



# 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#:** 20-11

**Notice Date:** June 3, 2020

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

**Project Number:** ECSD2020HD

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

**Project Location:** Middleton & Lawrence

**Awarding Agency:** Essex County Sheriffs' Department (ECSD)

**Available Aggregate Amount:** \$2,000,000

**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: \$500,000

### Prime Firm Requested:

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

### 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:

### 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 **four (4)** contracts, each with a total value of **\$500,000** to qualified designers under this contract.

## AGENCY INFORMATION

The Essex County Sheriff's Department (ECSD) is responsible for the care, custody and control of both pre-trial detainees and inmates sentenced to for 30 months or less. The Essex County Sheriff, Kevin Coppinger, operates three separate holding facilities in Essex County: Essex County Correctional Facility in Middleton, Pre-release and Re-entry Center in Lawrence, and Women in Transition in Salisbury.

ECSD's top priority is to protect residents in the region from criminal offenders. This is accomplished by:

- Housing inmates in a secure and fair manner.
- Practicing correctional policies that comply with all local, state and federal laws.
- Using innovative correctional approaches that are in accord with the mission.
- Informing and educating the public about the department through the media, tours of the facility and public appearances by the sheriff, administrators, K-9 unit and uniformed personnel.
- Providing a professional working environment for the staff, which takes into account at all times their welfare, safety and opportunities for professional advancement.
- Providing rehabilitation and academic training to offenders while they are incarcerated, so they will not repeat their mistakes once they are released.
- Devising and structuring post-release supervision plans for offenders, to assist them in transitioning back into their respective communities.
- Partnering with local, state and federal law- enforcement agencies in the development of campaigns and programs that fight crime and promote public-safety initiatives.

See the Essex County Sheriff's website for additional background information: <https://www.essexsheriffma.org/>

## PROJECT OVERVIEW

The scope of House Doctor services would apply to two of ECSD's correctional centers: **Essex County Correctional Facility** and **Pre-release and Re-entry Center**. Located at 20 Manning Avenue in Middleton, Essex County Correctional Facility consists of eleven buildings with a combined area of approximately 253,000 square feet. The correctional center, which was opened in 1991, is both the Sheriff's Office's Headquarters and the largest facility, housing over 1,150 detainees awaiting trial and inmates in the medium- and maximum-security levels.



*Campus map - Essex County Correctional Facility in Middleton*

The Pre-release and Re-entry Center is located at 165 Marston Street in Lawrence. Opened in 1907, the correctional center consists of eight buildings totally approximately 100,000 square feet. The Pre-release and Re-entry Center houses over 120 inmates in the pre-release security level.



**Campus map** - Pre-release and Re-entry Center in Lawrence

ECSD seeks House Doctors to investigate, evaluate, and prepare certifiable studies and final design services for repair, renovation, alteration and modernization to both correctional centers. Projects may include evaluations of existing structures and components including interior finishes and systems, roofing and building envelope, and building systems assessments. For each project, the selected House Doctor will be asked to prepare a scope of work, a fee estimate, and a proposed schedule for the project. After review and approval by ECSD, a notice to proceed will be issued to the House Doctor.

## 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.

Projects should include considerations such as 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. For smaller projects, the designer may also follow DCAMM's template and instructions for Deferred Maintenance Projects.

# 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
- 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. Demonstrated experience in the planning and design of correctional facilities of similar size and complexity, including experience in phasing corrections construction projects with high security requirements.
2. Demonstrated experience with repair, renovation and modernization projects for site improvements, building envelope, roofing, windows, structural systems, mechanical systems, plumbing systems, electrical systems, fire and life safety systems, conveyance systems, security systems (perimeter fencing, site lighting, access control, video surveillance, alarm system, etc.), accessibility compliance, etc. in active correctional facilities.
3. Demonstrated experience in designing energy-efficient and sustainable buildings in correctional institutions.
4. Demonstrated experience managing public projects.

# 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:

## Security Sensitive Information

Please note that this may be designated a Security Sensitive Information (SSI) project. The Designer may be required to enter into an agreement to keep all information strictly confidential and adhere to document distribution protocols set forth by ECSD.

## Affirmative Marketing

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. The ECSD is not subject to the Commonwealth's M and WBE programs per o M.G.L. C.7C, §6 and Executive Orders 526, 559 and 565, but the Designer Selection Board is interested in promoting access and diversity in the industry, so applicants are encouraged to document their team's diversity in their applications.

Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, when appropriate, including work it would typically provide in house, partnering, offering opportunities to qualified firms with which 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, may include in their application, under Section 10, a Diversity Focus 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 ECSD projects.

### 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 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 goals of the relevant Executive Orders are documented in the consensus solution, implementation plan and estimated construction cost.



## **LEED Certification**

If applicable, this project 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. WCSO 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. ECSD 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 the ECSD.

### **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>). For smaller projects, the designer may also follow DCAMM's template and instructions for Deferred Maintenance Projects at <https://www.mass.gov/service-details/deferred-maintenance>.

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

ECSD reserves the right to obtain supplemental services through independent consultants who will collaborate with 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.*

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).

## 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!*