PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board
One Ashburton Place | Boston, MA | 02108
Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#:	21-25
Notice Date:	September 29, 2021
Submission Deadline:	October 20, 2021 At 2:00 PM
Project Number:	DCP2136
Project Title:	State Transportation Building and MITC- Renovation and Modernization
Project Location:	Boston and Chelsea, MA
Awarding Agency:	Division of Capital Asset Management and Maintenance (DCAMM)
Conceptual Estimated Construction Cost:	$16,300,000
Fee for: Study	$75,000 for STB and $200,000 for MITC
Schematic Design/Certifiable Study	To be negotiated for each building
Final Design	To be negotiated for each building

Contract Type:

X Study & Design Services

Prime Firm Requested:

X Architect
Landscape Architect
Engineer
Interior Designer
Programmer
Construction Manager
Other:

Immediate Services Authorized:

X Schematic Plans and Outline Specifications
X Certifiable Building Study
Other:

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

X Design Development Plans and Specifications
X Construction Plans and Specifications
X 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 (ANF), 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. DCAMM is an active participant in the Governor's Open for Business Initiative, which is pursuing creative approaches to utilizing state-owned real estate assets through public-private partnerships, improved cooperation with cities and towns, and repurposing land adjacent to state functions still in use.

PROJECT OVERVIEW

DCAMM, in collaboration with various executive agencies, seeks to procure design services from professionals with broad experience in existing building studies, and the planning, design, and construction of modern workplaces, to support DCAMM's efforts to renovate existing state office facilities to better serve Commonwealth employees as they transition to a hybrid work model.

The focus of the Project is renovation of a portion (or potentially an entire floor or more) of the State Transportation Building (STB) and a portion of the Massachusetts Information Technology Center (MITC) for Workplace Modernization, the Commonwealth's strategic initiative to transform statewide administrative offices and associated spaces to support hybrid work. This initiative will be achieved by focusing on four key areas:

- People: enhancing our ability to attract and retain talent
- Cost: managing a right-sized portfolio with predictable, stable costs
- Space: creating a modern, adaptable workspace for a diverse and dynamic workforce
- Technology: underpinning work processes with a robust and flexible technology infrastructure

Project Goal

The central goal of Workplace Modernization is to transform state administrative offices so the Commonwealth can best serve the people of Massachusetts for years to come. This goal is broken down into the following objectives:

- Maximize efficiency and productivity
- Modernize infrastructure and technology
- Increase access and mobility
- Create flexible and attractive workplaces for evolving work functions and styles
- Enhance security and safety
- Create a healthy and sustainable work environment

Key assumptions for Workplace Modernization include:

- Most employees will work remotely in some capacity

- Most of the workstations and offices ("workpoints") will be unassigned and reserved through web-based software
- Conference/collaboration rooms will be equipped with user-friendly audio-visual video conferencing technology to enable effective hybrid meetings
- Workpoints will be equipped with a sit-stand desk

Planning principles for Workplace Modernization include, and will be adapted to each building and user agency need:

- Develop design solutions that embrace sustainability, wellness, safety, and security
- Provide more access to natural light and locate enclosed rooms on the interior
- Provide a variety of spaces for open and enclosed collaboration among teams
- Collaboration spaces must be flexible and allow different ways of configuration using furniture
- Provide flexibility using a simplified kit of parts so they can be applied to partial and full renovations
- Provide visibility and connectivity among personnel with an open floor plan
- Create workpoint neighborhoods with nearby support spaces
- Integrate agency branding and colors where appropriate

For this Project, the Designer will support Workplace Modernization efforts in two buildings:

- State Transportation Building, 10 Park Plaza, Boston, MA 02116
- Massachusetts Information Technology Center, 200 Arlington Street, Chelsea, MA 02150

More information on Workplace Modernization is available in the Supporting Documents section.

Buildings

STB was constructed in 1980 on a 2.64 acre parcel in the heart of Boston's Theater District. The eight-story brick building contains approximately 905,000 gross sf and houses multiple state office suites, including the headquarters of the Massachusetts Department of Transportation (MassDOT) and the Massachusetts Bay Transportation Authority (MBTA) on its upper floors, three through eight. The ground floor contains multiple retail spaces, and the second floor has a large lobby/circulation area, office spaces, and shared building spaces such as conference rooms. There is a two-level below grade parking structure containing approximately 325 spaces.

