PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

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

DSB List#:	22-33	
Notice Date:	November 2, 2022	
Submission Deadline:	November 23, 2022	At 2:00 PM
Project Number:	HCC2301	
Project Title:	Marieb Building Renovation	
Project Location:	Holyoke Community College	
Awarding Agency:	Division of Capital Asset Management and Maintenance (DCAMM)	
Estimated Construction Cost:	$6,730,000	
Fee for Draft Study	**$260,000**	
Fee for Certifiable Study	To be Negotiated	
Fee for Schematic Design	To be Negotiated	
Fee for Final Design	To be Negotiated	

Contract Type:

X Study & Design Services

Prime Firm Requested:

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

Immediate Services Authorized:

X Draft Study

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

X Certifiable Study
X Schematic Plans and Outline Specifications
X Design Development Plans and Specifications
X Construction Plans and Specifications
X Administration of Construction Contract
Other:

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AGENCY INFORMATION

HOLYOKE COMMUNITY COLLEGE

Holyoke Community College (HCC) is a public two-year higher education institution in the Commonwealth of Massachusetts providing high-quality, affordable pathways to transfer or immediate entry into the workforce. A designated Hispanic Serving Institution (HIS), HCC serves a diverse community with nearly one hundred degree and certificate programs, and online, blended, evening, and Saturday classes. HCC's Center for Health Education, Kittredge Center for Business and Workforce Education, and the new HCC MGM Culinary Arts Institute, provide students with state-of-the-art resources as well as the knowledge and skills they need to be successful.

HCC, the Department of Higher Education, and the Division of Capital Asset Management seek a well-qualified team to plan and design improvements to the Marieb Building on the HCC campus. The improvements will address reconfiguration of a major portion of the First Floor and upgrades to necessary building infrastructure.

Department of Higher Education (DHE)

DHE is the statutorily created agency in Massachusetts responsible for defining the mission of and coordinating the Commonwealth's system of public higher education and its institutions. The DHE works to create and maintain a system of public higher education which provides Massachusetts citizens with the opportunity to participate in academic and educational programs for their personal betterment and growth, to contribute to the area's existing base of research and knowledge, and to contribute to the Commonwealth's future economic growth and development. For more information on DHE visit their website www.mass.edu.

DIVISION OF CAPITAL ASSET MANAGEMENT & MAINTENANCE

Division of Capital Asset Management and Maintenance (DCAMM)

DCAMM is an agency within the Executive Office for Administration and Finance (ANF) responsible for capital planning, major public building construction, facilities management, and real estate services for the Commonwealth of Massachusetts. The agency was created by the legislature in 1980 to promote quality and integrity in the management and construction of the Commonwealth's capital facilities and real estate assets. https://www.mass.gov/orgs/division-of-capital-asset-management-and-maintenance

Aerial Photo of Holyoke Community College Campus and Surroundings

Today, Holyoke Community College consists of a 150-acre campus, accommodating ten major buildings, including specialized learning facilities equipped with state-of-the art technology. HCC serves over 9,000 credit and non-credit students annually, and provides a variety of recreational and cultural activities, from sports programs to music festivals, for students and community members alike.


HOLYOKE COMMUNITY COLLEGE
WALKING MAP
CAMPUS POLICE & FACILITIES
MINI J LOT
Entryways
Entryways not accessible to persons with disabilities
EVAC-U-TRAC Locations
H LOT
VISITOR LOT
LIBRARY
LOWER J LOT
G LOT
DONAHUE
FROST
Lots K & L
UPPER MALL
LOWER MALL
UPPER MALL
LOWER MALL
F LOT
FINE & PERFORMING ARTS
MARIEB
M LOT
R LOT
N LOT
KITTREDGE CENTER
DAVID M. BARTLEY CENTER FOR ATHLETICS & RECREATION
CAMPUS CENTER
KID'S PLACE DAY CARE CENTER
O LOT
E LOT EXT
Lots A-E
Lots M-Q
key
walkway/road
building
open space
parking lot

Campus Map

PROJECT OVERVIEW

Holyoke Community College Campus Buildings Stepping Down the Sloped Site

The Marieb Building is home to life and health science programs that prepare students for entry into the workforce and for transfer to four-year institutions. Academic programs include the following disciplines: Biology, Biotechnology, Foundations of Health, Medical Assistant, Medical Billing and Coding, Nursing, Radiologic Technician, Veterinary Technician and Assistant, and Environmental Science. The Marieb Building supports noncredit and career pathway programs for the healthcare and cannabis industries, as well as required/prerequisite courses (for example, Anatomy and Physiology) for selective admissions programs (Nursing), and numerous sections of "non-major" courses in Biology. The Marieb Building is also the home of our STEM Starter Academy.

