technical community college in Massachusetts, STCC, a designated Hispanic Serving Institution and an Achieving the Dream Leader College, offers a variety of career programs unequalled in the state. Biotechnology, Health Information Technology, IT Security, Mechanical Engineering Technology, Nursing, Optics & Photonics, Respiratory Care and dozens of other career programs produce potential employees each year. STCC's highly regarded transfer programs in Business, Engineering, Liberal Arts, Science and Technology continue to provide the most economical option for students pursuing a four-year degree. Our Workforce Development Center offers short term, affordable training both on site and online. With an annual enrollment of over 7,000-day, evening, weekend and online students S.T.C.C. is a vibrant campus rich in diversity.

PROJECT OVERVIEW

STCC's facilities currently include 998,622 occupied square feet of brick buildings (24 in total) constructed between 1807 and 1989 containing classrooms, science labs, medical simulation labs, lecture spaces, offices and a gymnasium, fitness center, theater, library and dining hall. Thirteen of the buildings are on the historic register, and much of the work in these buildings and the adjoining land is subject to review by federal, state, and local historic preservation agencies. A variety of historic archeological sites have been recorded with the Springfield Armory National Historic Site (SPAR) and include a historic parade ground, circa 1775 and a perimeter iron fence, circa 1870. The college has limited on-site parking but has several off-campus parking lots to support enrollment. **The college is located approximately 90 miles west of Boston.**

STCC is seeking House Doctor services to address deferred maintenance and capital repair needs for building systems and site work. The type of projects may include repairs or replacement of existing building HVAC equipment and central steam and water distribution systems. Other types of repair projects may include solar collectors, electrical system testing and the upgrade of fire alarm and security systems. Repairs to existing roadways and parking areas, regulatory site work, accessibility improvements and on-call services for emergencies will also be included.

The selected design team will be required to provide technical advice, creative problem solving, building code reviews, ADA compliance, MAAB compliance, Mass Historic submittals, certified study in required format, design documents, bidding documents, 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.
7. Providing archaeological services under the contract (as needed as an Additional Service).
8. Preparing design development documents, Mass Historic submittals, and closeout documents.
9. MOU (in draft currently) with National Park Service requires "archaeological investigations within the Preservation Control Area shall require a Field Investigation Permit (950 CMR 70) issued by the Massachusetts State Archaeologist" and shall be implemented to meet standards and guidelines.
10. Must be able to respond to emergencies within 90 minutes.

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.

SUPPORTING DOCUMENTS

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

- **Springfield Technical Community College Campus Map**
<https://www.stcc.edu/media/logo-files/CampusMap.pdf>

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, **STCC** 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).

Additional Diversity Program:

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 EOEA 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.

LEED Certification

If applicable, projects designated under this contract shall be certified at a level of Silver or higher, including Mass LEED Plus requirements. All measures proposed to achieve a LEED rating shall be incorporated into Final Design as part of the Designer's base fee; administration of the certification process by the Designer during the Final Design and Construction phases of the project will be considered an extra service. Any project undertaken in a building having an existing LEED certification shall be executed in a manner that will preserve or improve the building's LEED certification level.

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. **STCC** 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) to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable. **STCC** 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 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 **STCC**.

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

STCC 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, STCC 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

Exhibits A, B & C 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. Mechanical Engineer (M/P/FP) (Prime Firm)
 2. Architect
 3. Electrical Engineer
 4. Structural Engineer
 5. Civil Engineer
 6. Specifications Consultant
 7. Cost Estimator
 8. MA Building Code Consultant
 9. Historic Preservation Consultant
- The title "architect" refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; and
 - The title "landscape architect" refers to design professionals, licensed or unlicensed, that exhibit through their application that they possess acceptable experience to provide design services in the field of landscape architecture as needed for the project; and
 - The title "engineer" refers to design professionals that maintain a current registration in any one of the engineering categories governed by the Massachusetts Board of Registration of Professional Engineers and of Land Surveyors.

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 working in occupied space in higher education settings with facilities of comparable age and condition.
2. Demonstrated experience in cost effective repair, upgrade or renovation of HVAC, electrical, plumbing, fire safety, sewer, water, and mechanical systems/infrastructure.
3. Demonstrated experience in site work with deed restrictions and regulatory requirements.
4. Demonstrated experience with public procurement procedures pursuant to M.G.L. c. 149 and M.G.L. c. 30, § 39M, and the ability to produce DCAMM certifiable studies and construction bid documents quickly to meet complex project time schedules.
5. Demonstrated knowledge in the documentation and review process required under NHPA Section 106 and NEPA regulations and all applicable state and federal building codes.

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.