



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108

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

DSB List#:	22-38		
Notice Date:	December 28, 2022		
Submission Deadline:	January 18, 2022	At 2:00PM	
Project Number:	DSBP-36		
Project Title:	Study and Design for General Building Renovations, Repairs, and Upgrades - MassDOT Property Services		
Project Location:	Statewide		
Awarding Agency:	Massachusetts Department of Transportation		
Estimated Construction Cost:	Varies 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)	\$2,000,000		

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 **two (2)** contracts, each with a total value of **\$2,000,000** 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

- ☒ Draft Study
- ☒ 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

Massachusetts Department of Transportation (MassDOT) is comprised of four divisions: Highway, Aeronautics, Rail & Transit, and the Registry of Motor Vehicles. MassDOT Property Services Department, as part of the Planning and Enterprise Services operates and maintains, the State Transportation Building, Haymarket Center, and various Registry of Motor Vehicle locations along with other MassDOT Properties. Property Services contracts for the design, construction, repair, maintenance, renovation, capital improvements, development, and planning of these facilities.

OVERVIEW AND SCOPE OF WORK

The MassDOT Property Services Department is seeking House Doctors to support the ongoing operation and improvements in various buildings described below. Additionally a potential project is the study, design and construction administration for a new RMV building, estimated to be 10,000 sq ft, in the Metro west area.

The **State Transportation Building**, [10 Park Plaza, Boston](#), constructed in 1985, consists of 900,000 sf office space, retail space, and a two-level underground garage. Anticipated projects are life safety upgrades, building envelope evaluation and repair, roof and window replacement, and multiple mechanical, plumbing, and electrical maintenance and repair projects



Exterior Images of the State Transportation Building

Haymarket Center, [136 Blackstone St, Boston](#), contains four floors of office space including a Registry of Motor Vehicles Service Center, the Boston Public Market, and a three-level open air garage. Although built in 2003, the office and RMV Service Center fit out was not completed until 2014. An anticipated project includes building envelope evaluation and repair for the office space. The Garage was constructed in 1999, and a renovation was completed in 2019 that included piping, elevator modernization and waterproofing. The first floor is leased to the Boston Public Market, which opened in 2015.



Images of the Haymarket Center Building

Property Services Distribution Center and Warehouse, [9 Grove St, Franklin](#), is a MassDOT-owned steel building built in 1990 and is 12,000 SF. The building supports the distribution and warehousing of RMV license plates and printed materials. Possible projects include roof replacement, plumbing and life safety upgrades.

Property Services Record Storage Facility, [939 Barretts Mill Rd, Concord](#), is a MassDOT-owned steel building built in 2004. The building contains an 8,000 SF record storage warehouse and a 3,000 SF attached garage bay. Possible projects include life safety related improvements, emergency generator install and HVAC upgrades.

Registry of Motor Vehicles Headquarters, [25 Newport Ave Ext, Quincy](#), is a private 4-story office building built in 1985 in which 75,117 SF of the facility is leased by the RMV. The RMV occupies 100% of floors 2 to 4 and 80% of floor 1. Possible projects include the installation of a backup generator, server room fire suppression upgrades, space planning, a move coordinator, and interior renovations.

Registry of Motor Vehicles Service Centers, Statewide. The RMV owns and leases 29 service centers across the Commonwealth to support customer transactions including hearings, driver licensing, registrations, road tests, and trainings. These facilities range in size from 473 SF to 25,000 SF and are typically located in retail plazas on the ground level. Services potentially needed at these locations include interior renovations, ADA assessments, space planning, HVAC upgrades, roof and window replacements, a move coordinator, hazardous material testing and life safety upgrades.