The total three-year average enrollment of the credit programs listed above is about 25% (1,187) of the total HCC enrollment for fall 2018, 2019, and 2020 (4,770). Diversity rates vary and are highest for the Foundations of Health Career (49.8%) and Biology (47.3%) programs (the #1 and #9 enrolled programs in fall 2021), compared to a 3-year average at HCC of 40.6%. Hispanic representation is greatest in Biology (30.1%), Foundations of Health Career (34.0%), Medical Assistant (34.0%) and the new Veterinary Assistant Certificate (28.6%). Adults (aged 25+) and females make up a large percentage of enrollments across the programs.

Hybrid/remote technologies implemented during the pandemic will be installed in the Marieb Building. Students, staff, and faculty value flexible options and require remote access to learning, services, and collaboration. Increasing flexible and innovative program and service-delivery models during the pandemic greatly impacted equity in the workplace by increasing access to academics and services (tutoring, advising, mental health/wellness, etc.). As an HSI, HCC is committed to breaking down barriers to success and ensuring that all students have equitable access to culturally responsive, accessible, and challenging educational opportunities that will prepare them for employment, transfer, and lifelong learning.

HCC's health and life science programs are aligned with the priority industry cluster of the Pioneer Valley Regional Blueprint -- Healthcare and Social Assistance. Many of the associated occupations are in high demand in the region, and require workforce certifications, certificates, or degrees. These occupations include Nurses (supply gap of -2,905 in year 2021), Medical Assistants (1,614 openings) and Nursing Assistants (3,382 openings), and Veterinary Technicians. Growth in the cannabis industry increases the number of occupations requiring expertise in cultivation, extraction, and other laboratory skills.

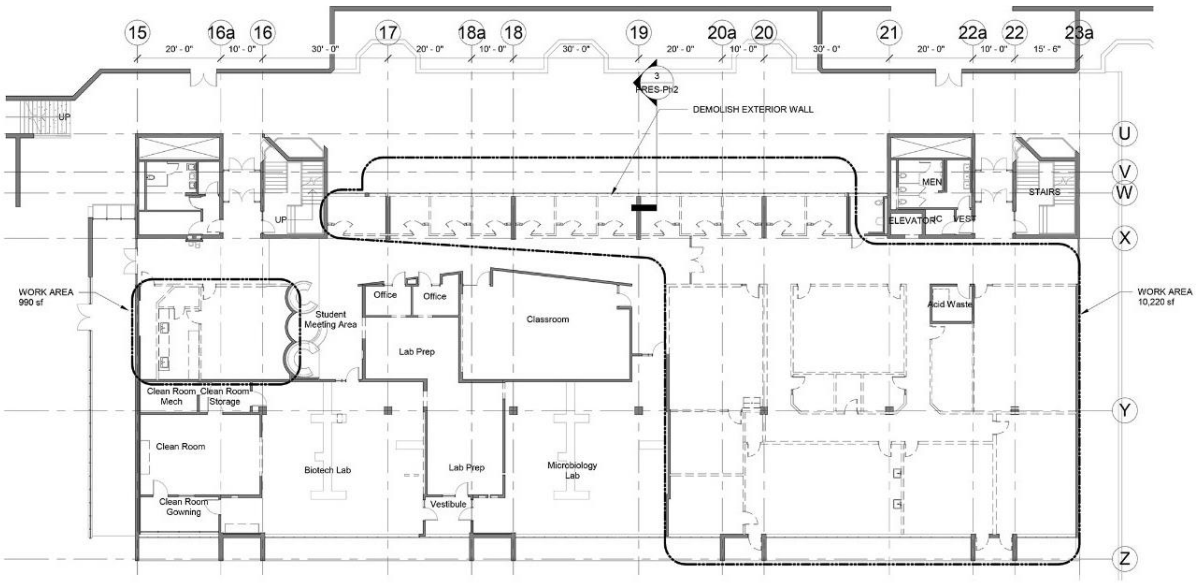
HCC proposes a phased modernization of the Marieb Building. The proposed phase intends to provide a schematic design for the entire building that will facilitate the design and completion of the First Floor of the Marieb Building, encompassing a project scope – approximately 11,200 square feet -- which balances 1) support for academic program instructional and support space needs, 2) compliance with regulatory requirements, 3) priority upgrades to select building-wide infrastructure, and 4) affordability. Maximizing functionality, necessary code compliance and cost-effectiveness are essential objectives for the proposed project. The planning for the proposed space will engage HCC stakeholders to review the vision for the modernization of the entire Marieb Building to support academic program needs. The First Floor improvements are an important step towards meeting the College's higher education objectives.

