



# PUBLIC NOTICE OF DESIGNER SELECTION

## Designer Selection Board

One Ashburton Place | Boston, MA | 02108  
Telephone: 617-727-4046 | [www.mass.gov/dsb](http://www.mass.gov/dsb)

**DSB List#:** 22-05

**Notice Date:** February 23, 2022

**Submission Date:** March 16, 2022 At 2:00 PM

**Project Number:** MCC-2022-06

**Project Title:** Study and Design for Mechanical, Electrical, Plumbing, and Fire Protection Renovations, Repair and Upgrades

**Project Location:** Bedford and Lowell, MA

**Awarding Agency:** Middlesex Community College

**Available Aggregate Amount:** \$2,250,000

**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: \$750,000

### Prime Firm Requested:

☐ Architect  
☐ Landscape Architect  
☒ Engineer (**Mechanical**)  
☐ Interior Designer  
☐ Programmer  
☐ Construction Manager

### 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 **\$750,000** to qualified designers under this contract.

### Immediate Services Authorized:

☒ Certifiable Building Study  
☒ Schematic Plans and Outline Specifications  
☒ Design Development Plans and Specifications  
☒ Construction Plans and Specifications  
☒ Administration of Construction Contract  
☐ Other:

## AGENCY INFORMATION



Middlesex Community College is a state-assisted, two-year community college located in Middlesex County in northeastern Massachusetts. The college serves residents of the Merrimack Valley and Southern New Hampshire. It is one of 15 community colleges in the Massachusetts Higher

Education system. More than 9,000 students are enrolled in some 70 credit associate degree and certificate programs, with another 3,000 taking noncredit workforce development and community education classes. It offers post-secondary education through the associate degree level, including career programs in areas such as nursing and allied health, dental hygienics, STEM, computer science, criminal justice, paralegal studies, educational social sciences and dozens of transfer programs for students who start their education at Middlesex and transfer for them junior and senior years, eventually earning a bachelor's degree or higher. The college also offers developmental courses in writing, math, and English as a Second Language, designed to prepare students for college-level work, and noncredit programs for career advancement or personal enrichment.

Middlesex Community College (also known as MCC), operates from two campuses located in Bedford and Lowell, MA. The College has a rural 205-acre Bedford Campus which features over 220,000 SF of space within eleven buildings, and an urban campus in the heart of downtown Lowell which features over 360,000 SF within seven buildings (three-buildings are non-state owned (Pollard Building, Howe Building and the Nesmith House). The buildings at both campuses are of mixed construction type, varying in age from 1880's to the 1990's, including Georgian academic buildings, modular buildings, nineteenth century mill buildings, a contemporary multistory building and a turn of the century historic railroad building recently renovated into our new Academic Arts Center. Exteriors are primarily brick, but also include wood siding, stucco, granite and field stone.

## PROJECT OVERVIEW

Middlesex Community College (MCC) seeks House Doctor firms in the area of Mechanical, Electrical, Plumbing, and Fire Protection services to perform certifiable studies, cost analysis, schematic plans, final design documents, construction administration services and commissioning for a variety of repairs, improvements, and modernization of facilities operating systems and infrastructure. The qualified candidates shall have extensive knowledge of energy analysis and evaluation, steam and hot water boiler plants and distribution, co-generation and chilled water systems, and integration of designs into the College's Energy Management Systems (EMS) and controls. Projects will incorporate the principles of green and sustainable design, including energy conservation for building designs, renewable energy sources, and maximizing indoor air quality. Areas of work include classrooms, computer labs, library, dining areas, offices, trade shops, building systems equipment, public assembly spaces and site work. The design team will be required to provide technical advice, creative problem solving, accurate Massachusetts 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. Projects will take place in buildings of various age and construction. The typical ECC of projects conducted at MCC range from \$1M to \$3M for project of various size. Examples of anticipated projects may include, but are not limited to HVAC and electrical upgrades in various buildings, campus-wide decarbonization study, and repair and/or replacement of key systems.

## 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. Preparing Deferred Maintenance Project Studies for DCAMM certification which are consistent with DCAMM guidelines and instruction.
6. Developing the preferred solution to schematic design and/ or design development.
7. Preparing construction specifications and documents, cost estimates, and providing construction administration for the solution.
8. Implementation planning involving improvements to occupied buildings/spaces, and relocation and swing-space considerations.

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 (M/P) (**Prime Firm**)
  2. Architect
  3. Electrical Engineer
  4. Structural Engineer
  5. Fire Protection Engineer
  6. Specifications Consultant
  7. Cost Estimator
  8. MA Building Code Consultant
  9. 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 “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 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. Partnerships encouraged.
2. Demonstrated experience with repair and replacement projects for comparable higher education facilities.

3. Demonstrated experience with repair and replacement of mechanical systems for comparable higher education facilities.
4. Key team members will have demonstrated experience in leading and facilitating projects which target high efficiency and climate resiliency in design and systems, , decarbonization of fossil fuel systems, the integration of architectural elements and mechanical systems, and strategic electrification.

## SUPPORTING DOCUMENTS

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

- **Middlesex Community College Bedford and Lowell Campus Map**  
<https://www.middlesex.mass.edu/transportation/directions/bmapmain.aspx>

## 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 **4.7 % MBE and 9.6 % 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 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>.

##### **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 <https://www.mass.gov/info-details/leading-by-example-executive-order-594-decarbonizing-and-minimizing-environmental-impacts-of-state-government?auHash=YidGOx6nid6XC-6S2QDvKRz50VDJrAoAYM5IjqOaJ8k>.

All building studies shall include preliminary estimates of the project’s energy use, water use, and greenhouse gas emissions using protocols established by EOEEA or as determined by DCAMM. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project’s impact on the operating agency’s plan for meeting goals of the relevant Executive Orders are documented in the consensus solution, implementation plan and estimated construction cost.

#### **LEED Certification**

If applicable, 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. Middlesex Community College 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 (<https://www.mass.gov/orgs/architectural-access-board>), 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. **Middlesex Community College** will utilize an expert third party, such as DCAMM's Statewide Accessibility Initiative, to provide technical assistance and oversight for accessibility compliance during the study, design and construction process, including accessibility audits of existing buildings.

### **Policies & Procedures**

#### **Financial Statement**

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 the **Middlesex Community College**.

#### **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. Middlesex Community College 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.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>.