The Designer will work with DCAMM on the redesign of a portion (or potentially the entire) 6th floor of STB. The full floor is approximately 63,000 usable sf. At the time of this advertisement, the Department of Conservation and Recreation (DCR) is planned for approximately 25,000 net sf on the sixth floor and additional agencies may be identified for the remainder of the floor. The Designer will begin with DCR's design development based on the study test-fit and schematic design plans developed Perkins Eastman. Some of the work contemplated for the DCR space, and potentially other executive agency space, includes closing out the stairs in between the fifth/sixth and sixth/seventh floors, a reconfiguration of offices/workstations, new conference/collaboration rooms, high-density file storage, HVAC work, painting, carpet, and other tenant fit-out items. The DCR test-fit plan is available in the Supporting Documents section.

MITC was constructed in 1994 on a site just west of Route 1 and is near the MBTA's Chelsea Station. MITC is four stories tall and contains approximately 412,000 gross sf of state office space. The building site is approximately 105 acres and includes four parking lots with a total of 800 spaces. The building's tenants include a mix of agencies such as the Department of Revenue, Executive Office of Public Safety and Security, and Executive Office of Technology Services and Security. The Designer will work with DCAMM on the redesign for one or more partial floors, estimated to be approximately up to 40,000 net sf for executive agencies. In addition, the scope may include a refresh of the building cafeteria and restrooms, the addition of new wellness rooms, a lobby reconfiguration, and security/vestibule update. An energy efficiency project is currently underway for MITC outside of this proposed work with anticipated completion in 2023.

At the time of this advertisement, the Massachusetts Environmental Police (MEP) is planned for approximately 3,000 net sf of space plus a rooftop antenna installation and would likely start schematic design upon Designer selection. The study test-fit was developed by Perkins Eastman. There will be some additional study work to consolidate the Department of Revenue (DOR) and Executive Office of Administration and Finance (ANF) IT if other executive agencies are identified to be reprogrammed into portions of DOR's and ANF IT's existing spaces. The MEP test-fit plan is available in the Supporting Documents section. For remaining spaces in each building in this Project, all study (including test-fits) and schematic design services will be performed by the Designer.

Project Approach

This Project requires a highly flexible and adaptable Designer given the fast-moving and dynamic nature of Workplace Modernization, which involves a wide variety of state agencies and stakeholders with different office space needs, schedules, and budgets. Each building will be partially renovated (selected floors/suites) to achieve the goals stated previously. DCAMM expects the creative reuse of existing spaces through repurposing and strategic renovations to meet the Workplace Modernization goals will be the most cost-effective approach and seeks an appropriate design team to partner in this effort.

In support of DCAMM's mission to create and manage forward-thinking sustainable buildings, design teams are expected to identify and integrate carbon reduction strategies and resilience improvement opportunities associated with this Project as applicable to a renovation or interior fit-out. For these purposes, resilience is defined as: ensuring that state facilities can be operated or adapted to resist and recover from the effects of hazards in a timely and efficient manner. This includes ensuring the preservation, restoration, or improvement of its essential structures and functions for the duration of its lifecycle.

SCOPE OF WORK

The tasks identified below are representative for the purposes of this advertisement, are not fully inclusive, and will be further detailed and agreed upon as part of Designer's work plan. It must be emphasized again the Designer must be flexible as Workplace Modernization proceeds since the agencies involved, and the scopes, schedules, and budgets for the buildings may change.

Task 1 - Project Start Up & Work Plan

Objective: Confirm with DCAMM the scope of the work anticipated and establish clear, commonly understood objectives and a methodology for Project execution for each building. The Designer must assume separate weekly meetings (at a minimum, many weeks may require additional meetings) for each building, however most meetings will be held virtually. The Designer is required to provide meeting minutes for all meetings, which are subject to review, editing, and approval by the DCAMM Project Managers.

- Attend a DCAMM administrative conference to review all Project requirements and DCAMM administrative and Project management policies, procedures, and protocols.
- Conduct a study kick-off meeting with DCAMM and applicable user agencies to review Project goals and objectives, planning process, schedule of milestones, building opportunities and constraints, information, and data requirements, etc. All Designer team members (including sub-consultants) will be introduced to key stakeholders, and their roles and responsibilities described.
- Review relevant past studies and reports related to each building.
- Review all COVID-19 protocols required by DCAMM and key stakeholders in anticipation of site visits for existing conditions verification and site analysis.