Improvements on the First Floor of the Marieb Building completed in July 2018 with funding from the MA Life Sciences Center included the configuration and fit-out of a Biotech Lab, Microbiology Lab, Lab Prep Room, Clean Room, Classroom, two offices, and related support spaces. The proposed phase is intended to complete the reconfiguration and upgrading of the entire First Floor.

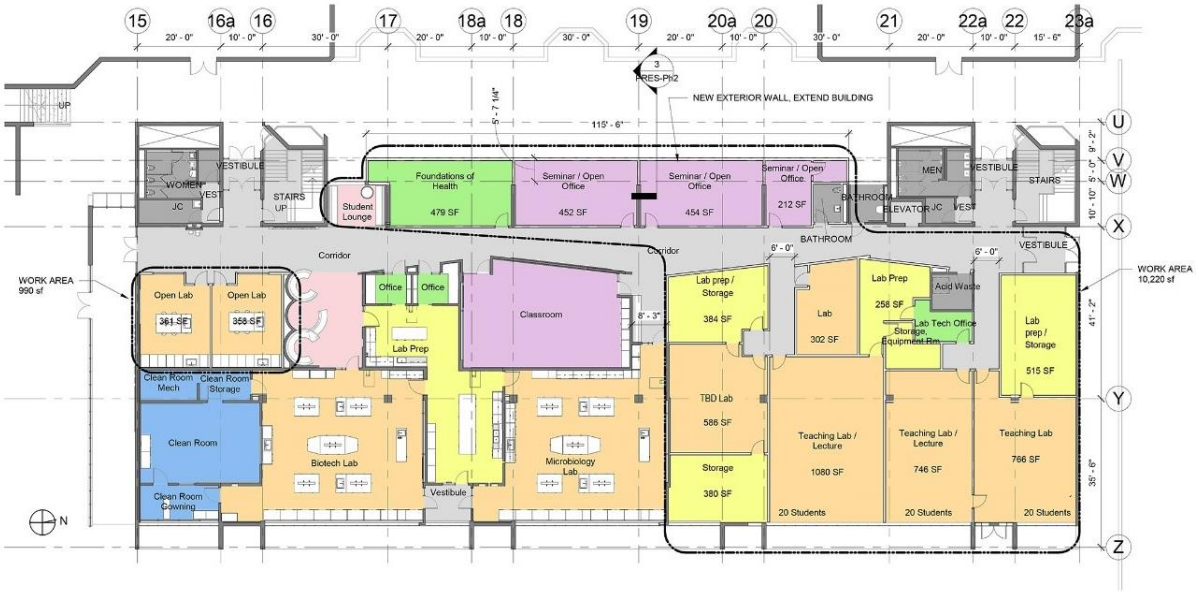
Planning and design objectives for the proposed renovation include the following:

- Reconfigured spaces serving academic programs with projected enrollment growth and right-sized instructional spaces to support pedagogy
- Specialized instructional and support space incorporating state-of-the-art technology, design features and layouts to support greater flexibility in use and scheduling to enable maximized utilization
- Right-sized office and support spaces for faculty
- Building support spaces and infrastructure upgrades in line with current code requirements.

The following drawing provides a preliminary design concept for the proposed project. This study-schematic design will analyze the programmatic and technical requirements for the proposed project, validate the design concept and propose a viable design solution for certification.



1 LEVEL 1 - DEMO PLAN
1/16" = 1'-0"



2 LEVEL 1 - NEW PLAN
1/16" = 1'-0"

Floor Plan Drawing Illustrating Preliminary Design Concept for Marieb Building First Floor

The following is a preliminary outline scope of anticipated improvements to be included in the proposed project:

a) Items, including, but not limited to, related to Department Program and the building functionality
   - Renovate North section of the building into 3-4 Lecture/Teaching Labs and associated Lab Prep areas (all incorporating appropriate universal design features)
   - Renovate South classroom and closet area into Open Labs (all incorporating appropriate universal design features)
   - Replace air handler
   - Upgrade ductwork and controls in all areas not completed in previous phase
   - Improve lighting and finishes in all areas not completed in previous phase
   - Replace entry vestibules at two First Floor entrances
   - Extend stand-by power from emergency generator in tunnel

b) Items required by code
   - Upgrade fire alarm system
   - Provide new fire protection water supply line
   - Install sprinklers throughout the building
   - Provide/rehab accessible restrooms and plumbing fixture counts to meet code requirements
   - Request for variance to have gender neutral bathrooms and the need to have separate faculty/staff and student bathrooms.
   - Make all First-floor offices fully accessible in compliance with Massachusetts Architectural Access Board requirements and Americans with Disabilities Act obligations
   - Make all building entrances accessible in compliance with Massachusetts Architectural Access Board requirements and Americans With Disabilities Act obligations (scope of needs and code requirements to be based on accessibility audit performed by specialist)
   - Provide dedicated water supply lines as needed to labs on the First floor.
   - Provide accessible drinking water bottle filling stations

