



# PUBLIC NOTICE OF DESIGNER SELECTION

## Designer Selection Board

One Ashburton Place, 10th Floor, Room 1018A | Boston, MA | 02108

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

**DSB List#:** 20-09

**Notice Date:** June 3, 2020

**Submission Date:** June 24, 2020 At 2:00 PM

**Project Number:** MCA-EHS 2020

**Project Title:** Study, Planning, Design & Construction of  
Health Care/Residential Care Environment Facilities

**Project Location:** Multiple

**Awarding Agency:** Division of Capital Asset Management and Maintenance (DCAMM)

**Available Aggregate Amount:** \$ 18,000,000

**Estimated Construction Cost:** Varies per Project, Typically less than \$10,000,000

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

**Maximum Fee Per Contract**, based on the scope of  
work and services authorized, shall not exceed: \$ 3,000,000

### 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 **six (6)** contracts, each with a total value of **\$3,000,000** to qualified designers under this contract. Awarding Authority may assign a House Doctor with which it has signed a contract to perform individual project(s) of the type described in this advertisement directly for another Commonwealth entity.

### 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



The Division of Capital Asset Management and Maintenance (DCAMM), an agency within the Executive Office for Administration and Finance (A&F), is responsible for capital planning, major public building construction, facilities management, and real estate services for the Commonwealth of

Massachusetts. The agency was created by the legislature in 1980 to promote quality and integrity in the management and construction of the Commonwealth's capital facilities and real estate assets.

DCAMM oversees the Commonwealth's capital assets, totaling over 65 million square feet. The agency manages over \$2 billion in capital projects, working with state agencies on the full cycle of their strategic facility needs. DCAMM directly manages 5.5 million square feet of state buildings, and for those buildings not managed by DCAMM, we assist our client agencies using comprehensive and cost-effective maintenance and management strategies and standards. DCAMM is also responsible for all state real estate activities, including acquisition of property, disposition of surplus property and the leasing of space on behalf of state agencies, for offices and other facilities.

## PROJECT OVERVIEW

DCAMM, seeks to procure House Doctor services from design professionals with broad experience to support a wide variety of planning and design needs throughout the state's portfolio with an emphasis on health care-related facilities and residential treatment, rehabilitative and confinement settings. Services may include but are not limited to: strategic planning, master planning, programming, healthcare and residential care facility planning and design, strategic technology planning, security, facility conditions assessments, comparative cost modeling, life cycle costing, certifiable building studies, design, and construction.

Many of our state facilities serve less advantaged citizens with compromised health conditions, trauma history, and complex behaviors and needs. Many of our healthcare, residential treatment and secure facilities are aged and suffer from a significant backlog of deferred maintenance needs. These challenges were made even more evident during the COVID 19 crisis and we are preparing for other catastrophic events such as climate impacts of flooding, extreme heat, and hurricanes or another health-related crisis. As we work to better prepare our agencies to serve the needs of our citizens these facilities must also be hardened to endure the effects of climate change, and upgraded to provide the level of care needed.

Healthcare and supportive residential care facilities must be purposefully prepared to handle these kinds of crises. In addition to addressing repairs and renovation needs, we now also need to design these facilities to support the changes needed for an epidemic surge, such as infection control and containment, staff safety, specialized patient care, upgraded and/or replaced HVAC (including low/no carbon fuels) and to be able to remain accessible and secure even in a crisis situation.

Most of our facilities were not designed with the flexibility to handle surges and/or able to easily be adapted to respond to changing needs. These facilities pose a particular challenge that will take skill and creativity to find workable and cost-effective solutions. We are seeking design partners willing to address these challenges with creative solutions while balancing aesthetics, first cost, operating cost, functionality, and schedule. The work emphasizes the importance of understanding both general health care and residential treatment facility needs, building operations considerations, healthy building materials and the evolving criteria for building design in response to events like the COVID 19 or other trends that cause a rapid shift in capacity, treatment, or facility demands.

DCAMM seeks a strong leader in the House Doctor as a partner with a diverse team that can demonstrate their ability to be innovative, nimble, collaborative and inclusive. The team should demonstrate their ability to facilitate community engagement and their experience with and understanding of the needs of the communities served by the state's programs.

DCAMM will define the required scope of work for each assignment, assess the selected House Doctor consultant teams to identify those teams that have the required expertise for the assignment, and solicit non-fee proposals from them. These tasks will be undertaken in highly interactive and collaborative processes that require demonstrated experience in master planning, programming, health and residential care building and design (including care in secure or other specialized settings), building studies, project design and project construction.

Below is a list of some representative Executive Office of Health and Human Services (EOHHS) and Executive Office of Public Safety and Security (EOPSS) facilities that may be the focus of projects under this House Doctor contract, but we are not limited to these properties. We are seeking a specialized expertise that we find is needed more and more for state-owned facilities. We may need advisory support for changes to leased properties that will be executed by others. Projects are expected to range from repairs and replacement of HVAC or other building systems to reprogramming for improved treatment and assessment of facilities for repurposing.