Task 1 Deliverables:

- Presentation materials and meeting notes from the administrative and study conferences
- Work Plan

Task 2 - Program Development & Existing Conditions Documentation and Analysis

Objective: Collect and analyze data as required that will inform the development of a Project that fits the goals and objectives stated above. The data and analysis requirements will vary for each building. The Designer must understand that much of the initial programming, study test-fit, and existing conditions analysis is complete or is currently underway by other designers, so the selected Designer must be adaptable based on the Project requirements upon selection and start-up. Some work may include, but may be revised after Designer selection:

- Analyze prior relevant studies compiled by DCAMM and stakeholders, as well as interview facilities staff from user agencies and obtain documentation of completed building improvements.
- Conduct site visits to confirm documentation of existing layouts and prepare base plans for buildings.
- Develop a right-sized program for selected agencies based on Workplace Modernization principles.
- Provide a preliminary code analysis including universal design, identifying all building code requirements for each building and test-fit compliance/compatibility with code requirements throughout the spaces.
- Identify necessary permits, reviews and interactions with regulatory agencies and factor into detailed timeline for Project delivery. Detail all relevant deficiencies or concerns, prioritize the improvements based on life cycle considerations, life safety concerns, energy, resiliency and vulnerability considerations, and utility systems on and serving the site, among other relevant criteria for each building.

Task 2 Deliverables:

Task 2 will culminate in the preparation of a Study memorandum for each building, which will be a stand-alone document, but will also summarized and incorporated into the certifiable study, that consists of the following components:

- Complete list of all documentation provided to the Designer by DCAMM and stakeholders as well as a list of additional documentation or information required to complete this Project.
- Analysis memorandum of existing conditions including narratives and photographs documenting conditions of the sites (if required), buildings, and code analysis including universal design, identifying permits, reviews, and interactions with regulatory agencies required.
- Programming narrative reflecting information produced under the past/current designer study efforts, preliminary space program tabulation, conceptual room and site layout diagrams, and adjacency/neighborhood diagrams.
- Technical memorandum with order of magnitude cost estimates for recommended improvements, building systems upgrades (if required), and renovations for each building.
- Meeting minutes

Task 3 - Development & Evaluation of Alternatives

Objective: After completion of initial programming and review of existing conditions, refine programming and design considerations, and summarize all key findings and planning options for proposed agency moves for each building.

Study Development & Evaluation of Alternatives

Based on the assessments conducted in Task 2, further refine programming and design considerations to develop and analyze feasible alternatives for the priorities determined by DCAMM and stakeholders to be achieved within the available budget. The selected Designer will work with Project's Construction Manager and relevant consultants, as applicable, on the following tasks:

- Further assess and refine right-sized programming needs identified in Task 2, including assessment of trade-offs to balance optimal space needs with what can most feasibly be achieved within available funding.
- Identify and define priority projects for short- and long-term implementation. Determine potential construction phasing solutions and evaluate options for swing space.

- Develop up to two alternatives to accommodate proposed agencies in each building. For each alternative, prepare preliminary scopes of work, space programs, room layout diagrams, cost estimates, and implementation schedules including applicable details of swing-space needs to accommodate construction while maintaining current operations.
- Propose up to three alternatives for the MITC lobby reconfiguration by taking in consideration the existing conditions and the future building needs.
- Alternatives should also consider approaches to address environmental impacts from climate change, universal design, and accessibility goals and achievement of design objectives.
- Prepare order of magnitude costs for the proposed renovations.

Schedule

For each alternative:

- Further develop the Project implementation, phasing, and construction schedule (in conjunction with the Construction Manager (CM) procured by DCAMM pursuant to M.G.L. c. 149A (CM) and other relevant DCAMM consultants) including required permits and associated required regulatory review which can impact the schedule.
- Evaluate schedule options and issues (in conjunction with the CM and DCAMM's consultants), including swing space (if required) and enabling projects.