The study shall review all existing conditions, and program, functional and regulatory requirements, to confirm and further develop the project scope.

For the proposed project at HCC, in support of DCAMM's mission to create and manage forward thinking sustainable buildings, design teams are expected to identify and integrate carbon reduction strategies and resilience improvement opportunities associated with this project. This includes, but is not limited to, low/no carbon fuel sources, high efficiency measures, incorporating climate change resilience standards and adhering to agency climate change vulnerability assessments and resilience recommendations. For these purposes, resilience is defined as: Ensuring that state facilities can be operated or adapted to resist and recover from the effects of hazards in a timely and efficient manner. This includes ensuring the preservation, restoration, or improvement of its essential structures and functions for the duration of its life cycle.

SCOPE OF WORK

The tasks identified below are representative for the purposes of this advertisement and are by no means fully inclusive.

Task 1 - Project Start Up & Work Plan
Task 2 - Program Development & Existing Conditions Documentation and Analysis
Task 3 - Development & Evaluation of Alternatives
Task 4 - Preferred Alternative
Task 5 - Draft Study Report
Task 6 - Schematic Design
Task 7 - Certifiable Building Study Report

Task 1 – Project Start Up & Work Plan

Project Start Up

- Attend a DCAMM administrative conference to review all project requirements and DCAMM administrative and project management policies, procedures, and protocols.
- Conduct study conference/workshop with DCAMM and user agency working group to review project goals and objectives, planning process, schedule of milestones, information, and data requirements, etc. All Designer team members (including subconsultants) will be introduced to the user group, and their roles and responsibilities described. The Designer should assume bi-weekly working sessions throughout the duration of the study phase unless otherwise notified. Meetings may be held in-person, online or in hybrid format.
- Compile a data request, identifying any additional information needed.

Work Plan

Upon contract signing, the Designer, with DCAMM, will generate a Project Work Plan that will provide a detailed scope of work (SOW) including all required tasks, deliverables, schedule, and fee breakdown for this Study. Both DCAMM and the Designer will review and approve this Work Plan. All study services authorized by any notice-to-proceed must comply with the workplan approved by the DCAMM Director of Planning, which will be incorporated into the Designer's contract upon written approval. During the Study, new opportunities or constraints may be uncovered and require a re-thinking of original intentions. If necessary, a memo will be issued outlining any revisions to the Work Plan that might be required. The Work Plan at a minimum will include:

- Statement of understanding of the vision, goals/objectives, scope, budget, and schedule for the project.
- Statement of climate and energy, "best in class" energy (site) use intensity, zero-net energy, low or no carbon fuels, and/or climate resilience goals. Specific metrics (such as, Energy Utilization Index – EUI) may be included as appropriate.
- Confirmation of team members' roles and their expected participation including MBE/WBE participation.
- Evaluation of the preliminary total project cost (TPC) developed by DCAMM; and
- Detailed schedule of meetings and workshops through the study phase including key attendees, draft topics agendas, projected time frames for design and construction, and permitting timeline.

Deliverables

- Presentation materials and meeting minutes from the administrative and study meetings
- Project Directory including stakeholder list
- Data Request
- Approved Work Plan identifying project goals, key dates, deliverables, and project schedule

Task 2 – Program Development & Existing Conditions Documentation and Analysis

During this phase of the study, the emphasis will be on collecting and analyzing data and documentation which will inform the alternatives developed in Task 3.