## **EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES (EOHHS)**

### **Department of Public Health (DPH)**

- Pappas Rehabilitation Hospital for Children
- Tewksbury Hospital
- Western Massachusetts Hospital
- Lemuel Shattuck Hospital in Jamaica Plain and the new Shattuck Hospital in the South End

### **Department of Mental Health (DMH)**

- Taunton State Hospital
- Lindemann Center, Boston
- Community Mental Health Centers (including Lowell and Quincy)
- Worcester Recovery Center and Hospital

### **Department of Developmental Services (DDS)**

- Hogan Regional Center
- Wrentham Developmental Center
- Group Homes

### **Department of Youth Services (DYS)**

- Hardware and Staff secure residential programs

### **Massachusetts Soldiers Homes**

- Chelsea Soldiers Home
- Holyoke Soldiers Home

## **EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY (EOPSS)**

### **Secure facilities**

- Massachusetts Alcohol and Substance Abuse Center, also known as MASAC at Plymouth
- Bridgewater State Hospital
- Infirmaries at various Dept. Of Correction sites
- BayState Pre-release Center, Norfolk

## House of Corrections

- 13 Sheriff departments within each County (except Nantucket)

## SCOPE OF WORK

The scope and focus of work expected is broad and may range from emergency repairs to long-term strategic planning. It may include but not be limited to:

1. Strategic planning working closely with DCAMM and the user agencies to align facilities to address future health care needs.
2. Strategic planning working closely with DCAMM and the user agencies to align facilities to address future climate crises.
3. Building and multi facility master planning.
4. Stakeholder organization and implementation.
5. Review of best practices in the design of health care and residential care institution facilities.
6. Programmatic and operations analysis and planning.
7. Developing program test-fits for sites and/or buildings that result in multiple options.
8. Modernization of infrastructure and technology.
9. Planning, design and construction to improve access and mobility.
10. Planning, design and construction to enhance security and safety.
11. Planning, design, and construction to improve climate resilience (e.g., stormwater, flooding, heat waves).
12. Planning, design, and construction to reduce operating carbon emissions through low/no carbon fuels.
13. Facility Conditions Assessments: Conducting and documenting the condition of the buildings, systems and site components prioritization of repairs with projected capital expenditures over the next 10 years.
14. Evaluating re-use suitability, permitting, and related code analysis, investigation of needed repairs, and preliminary cost estimates.
15. Operations analysis.
16. Programming.
17. Preparing architectural feasibility studies that include illustrative drawings and scope for recommended renovation plans for properties.
18. Developing the preferred solution to schematic design and/or design development.
19. Preparing construction specifications, documents and cost estimates. Assisting with public bidding and providing construction administration for the project.

### Potential Projects

**Sample Project #1:** In close collaboration with the user agency and DCAMM, provide strategic planning services to identify all facility requirements to enable residential care facilities to address possible future epidemic surges or climate change impacts. Initial study may involve evaluation of several possible sites to identify the best option. Develop a plan to address these needs with relative costs, phasing, timeline.

**Sample Project #2:** In close collaboration with the user agency and DCAMM prepare and execute a stakeholders organization plan for the planning and design of the renovation of a healthcare facility. Clearly establish goals, timeline, required participants, current trends, benchmarks, criteria for decision making, and relative cost for options.

**Sample Project #3:** In close collaboration with the user agency and DCAMM, provide study and design for exterior and interior renovations including, but not limited to, HVAC upgrades/replacement, elevator renovations/upgrades, envelope, roofing, and parking lots.

**Sample Project #4:** In close collaboration with DCAMM and user agency provide study, design and construction administration services for the renovation of an existing residential treatment facility into a Sec 35 secure

treatment center. This project is on a very tight timeline and requires careful schedule analysis and proposals to accelerate completion date.

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.

## 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. Health Care Planner
  11. Hazardous Materials 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.

### EVALUATION FACTORS

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. Diversity Focus Statement (Question 10): Approach to enhancing diversity in assembling the team for this project and the inclusion of firms that expand the overall breadth of different firms working on DCAMM projects including description of specific working relationships and responsibilities between and amongst team members for both MBE/WBE firms and those with which they will be teaming.
2. Demonstrated experience in both new and renovated facilities related to: Strategic planning, programming, design and construction administration, including technological transformations, resilience approaches, accessibility and high performance and low carbon building operations for flexible health care and residential care facilities that are capable of pivoting in the event of a health care crisis or new programmatic demand. Experience should include projects in occupied facilities.
3. Demonstrated experience in leading multiple party stakeholders of the applicant and their sub-consultants – specifically, the applicant’s Project Manager through a planning, design and construction process of complex facilities with a clear approach to leading a group through a process of existing

condition documentation and analysis, establishing bench marks, cost modeling, target value adherence, goal definition and criteria for evaluation of options.

4. Relevant experience of the health care planner with evolving best practices in healthcare design with demonstrated design excellence in spaces for health and wellbeing and including the use of evidence based design.

