



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108
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DSB List#:	22-24	
Notice Date:	28 Sept, 2022	
Submission Deadline:	19 Oct, 2022	At 2:00 PM
Project Number:	DSBP-27	
Project Title:	Study and Design for General Building Renovations, Repair and Upgrades	
Project Location:	Worcester State University, 486 Chandler Street, Worcester, MA 01602	
Awarding Agency:	Worcester State University	
Available Aggregate Amount	\$4,000,000	
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 the work and services authorized, shall not exceed)	\$1,000,000.00 per contract	

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 **four (4)** contracts, each with a total value of **\$1,000,000.00** to qualified designers under this contract. Awarding Authority may assign a House Doctor with which it has signed a contract to perform individual project(s) of the type described in this advertisement directly for another Commonwealth entity.

Prime Firm Requested

☒ Architect
☐ Landscape Architect
☐ Engineer
☐ Interior Designer
☐ Programmer
☐ Construction Manager

Immediate Service Authorized

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

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AGENCY INFORMATION

Worcester State University (WSU) is a public institution of higher learning set on 58 acres in the residential west side of Worcester, Massachusetts. We are dedicated to preparing students for personal success, rewarding careers, and effective citizenship in the 21st century. Worcester State University offers 60 undergraduate majors and minors, 29 master's degrees, post-baccalaureate certificates, and graduate programs, and real-time access to online, noncredit professional training. Our accreditation by the New England Commission on Higher Education, Inc. (NECHE), formerly the New England Association of Schools and Colleges (NEASC), demonstrates that our liberal arts and sciences curriculum meets or exceeds its criteria for assessment of quality. The campus' physical asset portfolio is comprised of 36 buildings containing over 1.2 million gross square feet consisting of general-purpose classrooms, specialized laboratory instructional space, dining facilities, lecture halls, theaters, faculty and administrative office, wellness center, library, student center, athletic performance venues, and a parking garage. Building construction dates range from 1931 to 2016.

[Click here for a virtual tour of the campus.](#)

[Click here for our map.](#)

[Click here to visit the WSU Facilities Website.](#)

PROJECT OVERVIEW

Worcester State University requires House Doctor services for architectural, mechanical, electrical, structural, plumbing, life safety, code review, landscaping and building envelope systems. The scope of this work includes, but is not limited to, interior and exterior renovations and repairs to all buildings and grounds on campus such as administrative office, general purpose classrooms, specialized instructional space such as laboratories and performance venues, building envelope components, dining areas, public assembly spaces and building mechanical, electrical, plumbing and life safety operations systems. The House Doctor, working in tandem with their engineering team, and with appropriate consultants as needed, will be required to provide technical advice as well as have excellent knowledge of all applicable local, state and federal code requirements. The House Doctor team will also be required to perform studies for DCAMM certification, create schematic, design and construction documents, actively participate as a joint partner with the University in the public bidding process in accordance with MGL and provide construction administration services. The House Doctor team will also provide support to the University in its interactions with all applicable authorities having jurisdiction during pre-construction document review, construction and post-construction reviews. Familiarity with jurisdictional authorities, knowledge DCAMM's Designer Procedure Manual, effective cost estimating, schedule management and communication is also required.

Projects may include review and evaluation of existing conditions of structures, building envelope systems, MEP assessments, interior finishes, conveyance systems, accessibility audits, campus utility infrastructure, campus hardscape and landscape, as applicable. For each project, the selected team will be asked to provide Worcester State University with a written detailed scope of work and associated fee along with a proposed schedule for each scope milestone. After review by WSU, a notice to proceed will be issued to the House Doctor.

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 preparing order-of-magnitude cost estimates for such repairs over multiple phases.
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. Performing project closeout including all documentation review and issuance of all appropriate affidavits.
7. Developing certifiable studies and projects with scopes of work that are phased over multiple fiscal years in order to account for funding limitations, building access, and coordination with other programs and projects such as the installation of "solar-ready" replacement roofs

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. 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 (independent consultant required)
 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.