Program

The Designer, with its consultant(s), will confirm all program requirements for Holyoke Community College. This will include an analysis of the existing program relative to right-sized standards as well as future program requirements. The Designer will provide a narrative that justifies program needs as well as a preliminary tabular program expressed in net square feet with net to gross ratios and gross square feet requirements, and typical room layouts and adjacency diagrams indicating key relationships and technical requirements. The program will be reviewed and endorsed by HCC and DCAMM before proceeding to the development of alternatives. The Designer will:

- Schedule and facilitate a tour (s)/site visit(s) of comparable facilities to assist HCC and DCAMM in the planning process;
- With applicable subconsultant(s), analyze the agency's current and future needs relative to their programmatic evolution, best practices for modern planning for buildings of this type, applicable regulations, future trends, and goals for consolidation;
- Interview HCC representatives to gain a thorough understanding of their mission, programs, staffing, functional and technical requirements, and any other relevant planning-design considerations;
- Provide a narrative which documents and presents a justification for all programmatic needs and requirements;
- Develop detailed tabular space program broken down by individual functional area and sub-area and identifying all net useable square footage, and all gross space requirements. Tabular program should include existing, right sized, and proposed space requirements. Confirm program is detailed enough to ensure its accommodation in the existing building. Evaluate the program with respect to industry standards and norms as well as the established budget;
- Provide typical room layouts and spatial adjacency diagrams indicating key relationships, and technical requirements; and
- Outline a basis of design consistent with MA climate goals and options for building systems requirements, including high performance envelope, right-sized systems, and using low carbon fuels for meeting thermal loads.
- Participate in the evaluation and selection of the Construction Manager (CM) in the statutorily required Designer role, and coordinate with the CM.

Scope – Site and Building

- Existing Documentation Review and Analysis
    - Review documentation provided by DCAMM and identify any additional material or information needed to complete this Study.
- Existing Building and Site Conditions Analysis and Documentation

- Have architectural and engineering teams perform a visual survey, supplemented by destructive testing (which may include sampling and testing of known or suspected hazardous materials), if necessary, to confirm building conditions and to support accurate conceptual pricing.
- Interview facility and maintenance staff for input on condition, use and operation of building and identify areas of potential improvement and alignment with current best practices.
- Review Executive Order 594 or the current Massachusetts Leading by Example Executive Order, LEED criteria, and other applicable performance data requirements. Develop a project base case profile for climate change action (including low/no carbon fuels), energy and water use and proposal to comply with Executive Orders;
- Evaluate existing envelope condition and opportunities to reduce envelope heat loss and right-size mechanical systems.
- Determine existing building site energy use intensity (kBTU/sf of building use, excluding on-site solar generation) and set target for the project;
- Provide an evaluation of vulnerability to flood, storm surge, rising sea level, increased precipitation, temperature and identify strategies to fix known problems and avoid risk (use Resilience Checklist and resilience design standards @ resilientma.org).
- Provide a thorough survey and analysis of hazmat conditions including scope, methods and cost for remediation as required to do this project.
- Develop analytical framework for measuring construction and operating cost impacts during study and design phases, include but not limited to life cycle costs, utility incentive rebates, alternative compliance payments, demand response payment and other incentives.
- Provide a complete code analysis, relevant to anticipated permit application date, including a comprehensive Chapter 34 analysis. Identify necessary permits, reviews and interactions with regulatory agencies and factor into detailed timeline for project delivery. Identify relevant Executive Orders and applicable utility or energy-related incentives. Detail all relevant deficiencies or concerns and propose approaches for resolution to be incorporated in the alternatives developed in Task 3. DCAMM will utilize its accessibility consultants to provide technical assistance and oversight for accessibility compliance during the study, design, and construction process. The Designer is responsible for coordinating all work with DCAMM's accessibility consultant.

Cost

- Provide a current assessment of the construction cost escalation rate for similar buildings in Massachusetts.
- Recommend potential options to reconcile preliminary costs with project budget for review by DCAMM.

Schedule

- Prepare preliminary design and construction schedule and/or phasing plan. Show in detail permitting and regulatory reviews required and their impact on timeline. Outline a plan to allow for continued operation of College functions, and undisrupted delivery of necessary services and programs during the construction phase of the proposed project.

Deliverables

- Complete annotated list of all documentation provided to the Designer by DCAMM.
- List of additional documentation or information identified by Designer as required to complete this Study.
- Existing Conditions Assessment and base set of drawings.
- Base document set including:
- Site Plan.
- Dimensioned floor plans, elevations, and sections as applicable.
- Photographs documenting existing conditions of the building and site.
- Clearly organized and illustrated existing condition report (for all above tasks) combining the analysis of site, building program, case studies, code analysis, budget, and schedule, with completed workshop material and meeting minutes collated in an appendix. This report should include a summary of findings, issues and factors expected to have an impact on design alternatives and costs.
- PowerPoint presentations for project workshops and meetings, as needed.
- Meeting minutes.

Task 3 – Development & Evaluation of Alternatives

This phase of the study will focus on developing and analyzing a minimum of three to five meaningful alternatives for this project. These scenarios will define and prioritize the deficiencies in the building and site and identify the best and most cost-effective approach to address them and achieve the goals of this study. Develop a matrix based on agreed upon criteria to evaluate each option.