## SUPPORTING DOCUMENTS

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

N/A

## PROJECT REQUIREMENT

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

### Affirmative Marketing

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Along with the MBE and WBE business participation goals which reflect ownership status, set forth below, the Designer Selection Board and DCAMM are interested in learning about the applicant firm's approach and commitment to diversity in its HR policy, its overall business practices and in assembling the project team. Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, including work it would typically provide in house when appropriate, partnering, offering opportunities to qualified firms with whom it or its consultants have not previously worked or firms that may have less experience working on public projects, and other means that provide additional opportunities for MBE and WBE firms in new ways.

**Applicants, as prime firm and team lead, should include in their application under section 10, a statement directly addressing their approach to enhancing diversity in assembling the team for this project, including a clear description of each working relationship, and in their overall HR and business practices. The Designer Selection Board strongly encourages teams composed of firms that expand the overall breadth of different firms working on DCAMM projects. See also Evaluation Factors.**

In accordance with M.G.L. C.7C, §6 and Executive Orders 526, 559 and 565, the **Division of Capital Asset Management and Maintenance (DCAMM)** 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 their application how it or its 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 House Doctor Services (October 2017) at Attachment F, 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 along with firms that expand the overall breadth of different firm working on DCAMM projects 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 Programs:**

##### **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.

In addition the Commonwealth encourages the participation of Disability-Owned Business Enterprises (DOBEs) and Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBEs) firms on its design projects (see executive order 565 -No. 565: Reaffirming and Expanding the Massachusetts Supplier Diversity Program | Mass.gov

#### **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) or the most recent Leading by Example Executive Order: 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 EOEEA 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 goals of the relevant Executive Orders are documented in the consensus solution, implementation plan and estimated construction cost.

##### **LEED Certification**

If applicable, projects 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.

#### **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. **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 Design Team’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. **DCAMM** will use its Accessibility Consultants 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 the **DCAMM**.

### 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

Development of any hazardous materials assessments, specifications, and documents will be provided through the Hazardous Materials Consultant Design Team member identified below. DCAMM reserves the right to obtain supplemental services through independent consultants who will collaborate with the Design Team. These supplemental services may include, but are not limited to, asbestos inspection and monitoring, and indoor air quality testing and monitoring.

### 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>.

### Commissioning

DCAMM will include an independent third-party building commissioning agent as part of this project. The Commissioning Agent will develop in collaboration with DCAMM an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with DCAMM'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 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.*

Applicants are advised that certain documents are required as a condition of contract execution, including, without limitation, evidence of 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 (i.e., minimum coverage of \$250,000 up to \$5,000,000 per claim depending on the construction cost). Evidence of pollution liability coverage in compliance with the Contract requirements may be carried by the Hazardous Materials Consultant identified below; all other coverage must be carried by the Designer.

## CONDITIONS FOR APPLICATION

Before a designer can apply for a project within DSB jurisdiction, they must file a written "disclosure statement" in accordance with M.G.L. c. 7C, § 48. The statement provides the basis for the DSB informational database and verifies that the designer meets certain general qualification and ownership requirements detailed in M.G.L. c. 7C, § 44 and 48. To help firms meet this requirement, the Designer Selection Board provides an online registration system that can be accessed at <https://www.mass.gov/service-details/new-dsb-online-registration-process>. Firms must register on this platform to submit the required disclosure statement; paper disclosure statement submissions are no longer accepted. As part of applying for a particular project, firms must verify that the information provided remains accurate and up-to-date or, if necessary, submit updated information.

## APPLICANTS PLEASE NOTE

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

**Application Update:** Please email an electronic copy of the application form with the Sub-Consultant Acknowledgement forms and SDO Certification letters to [applications.dsb@massmail.state.ma.us](mailto:applications.dsb@massmail.state.ma.us). DO NOT MAIL OR HAND DELIVER PAPER COPIES.

The Designer Selection Board is pleased to announce that starting July 1, 2020 we will be accepting applications through Autocene. we will continue to accept applications via emails through September 30, 2020.

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.

### **NOTICE REGARDING ONLINE REGISTRATION:**

*Please be advised that the Designer Selection Board is transitioning to a new online system for all of its operations. At the present time, interested prime firms may use the current Master File Brochure or may use the new AUTOCENE Enterprise Automation Platform that is available online to meet its statutory disclosure requirements.*

Please refer to this link [HERE](#) for more information. After January 1, 2020 all disclosures must be filed online and new Master File Brochures will no longer be accepted.

For more than a year, the Designer Selection Board has been working on an exciting streamlining effort with the AUTOCENE Enterprise Automation Platform that will enable registered users to access all DSB operations online. We intend to roll out the product over the next few months and as a first step we are encouraging prime and sub-consultant firms to register using the attached instructions.

By registering, prime firms will no longer have to provide disclosures (formerly master file brochures) as they can be updated easily online as necessary. Sub-consultant firms will also have full access and will be able to develop an online profile with references and firm information. Both will be able to search our database, select their sub-consultants and put teams together, respond to evaluations, and apply to projects. The resultant statewide database of designers and sub-consultants will be used by public agencies and municipalities to enter their evaluations, for any public project in Massachusetts.

We encourage everyone in the design community to enter all their information and start getting used to this powerful new product!