Task 3 Deliverables:

Task 3 will culminate in the preparation of an Alternatives Assessment Memorandum, which will be summarized and incorporated into the Certifiable Study (following authorization of Schematic Design and Certifiable Study services under the Contract), that consists of a written narrative and supporting graphics and spreadsheets, that details, but is not limited to, the following components:

- A summary of existing conditions and required upgrades, and recommended improvements.
- A summary of programming objectives, right-sized programming needs, and proposed space accommodations.
- Alternative design concepts including program, summary narratives, and cost analysis.
- Project schedule for design and construction (in conjunction with CM and DCAMM's consultants), including required permits and regulatory reviews, and applicable timing for swing space needs and other enabling projects.

Task 4 – Schematic Design

Objective: Prepare and submit a Schematic Design package for each building in full compliance with all contract requirements, including, without limitation, those of DCAMM's Designer Procedures Manual.

Tasks under the Schematic Design Phase will include, but not be limited to, the following:

- Attend weekly progress workshops with DCAMM, the CM, and stakeholders for each building.
- Prepare building site analysis (as required).
- Finalize Building Code Analysis.
- Coordinate with DCAMM's accessibility team (and third-party accessibility consultant, if required) to ensure the buildings are designed to reflect Universal Design values, DCAMM best practices, and meets the intent and requirements of Title II of the ADA, the 2010 ADA Guidelines, and MAAB requirements.
- Evaluate energy efficiency and carbon reduction opportunities and conduct a life cycle cost analysis, if required; the life cycle cost analysis will include review of all existing building systems (including those which have been determined to be past their useful life), as well as an analysis of all proposed systems.
- Prepare an updated cost estimate per the Cost Estimating Manual and participate in cost estimating activities.

- Coordinate with the CM and a third-party commissioning agent (to be hired by DCAMM).
- Implementation plan addressing schedule (in conjunction with DCAMM's consultants), phasing, permits, and other requirements such as submittals to any relevant regulatory agencies for each building.

Task 4 Deliverables:
Schematic Design submission requirements are set forth in DCAMM's Designers Procedures Manual, and include further development of the preferred alternative deliverables for each building as well as the following:

- Design Premise: Premise upon which the design scheme is based.
- Commissioning Plan: A scope of the commissioning services (delineating which are provided by DCAMM's third-party commissioning agent and any responsibilities of Designer and contractor).
- Energy Modeling, Energy Conservation, and Life Cycle Cost Analysis: An energy conservation scope plan, including existing and target energy use intensity (EUI) metrics and energy conservation and carbon reduction design strategies, and targets for achievement of applicable certifications determined by DCAMM and relevant agencies for each building, if required.
- Site plans: Site plans of the Project addressing impact of accessibility, zoning, context, utilities, environment, parking, drainage calculations, planting, and other related program criteria, if required.
- Floor plans–Spaces: Floor plans of all levels identifying all program spaces.
- Floor Plans–Levels: Floor plans of all levels indicating each applicable building's general mechanical, electrical, plumbing, and structural systems.
- Floor Plans–Demolition and/or Current Conditions: Demolition and/or existing conditions floor plans for all trades.
- Site Relationship: Four elevations, for each applicable building, from the main orientation points of view indicating the relationship to site configurations, if required.
- Floor Plans–Program Spaces and Site Configurations: Two cross-sections with floor heights, including basement spaces, if applicable, identifying program spaces and relationship to site configurations for each building.
- Outline of Specifications: Preliminary outline of Project specifications.
- Floor Plans–Scales: The plan, section, and elevation drawings shall be 1/4" = 1'0". If the building is large or irregular in shape and will not adapt to the use of match lines, 1/8" = 1'0" scale may be approved for submission.

Task 5 – Certifiable Building Study Report
Objective: Develop a draft and final report, compiling and revisiting the products of Tasks 2-4 for review for each building. The report (for each building), including an executive summary and Project narrative, is to be prepared and submitted for certification in required digital and hard copy formats, and includes all approved Schematic Design documents. Draft and final documentation of the study process shall include all drawings, tables, charts, and narratives required to record decisions and support final design for each building.

An Appendix to the final reports may include full copies of applicable assessments, room data sheets, full cost estimates, presentations, specifications, etc.