Program

- Create and analyze a minimum of three meaningful alternatives for implementing the recommended program and/or in phases, including swing space and backfill.
- Provide blocking and stacking diagrams and illustrate internal adjacencies and collaboration opportunities for each.
- Indicate any site issues. Include circulation diagrams and indicate accessible paths of travel.

Scope – Site and Buildings

- Develop a master list of facility deficiencies and proposals to address them.
- Present a matrix that illustrates a pros and cons analysis of alternatives regarding criteria (including program options, floor plan layout, materials, and level of finish, etc.) established by the Designer, HCC, DCAMM and Commonwealth-contracted consultants or contractors, which may include (if applicable) the construction manager at risk procured for the project (CM)
- Identify and define priority projects for near- and long-term implementation, this list may include phased projects, swing space, and backfill.

Cost

- Provide an order of magnitude cost for the alternatives.
- Conduct a workshop to review project costs and resource allocation strategy.

Schedule

- Further develop the project schedule for design through construction including required permits and associated required regulatory review which can impact the schedule.
- Evaluate schedule options and issues, including swing space needs, backfill and timing.

Project Review Workshop

- A workshop led by the Designer (Project Review Workshop), will be scheduled to provide all project participants and stakeholders an opportunity to comment on the key issues identified by the Study and to review the alternative concepts and preferred option selected from the work in Task 3. An appropriate presentation should be prepared for the Project Review Workshop and the selected alternative refined and documented per the outcome of the Project Review Workshop.

Deliverables

- Documentation of findings with appropriate narrative describing alternative concepts and preferred option, analysis, and workshop outcome. PowerPoint format for workshop

presentation. Well-organized, clearly written, and well-illustrated technical memorandum or mini-report, as appropriate.

- Prioritized list of projects illustrating construction and funding schedule.
- Comparative matrix illustrating pros and cons regarding HCC and DCAMM goals for the project program, scope, costs, construction schedule, and potential implementation impact.
- Technical memorandum on costs, including comparable costs and assessments, possible approaches for cost control, and results of workshops.
- Meeting minutes.

Task 4 – Preferred Alternative

Outline the preferred project strategy and plan for its implementation distilled from the alternatives and as directed by DCAMM and HCC and, if applicable, as informed by the CM. Include comments from the Project Review Workshop(s) and cost workshops. Prepare the following package as part of the certification documentation:

Program

- Narrative outlining all components to be included in the building and rationale for inclusion.
- Finalized detailed tabular program listing all programmed and support spaces, including existing, right sized, and proposed spaces.
- Revised relationship diagram depicting important adjacencies.
- Revised room data sheets with room layouts as required for illustration, detailed fixture furniture and equipment lists identifying new and reused FF&E including performance requirements.

Scope – Site and Building

- Narrative that clearly outlines the preferred strategy for renovation, new construction, and/or phased projects, swing space requirements and backfill as well as the rationale for their selection, including a detailed approach to maintaining the 24/7/365 operation of the existing building(s).
- Site plan to scale showing building footprint(s) and all proposed site, civil, and landscape work
- included in the estimate.
- Pre-schematic floor plans, exterior elevations, blocking and stacking diagrams, 3D views of key interior spaces and exterior perspectives.
- Architectural, MEPFP systems, structural and site narratives.
- Building code analysis, review of permits and compliance requirements
- Outline specification for preferred alternative
- Basis of design for integration of envelope and MEP systems, Executive Order 594 compliance, LEED target level, LEED checklist, EUI target, and energy and water use estimates; Architectural, MEP systems, and site narratives.

Cost

- Detailed cost estimate per the DCAMM cost estimating manual

Schedule

- Detailed review of applicable codes, permits, and compliance requirements.
- Implementation schedule including required permitting, reviews, construction phasing, required move and swing space coordination, backfill and other critical logistics, enabling projects, etc.

Deliverables:

- Concise PowerPoint presentation explaining preferred option

- Narrative report that clearly outlines all program, scope, budget, and schedule of the preferred alternative, as well as the rationale for selection.

Task 5 – Draft Study Report

A draft study report that will include compiling and revisiting the products of the Tasks above for review. Draft documentation of the Study process will include all drawings, tables, charts, and narrative required to record decisions and support the preferred alternative. This document must be clearly organized with a table of contents, well-written and illustrated.

Deliverables

"Draft Study Report" shall mean a professional, detailed report that includes all the analyses, findings, and relevant background information compiled from all Tasks performed and services as the basis for design. Documents to be transmitted electronically in a format and software acceptable to DCAMM.