Evaluation 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. The Prime firm, through their Diversity Focus Statement (in Section 5), shall demonstrate their firm’s implementation of Equity, Diversity, and Inclusion (EDI) principles within its organization and within the design profession. The Statement shall:
 - a. document the firm’s track record for meeting and exceeding EDI goals, including the demonstrated track record of the Prime firm for meeting DCAMM or other agency diversity goals, highlighting in particular prior projects that have met or exceeded these goals
 - b. specify the firm’s approach toward assembling the team for this project, both with internal staff and the inclusion of M/W/VBE firms
 - c. detail the experience of the working relationships among the team, including a description of the roles and responsibilities among the team members assigned to this project. Evaluation Factor
2. Demonstrated experience in the renovation and repair of complex HVAC, electrical, plumbing, structural and building envelope systems in a range of occupied Higher Education buildings-- University classrooms, laboratories, public assembly venues, and other specialized facility types.
3. Demonstrated experience with successful completion of technical studies and knowledge of all applicable code and Executive Order compliance requirements including ADA, MAAB requirements,
4. Demonstrated experience in designing sustainable landscapes which support the student experience, furthers universal design goals, and educates users on the role of landscape in furthering sustainable design goals across the university campus.
5. 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

N/A

PROJECT REQUIREMENTS

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

Affirmative Marketing

MBE/WBE Participation

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Along with the MBE and WBE participation goals which reflect ownership status set forth below, the Designer Selection Board and DCAMM are interested in learning about the applicant firm's approach and commitment to diversity in its HR policy, its overall business practices and in assembling this project team. Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, when appropriate, including work it would typically provide in house, partnering, offering opportunities to qualified firms with which it or its consultants have not previously worked or firms that may have less experience working on public projects, and other means that provide additional opportunities for MBE and WBE firms in new ways.

Applicants, as prime firm and team lead, should include in their application, under Section 5, a Diversity Focus Statement directly addressing their approach to enhancing diversity in assembling the team for this project, including a clear description of each working relationship, and in their overall HR and business practices. The Designer Selection Board strongly encourages teams composed of firms that expand the overall breadth of different firms working on DCAMM projects. See also Evaluation Factors.

In accordance with M.G.L. C.7C, §6 and Executive Orders 526 and 565, the **Division of Capital Asset Management and Maintenance (DCAMM)** has established minimum MBE and WBE participation goals of **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: <https://www.mass.gov/orgs/supplier-diversity-office-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

In support of the Commonwealth’s commitment to sustainable design, the design team is expected to identify and integrate carbon reduction strategies including, but not limited to, low/no carbon fuel sources, high efficiency measures, and renewable energy sources such as geothermal and solar. Civil and landscape design should emphasize water conservation, integrated storm water management, and low-maintenance ecologically appropriate planting design. 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 3 – Standards for New Construction and Section 4 - 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>.

Building studies may 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.

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. The Commonwealth welcomes innovative design strategies that are usable by the widest range of people operating in the widest range of situations without the need for special or separate design. The design team is expected to utilize the [Goals of Universal Design](https://idea.ap.buffalo.edu/about/universal-design/) <https://idea.ap.buffalo.edu/about/universal-design/> as guidance for applying Universal Design solutions to the project.

Accessibility

The Designer's team 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 <https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm> 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 or the applicable client agency 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.

The Designer will incorporate the work of the accessibility consultant into their construction documents. 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 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 DCAMM or the **Awarding Agency**.

DCAMM Procedures

The Designer must be familiar with the procedures established in DCAMM's Designer Procedures Manual <https://www.mass.gov/doc/designers-procedures-manual> (dated August 2008) 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>).

Workshops

WSU 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** or the **Awarding Agency** 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/doc/cost-estimating-manual> and Uniformat II can be found at <http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf>.

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.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>