



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108

Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#:	22-35	
Notice Date:	11/02/2022	
Submission Deadline:	11/23/2022	At 2:00 PM
Project Number:	22-2022	
Project Title:	Study and Design for Various Building and Systems Replacements	
Project Location:	Various Steamship Authority Facilities in Barnstable, Bristol, Dukes and Nantucket Counties	
Awarding Agency:	Woods Hole, Martha’s Vineyard and Nantucket Steamship Authority (“Steamship Authority”)	
Available Aggregate Amount	\$4,000,000	
Estimated Construction Cost:	Varies per Project, but less than \$3,000,000 per 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	

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, to qualified designers under this contract.

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

In 1960, the Massachusetts legislature created the Steamship Authority to provide for “adequate transportation of persons and necessities of life for the islands of Nantucket and Martha's Vineyard.” This legislation empowered the Steamship Authority to acquire, maintain and operate a boat line between the mainland ports of Woods Hole (Falmouth) and Hyannis (Barnstable) and the Islands of Martha's Vineyard and Nantucket.

The Steamship Authority has its principal office in Falmouth, Massachusetts, with ferry terminals in Woods Hole and Hyannis on Cape Cod, terminals in Vineyard Haven and Oak Bluffs on the island of Martha's Vineyard, and a terminal on the island of Nantucket. The Steamship Authority owns and operates year-round parking lots in Woods Hole, Falmouth and Hyannis, and operates seasonal off-site parking lots in Falmouth, Bourne and Hyannis. The Steamship Authority also has a vessel maintenance facility in Fairhaven and receiving warehouses in Falmouth, and it rents property in Mashpee for its reservations office.

Information about the Steamship Authority and its operations, including its vessels, terminals, operating schedules, tariffs, traffic statistics, history, organization, annual reports, budgets, and summaries and minutes of the regular and special meetings of both the Steamship Authority's Board and its Port Council, can be found on the Steamship Authority's website, www.SteamshipAuthority.com.

PROJECT OVERVIEW

The Steamship Authority seeks House Doctors to investigate, evaluate and prepare certifiable studies and final design services for repairs, renovations, general building upgrades, replacement and new construction of various Steamship Authority facilities, as requested on a project-by-project basis. Projects range in scale and type with varied materials.

The Steamship Authority has its principal office in Falmouth. It also has ferry terminals in Woods Hole and Hyannis on Cape Cod, ferry terminals in Vineyard Haven and Oak Bluffs on the island of Martha's Vineyard, and a ferry terminal on the island of Nantucket. The Woods Hole ferry terminal is currently in the process of being reconstructed pursuant to a separate designer services contract. The sizes of the other terminal buildings, which are one-to-two stories, range from 1,700 square feet to more than 7,200 square feet, and the ferry terminals also have smaller freight sheds, bus shelters, passenger shelters, ticket and check-in booths, and other small storage and ancillary buildings.

The Steamship Authority also owns and operates year-round parking lots in Woods Hole and Hyannis, and operates seasonal off-site parking lots in Falmouth, Bourne and Hyannis as well. Several of those parking lots also have small buildings for offices, employee accommodations and public restrooms, with the largest parking lot building in Falmouth consisting of around 1,400 square feet. The total combined parking capacity of all of the Steamship Authority's parking lots in Woods Hole, Falmouth and Bourne is around 3,700 spaces, while the total combined parking capacity of all of the Steamship Authority's parking lots in Hyannis is around 1,400 spaces.

The Steamship Authority also has a 3,840 square foot bus garage and maintenance building in Falmouth, a 1,800 square foot receiving warehouse in Falmouth, a leased 5,014 square feet warehouse with office and shop space in Falmouth, a 3,200 square foot maintenance shop in Hyannis, and a vessel maintenance facility in Fairhaven with one 7,200 square foot modular building and two other buildings of between 4,000 and 4,500 square feet each.

The Steamship Authority also rents office space in a building in Mashpee for its reservations office, which is around 5,000 square feet.

All of the above square footage and parking capacity figures are estimates only.

Types of building systems for which professional services will be sought may include but are not limited to: roof, building envelope, structural, HVAC, electrical, plumbing and fire protection systems. Professional services may also be sought for interior renovations, including but not limited to full build-outs and room/space configuration.

SCOPE OF WORK

The scope of work may include but is not limited to site infrastructure, architectural, structural, mechanical, electrical, plumbing and fire protection systems, including:

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

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

Known immediate needs at this time include but are not limited to:

1. Siding and Gutter Replacement at the Vineyard Haven Terminal.
2. HVAC Upgrade at the Nantucket Terminal.
3. Renovation of the Second Floor of the Nantucket Terminal.
4. Siding Replacement at the Hyannis Terminal.

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. Landscape Architect
 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
- 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. Architectural repairs, renovations or new construction for public facilities of similar type and size (including transportation facilities).
3. Electrical, HVAC, plumbing and fire protection system repairs, renovations and installations.
4. Familiarity with code requirements and environmental laws/permitting.
5. Cost estimating for projects of similar type and size.
6. Familiarity with Massachusetts bidding laws for public building construction.
7. 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

MBE/WBE participation goals are not applicable for this project. Nevertheless, the Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Although the Steamship Authority is 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, the Steamship Authority 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 the Steamship Authority 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 Steamship Authority 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, even though this design project does not contain any benchmark for combined SDVOBE and VBE participation expressed as a percentage 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 the Steamship Authority. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project’s impact on the Steamship Authority’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. The Steamship Authority 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 Steamship Authority, 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 Steamship Authority.

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>).

Environmental and other supplemental services

The Steamship Authority 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 the Steamship Authority'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 Steamship Authority approved BIM Execution Plan for the project, and the diverse purposes for which the Steamship Authority 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

The Steamship Authority may include an independent third-party building commissioning agent as part of this project. The commissioning agent will develop in collaboration with the Steamship Authority an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with the Steamship Authority 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.

Integrated Project Delivery Approach/Lean Construction Tools

To the extent allowed under the Commonwealth public procurement laws and regulations, the Steamship Authority 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 the Steamship Authority's contract terms or the laws governing the Steamship Authority, then the contract documents and laws shall take precedence. The Steamship Authority's preliminary approach to IPD will use CM procurement with the goal that the Steamship Authority, Designer, CM, trade partners, and other key stakeholders will work as an integrated project delivery team within the existing statutory and contractual frameworks.

The Steamship Authority may elect to use Lean Construction Tools as part of the IPD project delivery approach. The Lean Tools that the Steamship Authority 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 House Doctor Services

The Steamship Authority uses DCAMM's standard *Contract for House Doctor Services* (July 2020) as the basis for its own Contract for House Doctor Services (Contract). If selected for house doctor 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 the Steamship

Authority to perform final design services, the applicant agrees to amend the Contract's scope of services to include final design and construction administration 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.

DCAMM's standard Contract for House Doctor Services is available on the DCAMM website at: <https://www.mass.gov/doc/contract-for-house-doctor-services/download>.

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).

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 <https://www.mass.gov/service-details/new-dsb-online-registration-process> Selection Board provides an online registration system that can be accessed at. 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/FORMVERSESESERVER-DSB/WebApp/Login.aspx>