Note: The fee associated with the Tasks below will be negotiated during the study phase, following the determination of the building program. The Designer's contract will be amended to incorporate the final fee and scope for the Schematic Design/Certifiable Study phase.

Task 6 - Schematic Design

Prepare and submit a Schematic Design package in full accordance with DCAMM's Designer's Procedures Manual. Tasks under the Schematic Design Phase include, but not limited to:

- Coordinate initial Schematic Design conference;
- Review and update Workplan as necessary;
- Conduct progress workshops with DCAMM, User Agency, Designer's team, and CM;
- Finalize building code and site analysis.
- Coordinate with DCAMM's accessibility consultant and participate in a Universal Design workshop
  (Note that the Universal Design (UD) workshop will be conducted by the DCAMM access consultant but shall be scheduled by the Designer at a time they feel will be most beneficial in the design process. Designer to provide schematic level design information and drawings to access consultant at least two weeks prior to the UD workshop.);
- Coordinate with DCAMM's accessibility consultant to ensure the building is designed to address Universal Design goals/ MAAB / ADA standards and best practices.
- Identify energy efficiency and carbon reduction opportunities.
- Conduct a life cycle cost analysis (including the integration of envelope and MEP systems), operational costs including maintenance, utilities, alternative compliance payments and demand response payments.
- Resilience assessment and design strategies
- Participate in cost estimating activities, including, if applicable, cost reconciliation with the CM and/or other Commonwealth-contracted consultants/contractors;

Deliverables

- Design Premise: Premise upon which the design scheme is based, including sketches which illustrate indoor and outdoor program functional relationships, access, and future expansion;
- Commissioning Plan: A scope of the commissioning services incorporated;
- Basis of Design for high efficiency and low/no fossil fuel MEP systems;
- Envelope design and target performance;
- Mass LEED target level and checklist (or other required certification as required by Executive Order 594);
- Life cycle cost analysis;
- Resilience assessment and design strategies including the Resilience Checklist and results of resilient design standards (https://resilientma.mass.gov/home.html)
- Drawings:
    - Site plans: Site plans of project addressing impact of accessibility, zoning, context, utilities, environment, parking, drainage calculations, planting, and other related program criteria;
    - Floor plans–Spaces: Floor plans of all levels identifying all program spaces;
    - Floor Plans–Levels: Floor plans of all levels indicating the building's general mechanical, electrical, plumbing, fire protection and structural systems;
    - Floor Plans–Demolition and/or Current Conditions: (If applicable) Demolition and/or existing conditions floor plans for all trades;
    - Floor Plans–Site Relationship: Four elevations from the main orientation points of view indicating the relationship to site configurations as applicable;
    - Floor Plans–Program Spaces and Site Configurations: Two cross-sections with floor heights, identifying program spaces and relationship to site configurations;
    - Designer's Studies: A three-dimensional representation, axonometric, perspective drawing or an aerial photographic view of the Designer's Study model to convey the general massing of the project; a computer-generated model in context is preferable;
    - Floor Plans–Scales: The plan, section, and elevation drawings shall be 1/4" = 1'0". If the building is large or irregular in shape and will not adapt to the use of match lines, 1/8" = 1'0" scale may be approved for submission; and
    - Sheet size to be half-size.
    - Final cost estimate, including reconciliation workshop to meet budget and as needed. Cost estimates to be fully in accordance with cost estimating manual (to be verified in approved work plan).
    - Implementation schedule showing phases, early packages, need for backfill and/or swing space and permitting affecting the project.

Task 7 – Certifiable Building Study Report

Prepare draft study report compiling the products of all tasks. Incorporate comments from draft report into a final report for certification, including an executive summary and project narratives. Submit one copy for final DCAMM review and comment prior to final submission in digital and spiral-bound hard copy formats (three copies maximum).

Deliverables

- Draft report compiling and revisiting the products of Task 2, 3, 4, 5, and 6 for review and comment by DCAMM and HCC.
- Final Report that incorporates comments from the draft report for certification in required digital and hard copy formats. The report package should provide a sufficiently detailed information package that describes all relevant aspects of the proposed phased renovation strategy and includes: the executive summary; program and final tabular program, project narrative; project justification and rationale for selection of consensus renovation plan; schematic design package; final Universal Design goals and Accessibility analysis, operations, MEPFP and site narratives; code analysis; energy costs, sustainable and resilient design approach; a phased construction cost estimate and narrative; an operating cost analysis; and a proposed project schedule (Gantt chart).
- Executive briefing Power Point presentation.