MassDOT seeks House Doctors to investigate, evaluate, and prepare studies and provide final design and construction administration services for renovation, alteration, and modernization of facilities including:

- Envelope repairs
- Roof and window repair or replacement
- Ensure compliance with CMR 521 and the ADA
- Code compliant investigation and repairs including accessibility
- Cost estimating
- MEP repairs and upgrades
- Space planning

The design team shall be capable of providing all services such as studies, cost estimates, design services (architectural, structural, HVAC, plumbing, electrical, fire protection, life safety), and construction administration. All designs shall meet the MA State Building and Plumbing Codes, National Electric Code, International Building and Plumbing Code, IECC, NFPA, ADA, and MAAB. The design team shall provide the necessary affidavits, stamped drawings, narratives, and any additional documents required by the State Building Inspector to obtain a building permit. All permit documents must be stamped and signed by an architect and engineer registered in the Commonwealth of Massachusetts.

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

1. Investigating the nature and challenges or severity of the issues to be addressed under the task order.
2. Documenting existing conditions.
3. Recommending detailed repairs and magnitude of cost for such repairs, including energy costs, sustainability principles, expected remaining useful life of building systems and related life cycle costs.
4. Proposing alternate methods of repairs for resolution of the problem(s), including an alternative that would eliminate the use of fossil fuels, per Executive Order (EO) 594.
5. Developing the preferred solution through schematic design and/or design development.
6. Preparing construction specifications and documents, cost estimates, and providing construction administration services.

If the selected House Doctor is appointed for final design, the general scope of services will be defined by the certified building study and the current version of the [DCAMM Designer Procedures Manual](https://www.mass.gov/doc/designers-procedures-manual/download).¹

¹ <https://www.mass.gov/doc/designers-procedures-manual/download>

APPLICATION EVALUATION

Applications will be evaluated based on the [Designer Selection Board \(DSB\) criteria](#)² for selection of semi-finalist and finalist appearing on the [DSB Website](#).³ The required House Doctor team and required experience is listed below.

Personnel

1. Architect (Prime Firm)
 2. Mechanical Engineer (M/P/FP)
 3. Electrical Engineer
 4. Structural Engineer
 5. Specifications Consultant
 6. Cost Estimator (independent consultant required)
 7. MA Building Code Consultant
 8. Interior Designer
 9. Hazardous Materials Consultant
-
- The title “Architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; and
 - The title “Engineer” refers to design professionals that maintain a current registration in any one of the engineering categories governed by the Massachusetts Board of Registration of Professional Engineers and of Land Surveyors.
 - The title “Interior Designer” refers to design professionals that demonstrate competence by holding a nationally recognized certification.

² <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>

³ <https://www.mass.gov/orgs/designer-selection-board>

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 House Doctor, 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 House Doctor for meeting diversity goals, and highlighting 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 Minority Owned Business Enterprise (MBE)/Woman Owned Business Enterprise (WBE)/Veteran Owned Business Enterprise (VBE) firms; and
 - 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.
2. The qualified firm shall demonstrate experience with M.G.L Ch. 149 and employ ancillary design disciplines with MA registered design professionals in the fields of Architecture and MEP, Structural, and Fire Protection Engineering disciplines, in addition to MA code consulting.
3. The firm shall have a minimum of ten (10) years' experience in the design and construction oversight of repairs, renovations, and improvements of buildings sited in dense, urban settings.
4. Key team members will have demonstrated experience in leading and facilitating projects which target high energy 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.

PROCUREMENT REQUIREMENTS

Procurement requirements for 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 DSB and the Awarding Agency 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.

House Doctor applicants 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 DSB strongly encourages teams composed of firms that expand the overall breadth of different firms working on Awarding Agency projects. See also the Evaluation Factors listed above.

In accordance with M.G.L. C.7C, §6 and Executive Orders 565 and 592, the **Awarding Agency** 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. 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).⁴

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

⁴ <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

certification they hold and will be required to bring participation by additional firm(s) that holds the necessary Supplier Diversity Office 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 VBEs on its design projects. The benchmark for combined SDVOBE and VBE participation on design projects is 3% of the contract price.

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

Tasks undertaken by the House Doctor shall comply with all applicable requirements of [Executive Order 569](#).⁵

Project teams are required to complete both the DCAMM Climate Resilience Checklist and Resilient MA's [Climate Resilience Design Standards Tool](#)⁶ for each project.

