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

DSB List#:	**21-31**
Notice Date:	October 27, 2021
Submission Date:	November 17, 2021 At 2:00 PM
Project Number:	MMA Projects 2022-2027
Project Title:	Study and Design for General Building Renovation, Repair and Campus Upgrades
Project Location:	101 Academy Drive, Buzzards Bay, MA 02532
Awarding Agency:	Massachusetts Maritime Academy (MMA)
Available Aggregate Amount:	$ 3,000,000
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:	$ 1,000,000

Prime Firm Requested:

- X Architect
- ___ Landscape Architect
- ___ Engineer
- ___ Interior Designer
- ___ Programmer
- ___ Construction Manager

Immediate Services Authorized:

- X Certifiable Building Study
- X Schematic Plans and Outline Specifications
- X Design Development Plans and Specifications
- X Construction Plans and Specifications
- X 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 **three (3)** contracts, each with a total value of **$1,000,000** to qualified designers under this contract.

AGENCY INFORMATION

Established in 1891, the Massachusetts Maritime Academy (MMA) is the second oldest state maritime academy in the United States. Accredited by the New England Association of Schools and Colleges (NEASC), Mass Maritime is a co-educational state college that offers undergraduate, graduate, and non-credit programs in the maritime, engineering, emergency management & environmental fields.

The Massachusetts Maritime Academy (MMA) campus is a publicly supported institution of higher learning located on a peninsula at the west entrance of the Cape Cod Canal. The campus consists of ten masonry buildings with construction dates ranging from 1950 to 2019. Additionally, there are several new major construction projects that will continue from now until 2025. MMA has recently completed a new, 10-year campus Master Plan / Decarbonization study and is presently working on a number of modernization projects.

MMA offers Bachelor of Science degree programs in Marine Transportation, Marine Engineering, Marine Science, Safety and Environmental Protection, Facilities Engineering, International Maritime Business, Emergency Management, and Energy Systems Engineering. They also offer a Master of Science in Emergency Management and Facilities Management as well as a wide array of professional/continuing education programs.

Link to campus map: https://www.maritime.edu/about/maps-directions

PROJECT OVERVIEW

MMA is seeking House Doctor services for replacement, modification, or upgrade of existing buildings, rooms, systems, or site work. Projects will include feasibility and planning studies, cost analysis, design, preparation of bidding documents, bidding administration, project administration, project close out, commissioning, and other associated functions. Services required may include architectural planning and design, interior design, code review, mechanical, HVAC, electrical, plumbing, fire protection assessment and design, energy management, and commissioning or engineering. Areas of work include classrooms, science labs, computer labs, library, dining areas, offices, public assembly spaces, building systems, and site work. The design team would be required to provide technical advice, creative problem solving, accurate Massachusetts applicable building code reviews, ADA compliance, complete study and design documentation, bidding documents and administration, construction administration and project oversight. Knowledge of DCAMM's Designer Procedure Manual and effective schedule management and communication are also required. For each project, the selected team will be asked to prepare a scope of work, a fee estimate, and a proposed schedule for the project. After review and approval by the College, a notice to proceed will be issued to the House Doctor for each project. Initial projects are expected to include multiple renovation / construction projects:

- Harrington Hall Executive / Administrative Suite Modernization
  There are several sub-projects in this modernization effort: Improve the SE entrance to reflect a true visitor's entrance and provide additional visitor parking, improve the lobby and adjacent bathrooms outside of the suites, and to improve the administrative side of the suite, updating the interior with new lights, paint, carpet and walls, adding additional Senior Staff offices and improve the overall functionality of the space.
- Tamarack Facility Operations/Marine Department Renovation
  The Tamarack Building is an old industrial facility, located approximately 1.25 miles away from the main campus that MMA utilizes now as a storage facility with several trade offices presently stationed there. With the advent of the new STEM building being approved and scheduled to be located where the Facilities and Marine Departments are currently located, these two support departments will need to be relocated to this building. There will be needs for new HVAC, electrical, structural alignment and a new roadway to be installed to achieve maximum efficiency for this off-site support location.
- Aquaculture Lab Relocation

The Aquaculture Lab supports the Marine Science, Safety and Environmental Protection (MSSEP) major. The lab and all of its sea water support systems for live salt-water invertebrate examples is located at the end of the pier in a 1200 square foot trailer. With the new STEM building coming online in 2025, the Aquaculture lab will be studied for possible relocation into the former Kelley Power Plant building, a deactivated central heating plant. The project will entail supply and discharge lines from the canal to the plant as well as overall structural and ADA improvements to convert the front section of the space to accommodate associated laboratory requirements for the different classes.

- Bresnahan Hall Expansion

  Part of the 2021 Master Plan identifies future academic space needs as the cadet population grows. As MMA is located in a flood zone, buildable space that meets both present and future code requirements and resiliency efforts are at a high premium. The Master Plan has identified that expanding on the eastern half of Bresnahan Hall would be the most ideal. The current plan is to build the expansion in two different events, allowing for minimally impacted academic operations during construction. These spaces will include multi-function classrooms, laboratories for the licensed track students and faculty offices.