Task 5 Deliverables:
- Draft report compiling and revisiting the products of Task 2-4 for review and comment by DCAMM, user agencies, and stakeholders.
- Certifiable Building Study Report: a professional, detailed study report for each building that includes all analyses, findings, and relevant background information, and serves as the basis for design. Documents are required to be submitted electronically in a format and software acceptable to DCAMM. The report

package should provide a sufficiently detailed information package that describes all relevant aspects of the proposed phased renovation strategy and includes: the executive summary, Project narrative, Project justification and rationale for selection of consensus renovation plan, Schematic Design package; final universal design, operations, MEP and site narratives; code analysis, energy costs, sustainable and resilient design approach, a phased construction cost estimate and narrative, an operating cost analysis, and a proposed Project schedule (Gantt chart).

- Executive presentation of the Project, in summary form with accompanying visuals (such as PowerPoint), to be used in presentations to DCAMM, user agencies, and key stakeholders for each building.

The requirements for proceeding with design development and subsequent phases of the Project are set forth in the Contract (described below).

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. Interior Designer/Space Planner
3. Mechanical Engineer (M/P/FP)
4. Electrical Engineer
5. Structural Engineer
6. Specifications Consultant
7. Cost Estimator (independent consultant required)
8. MA Building Code Consultant
9. Hazardous Materials Consultant
10. AV Consultant

- The title “Architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; 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.

EXPERIENCE FACTORS

Applications will be evaluated based upon the requirements of M.G.L. C. 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): An approach to enhancing diversity in assembling the team for the Project and the inclusion of firms that expand the overall breadth of different firms working on DCAMM projects, including a description of the specific working relationships and responsibilities between and amongst team members for both M/WBE firms and those with which they will be teaming. If applicable, please highlight prior projects that have met M/WBE goals.

2. Demonstrated experience in the planning and design of office space projects of similar size and complexity, including experience in phased renovations in occupied buildings with multiple stakeholders and security requirements.

3. Demonstrated experience in the planning and design of modern offices including the utilization of emerging AV and IT tools to enable hybrid meetings and effective collaboration spaces.

4. Demonstrated experience on CM at Risk projects delivered pursuant to M.G.L. c. 149A.

5. Key team members must have demonstrated experience in leading and facilitating projects that target high efficiency and climate resiliency in design and systems, including knowledge of Passive House and Net Zero building design principles, resilient design, considerations of site-specific resilience enhancements, decarbonization of fossil fuel systems, and strategic electrification, if required.

SUPPORTING DOCUMENTS

The scope of work for the Project is supported by the materials listed below:

Workplace Modernization:

- Workplace Guidelines, Space Standards, Metrics, and Test-fit Plans, Perkins Eastman; April 2021
  https://www.mass.gov/doc/dsb-21-25-workplace-2022-future-of-work-initiative-spacestandards-template-final/download

State Transportation Building (STB):

- DCR Test-fit Plan, Perkins Eastman; September 2021
  https://www.mass.gov/doc/dsb-21-25-stb-dcr-testfit-20210921/download

- Facility Limited Assessment Report, Stantec; May 8, 2014
  https://www.mass.gov/doc/dsb-21-25-10-park-plaza-final-report-050814/download

- BSB1205 Energy Audit Report Update, Aramark; March 31, 2017
  https://www.mass.gov/doc/dsb-21-25-dcamm-stb-report-final-3-31-17/download

Massachusetts Information Technology Center (MITC):

- MEP Test-fit Plan, Perkins Eastman; September 2021
  https://www.mass.gov/doc/dsb-21-25mep-mitc-testfit-20210921/download

- MITC Building Feasibility Study, Jones Architecture; July 19, 2019
  https://www.mass.gov/doc/dsb-21-25-2019-07-19-dcamm-mitc-feasibility-study-phase-1final/download

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 **5.5 % MBE and 10.6 % 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 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 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.

Energy, Sustainability and Climate Change Adaptation

Executive Order 569: Establishing an Integrated Climate Change Strategy for the Commonwealth

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 569 – see https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth.

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 EOEAA 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.

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 Designer's team 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 Designer's team shall comply with the one that provides the greater degree of accessibility. The Designer's team 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. **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

M.G.L. c. 7C, §51 requires that on public design contracts where the total design fee is expected to exceed $30,000 and 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 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).