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. Higher Education Space Programming Specialist
3. Civil Engineer
4. Mechanical Engineer (M/P/FP)
5. Electrical Engineer
6. Structural Engineer
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 “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: • 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 prior projects that have met or exceeded these goals • specify the firm's approach toward assembling the team for this project, both with internal staff and the inclusion of M/W/VBE firms • 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.
2.	Recent, demonstrated experience in the programming, design, and completed construction of projects of comparable type, scale, and complexity, including Ch.149A (CM-at-Risk). Projects cited as relevant experience should be those where key proposed prime team personnel have had major roles and responsibilities. Projects cited as relevant experience should include the following scope of work: evaluation of existing conditions; imaginative design- thinking and programming for flexible, state-of-the-art higher education spaces for specialized instruction, collaboration and support for the life sciences and health sciences; evidence of the required technical skill and expertise of the proposed team to identify proposed improvements which balance needed functions, regulatory requirements and prioritization for affordability; ability to plan for maintaining operations during construction, and projects that require swing space considerations.
3.	Project-leads for both the Prime and their consultants (principals and project managers) must demonstrate specific experience with comparable projects of relevant type and scale. Evidence should show that they are equipped to provide leadership for facilitating decision-making by the client team, organizing, and managing their own design team and involving any other stakeholders to arrive at a clear consensus design solution and successfully constructed project.
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.

- Space Inventory and Floor Plans-2015
- Existing Conditions Summary-2015

Links to supporting documents:

- **Existing Conditions Summary-2015**
- **Space Inventory and Floor Plans-2015**

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 **5.4% MBE and 10.4% 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 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/ 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).

Electronic Project Management Information Systems

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

Workshops

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

Environmental and other supplemental services

Development of any hazardous materials assessments, specifications, and documents will be provided through the Hazardous Materials Consultant design team member identified above. DCAMM 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.

Building Information Modeling (BIM)

Building Information Modeling (BIM) will be used in the study, design, and construction phases of the project. The BIM List of Services can be found at https://www.mass.gov/doc/bim-list-of-services/download

This List of Services document is a general statement of DCAMM's current requirements regarding the use of Building Information Modeling technology in agency projects. The specific requirements regarding use of the BIM will vary depending on the nature of the project, the levels of development delineated in the DCAMM approved BIM Execution Plan for the project, and the diverse purposes for which DCAMM will use the BIM during the life cycle of the facility from design through facility operations. In all instances, the language of the project contract(s) will be controlling.

Building Commissioning

DCAMM or the Awarding Agency will include an independent third-party building commissioning agent as part of this project. The commissioning agent will develop in collaboration with DCAMM an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with DCAMM and the Designer's team during planning, design, and construction to evaluate design proposals and make recommendations to ensure the maintainability and operational efficiency of the new building.

CM at Risk

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

Integrated Project Delivery Approach/Lean Construction Tools

To the extent allowed under the Commonwealth public procurement laws and regulations, DCAMM may elect to use some aspects of an Integrated Project Delivery (IPD) approach, as generally described in the AIA document Integrated Project Delivery: A Guide (2007) – (see https://zdassets.aiacontracts.org/ctrzdweb02/zdpdfs/ipd_guide.pdf for informational purposes). To the extent the IPD approach and/or Lean Construction Tools conflict with DCAMM's contract terms or the laws governing DCAMM, then the contract documents and laws shall take precedence. DCAMM's preliminary approach to IPD will use CM procurement with the goal that DCAMM, client agency, Designer, CM, trade partners, and other key stakeholders will work as an integrated project delivery team within the existing statutory and contractual frameworks.

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

CONTRACT REQUIREMENTS

Contract for Study, Final Design, and Construction Administration Services
DCAMM uses one standard *Contract for Study, Final Design and Construction Administration Services* (October 2020) (Contract). If selected for study services, the applicant agrees to execute the Contract or its successor, without revisions or modifications. *No costs shall be incurred, or work performed before all contract documents are properly executed and a project Notice to Proceed is issued in accordance with the terms of the Contract.*

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

Study Phase: DCAMM has established a goal of **6-7 months** to complete a Study, including Schematic Design.

Design Phase: DCAMM has established a goal of**9 months** to complete design (DD and CD). The schedule for construction administration services will be established (if applicable, in consultation with the CM) as part of the study phase.

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

Also available is a template Design Phase Amendment, which includes a sample form of Attachment G – Design Phase Scope of Services. https://www.mass.gov/files/documents/2017/11/06/contract-for-study-final-design-and-construction-admin-services.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 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