- Gymnasium Construction/Renovation

  The Gymnasium is almost 50 years old and was built when MMA was an all-male, 800 cadet population. MMA is forecasting a growth to 1,800 co-ed cadets in the near future. The Master Plan includes discussion of an additional athletic / student center located on the NW corner of the building and complete renovation of the labyrinth of spaces that have been cobbled together over the past 50 years to accommodate a co-ed, multi-sport environment. Work will include the new space, updated HVAC requirements, new multi-function tiered presentation rooms, improvements on the basketball courts and mezzanine level, coaching offices and updated locker room spaces.

- Campus outside lightings relamping to photo-voltaic (PV) study and renewal

  There are presently 7 different types of exterior roadway / walkway lighting throughout the campus. These include both first generation photo-voltaic (PV) and hardwired fixtures. MMA is striving to maximize PV lighting use wherever possible and will support a complete replacement of exterior roadway / walkway lighting throughout the campus to improve safety and security for students, faculty and staff.

- Dock electrification and mechanical services

  The dock electrification system needs to be updated to accommodate two new vessels, the Ernestina Morrissey (EM) expected in May 2022 and the new National Security Multi-mission Vessel (NSMV) training ship, expected in January 2024. The EM will require upgrading existing wiring to accommodate the specific electric voltage requirement needed. The NSMV will require a new 2.0 MW service from the utility company's transformer on Tower Road to the pier. Additionally, there will be a need for a new steam / hot water supply to the ship.

- Pier Renovations

  The NSMV will require an upgrade to the bollard system located on the main pier. Due to its increased sail area, the stress that is imparted on the lines securing the vessel to the dock have a greater stress load that exceeds the design parameters of the existing system.

- Parking lot / walkway upgrades

  MMA is working on the improvement of all parking lots and walkways, to maximize efficiency, decrease water runoff and improve safety. All parking lot renovations will incorporate these requirements, ensuring MMA continues its efforts for a better ecology while providing needed parking. All walkways that are installed or renovated will be concrete with planned intermittent pavers to assist in both design and water conservation.

- Deferred maintenance / critical repair projects

  There will be a continuous need for dedicated House Doctors to assist in all efforts of deferred maintenance / critical repair requirements as issues emerge. MMA is continuously improving its computerized maintenance management system (CMMS – School Dude) to maximize life cycles of all existing infrastructure and equipment. However, as the buildings age, the existing systems will fail or be in a need of replacement. MMA is looking for a House Doctor that understands the systems, their history and can partner with the school to assist in the refinement and maximization of the different systems. Additionally, MMA is seeking a House Doctor that has experience in:

- Decarbonization / resiliency efforts for all new systems,
- Building automation system retrofit to maximize energy conservation
- HVAC retro commissioning of all units.

SCOPE OF WORK

Scope includes preparation of studies, plans, specifications, cost estimates and construction supervision for various projects including renovation and repair to existing interior and exterior architectural systems including curtain walls and storefronts, installation of new MEP&FP systems, repair and replacement of site utilities, road infrastructure, landscaping, repair and replacement of waterside docks, piers, and mooring systems

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.

Consideration in the analysis should include energy costs, sustainability principles, resiliency / Decarbonization, 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.

Due to the coastal location of the projects, experience in the following fields is suggested:

- Design in marine areas,
- Permitting in high-velocity / coastal floodplains,
- Wetland conservation zones

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. 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 that maintain a current registration with the Massachusetts Board of Registration of Landscape Architects; and the title “Landscape Professional” refers to an individual who may not hold a certificate of registration from the Board of Landscape Architects, but can prove requisite experience, education and training that enable them to perform the landscape design services outlined herein; 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. If applicable, please highlight prior projects that have met M/WBE goals.

2. Demonstrated experience, especially by the Designer’s Project Manager, with repair, renovation, and modernization projects for comparable higher education facilities.

3. Demonstrated experience with marine infrastructure, i.e., the ability to assess, plan and implement appropriate construction on docks/piers and all of the supporting mooring systems. Experience with Chapter 30 construction and procurement.

4. Key team members will have demonstrated experience in leading and facilitating projects which target high efficiency and climate resiliency in design and systems, including knowledge of Passive House and Net Zero building design principles, interfacing with campus district energy systems, resilient design, considerations of site-specific resilience enhancements, alternatives to fossil fuel systems, and strategic electrification.

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 Massachusetts Maritime Academy (MMA) has established minimum MBE and WBE participation goals of **8% MBE and 14% 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 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 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. Project teams will need to complete the DCAMM Resilience Checklist and the design requirements of the Resilient MA program (resilientma.org).

Executive Order 594: Leading by Example: Decarbonizing and Minimizing Environmental Impacts of State Government

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 594 (EO 594) or the most recent Leading by Example Executive Order (see, especially, Section 4 for information about requirements for existing buildings): see https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government.

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.

LEED Certification

If applicable, as determined by the Executive Order 594, 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. **MMA** 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) to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable. **MMA** 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. If an accessibility consultant is assigned, then the House Doctor must review and incorporate the accessibility consultants findings into their proposed work. Assignment of an accessibility consultant does not relieve the House Doctor, designer, or their code consultant of their obligation to make sure all accessibility requirements are met on the project.

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 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 **MMA**.

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. **MMA** 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* (October 2020) ("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/doc/contract-for-house-doctor-services/download

Exhibit A & B 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 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.