Electronic Project Management Information Systems

Consultants will be required to use DCAMM's electronic web-based project management information system as a repository for project correspondence, documentation, project budgeting, and scheduling. No special software is required.

Workshops

DCAMM and the Designer's team will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key members of the Designer's team will be required at all workshops.

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 Designer'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 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.

Building Information Modeling (BIM)

Building Information Modeling (BIM) will be used in the study, design, and construction phases of the project. The BIM List of Services can be found at http://www.mass.gov/anf/docs/dcam/pubbldgconstr/16-2-27-bim-list-of-services.pdf . This List of Services document is a general statement of DCAMM's current requirements regarding the use of Building Information Modeling technology in agency projects. The specific requirements regarding use of the BIM will vary depending on the nature of the project, the levels of development delineated in the DCAMM approved BIM Execution Plan for the project, and the diverse purposes for which DCAMM will use the BIM during the life cycle of the facility from design through facility operations. In all instances, the language of the project contract(s) will be controlling.

Building 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 and the Designer's team during planning, design and construction to evaluate design proposals and make recommendations to ensure the maintainability and operational efficiency of the new building.

CM at Risk

The construction of this Project will be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with M.G.L. c. 149A. It is anticipated that the CM will be on board during the Schematic Design phase of the Project.

Integrated Project Delivery Approach/Lean Construction Tools

To the extent allowed under the Commonwealth public procurement laws and regulations, DCAMM may elect to use some aspects of an Integrated Project Delivery (IPD) approach, as generally described in the AIA document Integrated Project Delivery: A Guide (2007) – (see http://info.aia.org/SiteObjects/files/IPD_Guide_2007.pdf for informational purposes). To the extent the IPD approach and/or Lean Construction Tools conflict with DCAMM's contract terms or the laws governing DCAMM, then the contract documents and laws shall take precedence. DCAMM's preliminary approach to IPD will use CM procurement with the goal that DCAMM, client agency, Designer, CM, trade partners, and other key stakeholders will work as an integrated project delivery team within the existing statutory and contractual frameworks.

DCAMM may elect to use Lean Construction Tools as part of the IPD project delivery approach. The Lean Tools that DCAMM may use in connection with the project include Value Stream Mapping, Set Based Design, Target Value Design, A3 Decision-making, and Last Planner™ - (see http://www.leanconstruction.org/media/docs/LCI_Glossary12232015.pdf for informational purposes).

CONTRACT REQUIREMENTS

Contract for Study, Final Design, and Construction Administration Services

DCAMM uses one standard *Contract for Study, Final Design and Construction Administration Services* (October 2020) (Contract). If selected for study services, the applicant agrees to execute the Contract or its successor, without revisions or modifications. *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.*

If this Notice indicates that the Schematic Design/Certifiable Building Study fee is to be negotiated, following successful fee negotiations, the Contract will be amended to incorporate a scope and fee for schematic design and certifiable study services. If study certification pursuant to M.G.L. c. 7C is completed, the Contract may be amended to incorporate the design and construction administration scope of services and fee. At the conclusion of the study, if the applicant is requested by DCAMM to perform final design services, the applicant agrees to amend the Contract's scope of services to include final design and construction administration services (Attachment G – Design Phase Scope of Services), and the certified study, and any other documents as necessary. Designers awarded the Contract for Study and/or schematic design are not guaranteed to be awarded the Design Phase.

Study Phase: DCAMM has established a goal of approximately **three (3) months** to complete a Study, including Schematic Design.

Design Phase: DCAMM has established a goal of approximately **three to four (3-4) months** to complete design (DD and CD). The schedule for construction administration services will be established (if applicable, in consultation with the CM) as part of the study phase.

The Contract is available on the DCAMM website at: https://www.mass.gov/doc/contract-for-study-final-design-and-construction-administration-services-0/download.

Also available is a template Design Phase Amendment, which includes a sample form of Attachment G – Design Phase Scope of Services. https://www.mass.gov/doc/design-phase-amendment-to-contract-for-study-final-design-and-construction-administration/download.

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 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

The Designer Selection Board has transitioned 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! The board no longer accepts jurisdictional applications through our old application system and all new applications must be completed within Autocene. New users can request credentials through the system login screen: https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx?ReturnUrl=%2fFORMVERSESERVER-DSB%2fWebApp%2fHome.aspx.