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

⁵ <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

⁶ https://resilientma.mass.gov/rmat_home/designstandards/?focus=I2dyYW50QmFubmVzSGVhZGVy

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 [Executive Order 594](#).⁷

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 Awarding Agency. 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 House Doctor is expected to utilize the [Goals of Universal Design](#)⁸ as guidance for applying Universal Design solutions to the project.

Accessibility

The House Doctor's team must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)⁹ as well as the [2010 ADA Standards for Accessible Design](#)¹⁰ If the requirements of these two laws differ, the House Doctor's team shall comply with the one that provides the greater degree of accessibility.

The House Doctor'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](#)¹¹ to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable. If required on House Doctor team, the House Doctor 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.

⁷ <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

⁸ <https://idea.ap.buffalo.edu/about/universal-design/>

⁹ <https://www.mass.gov/orgs/architectural-access-board>

¹⁰ <https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>

¹¹ https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm

The House Doctor 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, 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 Awarding Agency, and continue to do so annually throughout the term of the contract; and
- 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 Awarding Agency.

MassDOT Procedures

The House Doctor must be familiar with the procedures established in [DCAMM's Designer Procedures Manual](#)¹² (dated August 2008) Applicants are urged to review and become familiar with the following supplemental material, which is available on [the DCAMM website](#).¹³

Electronic Project Management Information Systems

Consultants will be required to use an agreed upon electronic web-based project management information system, such as Bluebeam, as a repository for project correspondence, documentation, project budgeting, and scheduling. No special software is required.

Workshops

The House Doctor's team may be asked to 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 House Doctor'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. The Awarding Agency reserves the right to obtain supplemental services through independent consultants who will

¹² <https://www.mass.gov/doc/designers-procedures-manual>

¹³ <https://www.mass.gov/orgs/division-of-capital-asset-management-and-maintenance>

collaborate with the House Doctor's team. These supplemental services may include, but are not limited to, asbestos inspection and monitoring, and indoor air quality testing and monitoring.

Construction Specifications

The 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 Uniform II in the study phase and in both Uniformalt II to Level 3 and CSI Masterformat or other mutually agreeable format in the design phase.

Building Commissioning

The Awarding Agency may retain an independent third-party building commissioning agent as part of a particular project. The commissioning agent will develop in collaboration with Awarding Agency an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with Awarding Agency and the House Doctor'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, Awarding Agency 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 \(2007\)](https://aiaacontracts.org/ctrzdweb02/zdpdfs/ipd_guide.pdf).¹⁴ To the extent the IPD approach and/or Lean Construction Tools conflict with Awarding Agency's contract terms or the laws governing Awarding Agency, then the contract documents and laws shall take precedence. Awarding Agency's preliminary approach to IPD will use CM procurement with the goal that Awarding Agency, House Doctor, CM, trade partners, and other key stakeholders will work as an integrated project delivery team within the existing statutory and contractual frameworks.

Awarding Agency may elect to use Lean Construction Tools as part of the IPD project delivery approach. The Lean Tools that Awarding Agency may use in connection with the project include Value Stream Mapping, Set Based Design, Target Value Design, A3 Decision-making, and Last Planner™ - (see the [Lean Construction Institute Glossary](https://leanconstruction.org/glossary/)¹⁵ for informational purposes).

¹⁴ https://aiaacontracts.org/ctrzdweb02/zdpdfs/ipd_guide.pdf

¹⁵ <https://leanconstruction.org/glossary/>

CONTRACT REQUIREMENTS

Awarding Agency may elect to use a customized version of DCAMM's [Contract for House Doctor Services](#). A non-customized version is available 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). Evidence of pollution liability coverage in compliance with the Contract requirements may be carried by the Hazardous Materials Consultant identified above. All other coverage must be carried by the House Doctor.

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 DSB 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

Applicants are required to use the DSB's [Designer Selection Board Portal](#)¹⁶. New users can request credentials through the system login screen.

¹⁶ <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>