



# PUBLIC NOTICE OF DESIGNER SELECTION

## Designer Selection Board

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

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

**DSB List#:** 20-16

**Notice Date:** October 7, 2020

**Submission Date:** October 28, 2020 At 2:00 PM

**Project Number:** DCPSPT-MEP20

**Project Title:** Study and Design for Mechanical, Electrical, and Plumbing Renovations, Repairs and Upgrades

**Project Location:** Statewide

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

**Available Aggregate Amount:** \$12,500,000

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

**Contract Term:** 3 year initial term, with one additional 3-year extension, at DCAMM's discretion

**Maximum Fee Per Contract**, based on the scope of work and services authorized, shall not exceed: \$2,500,000

### Prime Firm Requested:

- Architect
- Landscape Architect
- Engineer (**Mechanical**)
- 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 **five (5)** contracts, each with a total value of **\$2,500,000** 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: Commissioning (mechanical)

## AGENCY INFORMATION



The Division of Capital Asset Management and Maintenance is responsible for construction, demolition, alteration, repair and facilities maintenance for a large majority of buildings owned and operated by the Commonwealth of Massachusetts. The Commonwealth of Massachusetts owns over 80,000,000

gross square feet of buildings throughout the state. Building types include, but are not limited to, office space, correctional facilities, hospitals, courthouses, higher education facilities, and recreational facilities. Buildings range in age from over 100 years old to new and many buildings have historic designations or are located within historic districts.

## PROJECT OVERVIEW

In 2016, the Division of Capital Asset Management and Maintenance developed a Small Projects Team (SPT) to oversee critical repair and maintenance projects, typically under \$10M in Estimated Construction Cost, with many below \$5M. The purpose of this advertisement is to create a list of available design firms to perform work for the Small Projects Team. The Small Projects Team will administer study, design, construction, and other contracts for construction projects with an Estimated Construction Cost of approximately \$10M or less. Projects will be procured under MGL c. 149,, ss. 44A-44H, c. 30 s. 39M, and/or c. 25A, s. 11C. DCAMM will continue to speed up the processing of this work and to ensure that all construction pursuant to this advertisement is completed in less than one year from the time of the initiation of the Study until substantial completion of any project. The Small Projects Team is focused on addressing the most urgent repair and capital renewal needs in order to better attend to our backlog of deferred maintenance and improve overall facility conditions throughout the Commonwealth. We are looking for innovative teams interested in partnering on this effort, who understand the challenges of limiting the scope of repairs in order to address the most pressing issues. Most projects will be repairs and renovations, and the goal will be to adhere to the accelerated timeline outlined below.

1. Study and Schematic Design	Less than 2 months
2. Design and Construction Documents	Less than 2 months
3. Procurement of Construction Contractor	2 months
4. Construction Administration	5.5 months
5. Closeout	1 month

Successful applicants will be required to prepare studies in particular that meet all statutory requirements and are also straightforward, concise, and timely. DCAMM, at its discretion, may require a 50% construction document (CD) set for review to be followed by 100% CD's in lieu of the traditional SD/DD/CD progression. These areas are where DCAMM sees the most time savings in project delivery. Adjustments may be made according to the specifics of each project. Timely completion of these projects is essential.

## 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 (including system commissioning) for the solution.

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

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

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

### EVALUTATION 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 4 AND 5 which illustrate current qualifications in the following areas:

1. Diversity Focus Statement (Section 5) 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. Prior work experience that demonstrates the design teams’ ability to complete a certifiable building study, construction documents and specifications within the stated timeline.
3. Demonstrated ability to work as a team with DCAMM, the facility manager, and the selected construction firm to deliver a top quality and timely construction project.

4. The applicant should demonstrate an ability to work with its' stated subconsultant members in concert and as a team.

## SUPPORTING DOCUMENTS

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

N/A

## PROJECT REQUIREMENTS

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

### Affirmative Marketing

#### MBE/WBE Participation

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Along with the MBE and WBE 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 this project team. 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, should include in their application, under Section 5, 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 DCAMM projects. See also Evaluation Factors.**

In accordance with M.G.L. C.7C, §6 and Executive Orders 526 and 565, the **Division of Capital Asset Management and Maintenance (DCAMM)** has established minimum MBE and WBE participation goals of **4.9% MBE and 9.7% WBE** of the overall value of the study and final design contracts for this Contract/project. Applicants must utilize both MBE and WBE firms whose participation meet these separate participation goals set for the Contract. The separate MBE and WBE participation goals must be met within the list of requested prime and sub-consultants and those MBE and WBE firms with which they team. MBE and WBE firms providing extra services, such as surveying or testing, can also contribute to the MBE and WBE participation on the project.

All applicants must indicate in their applications how it or its consultants will meet these goals and will be evaluated on that basis. Further information about the MBE and WBE Program appears in the "Participation by Minority Owned Businesses and Woman Owned Businesses," in the current Commonwealth of Massachusetts Contract for House Doctor Services at Attachment F, and a list of firms currently MBE or WBE certified appears 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 may use their participation toward meeting the goal for the certification they hold and will be required to bring participation by additional firm(s) that holds the necessary SDO certifications to meet or exceed the goals on this Contract. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE and WBE goals. Consultants to the prime can team within their disciplines in order to meet the MBE and WBE goals, but must state this relationship on the organizational chart (Section 6 of the application form). Please note that only firms that are currently Massachusetts Supplier Diversity Office certified as MBE or WBE can be credited toward meeting project MBE or WBE goals.

### **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 Contract for House Doctor Services referenced herein.

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

<https://www.mass.gov/doc/executive-order-484-mass-register-1077/download>.

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, as determined by DCAMM, any project authorized under the House Doctor 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 House Doctor’s base fee; administration of the certification process by the House Doctor 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 House Doctor’s 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 House Doctor 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.

## Financial Statement

M.G.L. 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 House Doctor must be familiar with 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 above. **DCAMM** reserves the right to obtain supplemental services through independent consultants who will collaborate with the House Doctor's 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 House Doctor 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* (July 2020) ("House Doctor Contract") modified to reflect the Contract Term stated above, attached hereto. 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/doc/house-doctor-template-contract-july-2020-final-small-projects/download>

Exhibits A - C of the House Doctor Contract sets forth specific terms and conditions for the scope of services.

The House Doctor 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 above; all other coverage must be carried by the House Doctor. Evidence of current coverage will also be required for each Notice to Proceed issued under the contract.

## **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**

The Designer Selection Board is transitioning to a new online system for all of its operations on the AUTOCENE Enterprise Automation Platform. We encourage everyone in the design community to enter all their information and start getting used to this powerful new product!

As of July 1, 2020, we will be accepting applications through Autocene. As discussed above, prime firms and all of their subconsultants must be registered to apply. The DSB will also allow submissions on the previous form electronically via emails through September 30, 2020. The old form can be found at [DSB Application Form \(Updated July 2016\)](#). If using the old form, prime firms are asked to email an electronic copy of the application form with the Sub-Consultant Acknowledgement forms and SDO Certification letters to [applications.dsb@mass.gov](mailto:applications.dsb@mass.gov). No paper copies are necessary.