



# 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#:** 22-10

**Notice Date:** March 9, 2022

**Submission Date:** March 30, 2022 At 2:00 PM

**Project Number:** SDP2022

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

**Project Location:** Plymouth, MA

**Awarding Agency:** Plymouth County Sheriff's Department (PCSD)

**Available Aggregate Amount:** \$5,000,000

**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:

- ☒ Architect
- ☐ Landscape Architect
- ☐ Engineer
- ☐ 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 **five (5)** contracts, each with a total value of **\$1,000,000** 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



The Plymouth County Sheriff's Department (PCSD) is one of the oldest law enforcement agencies in the nation. It can trace its origin to the arrival of the Mayflower in 1620, when Myles Standish assumed responsibility for maintaining civil order as the Old Colony's military leader. Plymouth's first formal law enforcement agency, the Office of Constable, was created in 1633 with the charge of maintaining peace and holding people charged with crimes. Informing and educating the public about the Department through the media, tours of the facility and public appearances by the Sheriff, administrators, K-9 unit, BCI and uniformed personnel. Other functions include: providing a professional working environment for the staff, which takes into account their welfare, safety, and opportunities for professional advancement, providing rehabilitation and academic training to offenders while they are incarcerated, so they will not repeat their mistakes once released, devising and structuring post-release supervision plans for offenders, to assist them in transitioning back into their respective communities, and partnering with local, state and federal law enforcement agencies in the development of campaigns and programs that fight crime and promote public safety initiatives.

## PROJECT OVERVIEW

The scope of House Doctor services would apply to all buildings under the Plymouth County Sheriff's Department. PCSD seeks House Doctors to investigate, evaluate and prepare certifiable studies and final design services for repair, renovation, alteration and modernization including new construction or expansion to the existing facilities. Projects may include evaluations of existing structures and components including interior finishes and systems, roofing and building systems assessments. For each project, the selected House Doctor will be asked to prepare a scope of work, a fee estimate, and a proposed schedule for the project. After review and approval by PCSD, a notice to proceed will be issued to the House Doctor.

**Brief Scope of Work:** For the investigation, evaluation and preparation of certifiable studies and final design services for multiple repair, replacement and renovation projects and general building upgrades. Building systems requiring professional services may include: roof, building envelope, structural, mechanical, electrical, plumbing and fire protection services. Scope of work may include but is not limited to: investigating the nature and severity of the problem, documenting existing conditions, recommending detailed repairs and magnitude of cost for such repairs, proposing alternative methods of repairs for resolution including energy-efficient alternatives, developing the preferred solution to schematic design and/or design development and preparing construction specifications and documents, cost estimates and providing construction administration for the solution.

The Plymouth County Correctional Facility (hereafter referred to as "the Property") consists of a multi-building, minimum, medium and maximum-security correctional facility for male offenders.

The area of the main site is approximately 871,200 square foot (20-acres) with the four (4) buildings have a combined reported gross floor area of approximately 440,303 square feet. The remaining consist of small structures which are located off the main campus; either on a "farm" to the north or located in various areas surrounding the main site.



*Aerial photo of PCSD*

### On Main Campus

Building Name	Gross Square Footage	Year of Construction
Administration Building	49,630	2001
PCCF-Main	351,537	1994
Printshop/Garage	13,886	1994
Support Facility	23,750	1994
Garage Field Service	1,500	1994
Archive Storage Building	400	Unknown
CoGen Building	360	Unknown

### Off the Main Campus

Farm House	780	1925
Dairy Barn	6,521	1966
Carpenter Shop/Storage Barn	3,330	1935
Sheriff's House	1,400	1925
Display Building	1,440	Unknown
Shop Building	1,540	2003
Cold Frame No. 1	1,428	2005
Cold Frame No. 2	1,428	2006
Feed Storage Shed	Unknown	Unknown
Tower-Plymouth Pine Hills	Unknown	Unknown
Tower-Hanson Commerce Ctr	Unknown	Unknown
Tower-Communications Bldg	Unknown	Unknown
Tower Caleb Drive Bldg. 1	Unknown	Unknown
Tower Caleb Drive Bldg. 2	Unknown	Unknown
Tower Caleb Drive Communications	Unknown	Unknown
Garage Storage	Unknown	Unknown

## SCOPE OF WORK

The scope of work may include but is not limited to:

1. Investigating the nature and severity of the problem.
2. Documenting existing conditions.
3. Recommending detailed repairs and magnitude of cost for such repairs.
4. Proposing alternate methods of repairs for resolution of the problem, including energy efficient alternatives.
5. Developing the preferred solution to schematic design and/ or design development.
6. Preparing construction specifications and documents, cost estimates, and providing construction administration for the solution.
7. Designing new construction or expansion of existing facilities.

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

## APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB website <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>. The specific Personnel and Project Experience required is listed below.

### PERSONNEL

1. Architect (**Prime Firm**)
  2. Mechanical Engineer (M/P/FP)
  3. Electrical Engineer
  4. Structural Engineer
  5. Civil Engineer
  6. Landscape Architect
  7. Specifications Consultant
  8. Cost Estimator
  9. MA Building Code Consultant
  10. Hazardous Materials Consultant
  11. Corrections Security 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. Demonstrated experience in the planning and design of correctional facilities of similar size and complexity, including experience in phasing corrections construction projects with high security requirements.
2. Demonstrated experience with repair, renovation and modernization projects for site improvements, building envelope, roofing, windows, structural systems, mechanical systems, plumbing systems, electrical systems, fire and life safety systems, conveyance systems, security systems (perimeter fencing, site lighting, access control, video surveillance, alarm system, etc.), accessibility compliance, etc. in active correctional facilities.
3. Demonstrated experience managing public projects. 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.
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, resilient design, considerations of site-specific resilience enhancements, 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.

N/A

## **PROJECT REQUIREMENTS**

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

### **Security Sensitive Information**

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

### **Affirmative Marketing**

### **MBE/WBE Participation**

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Although PCSD are not explicitly required to establish a minimum combined MBE/WBE participation goal for the Contract in accordance with M.G.L. C.7C, § 6 and Executive Orders 526, 559 and 565, PCSD is encouraged to adopt language about MBE/WBE participation as well as other diversity programs in its Contract.

Along with the MBE and WBE participation which reflect ownership status set forth below, the Designer Selection Board and PCSD 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, may 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 Plymouth County Sheriff's Department projects.

Further information about the MBE/WBE Program appears in the "Participation by Minority Owned Businesses and Woman Owned Businesses," in the current Commonwealth of Massachusetts Contract for House Doctor at Attachment F, and on the Supplier Diversity Office website: <http://www.mass.gov/sdo>.

#### **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 484: Leading by Example-Clean Energy and Efficient Buildings**

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 484 – see <https://www.mass.gov/anf/docs/dcam/diforms/energy/energy-eo484-final.pdf>.

##### **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

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. **PCSD** 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. **PCSD** 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 **PCSD**.

### 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. **PCSD** 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>.