



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

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

DSB List#:	24-06	
Notice Date:	April 17, 2024	
Submission Deadline:	May 08, 2024	At 2:00 PM
Project Number:	DSBA-17	
Project Title:	Study and Design for General Building Renovations, Repair and Upgrades	
Project Location:	Bristol County, MA	
Awarding Agency:	Bristol County	
Estimated Construction Cost:	Varies per Project: Not to exceed authority delegated pursuant to M.G.L. c. 7C §5, for an individual project.	
Contract Term	Up to six (6) years	
Maximum Fee Per Contract (based on the scope of the work and services authorized, shall not exceed)	\$1,000,000	

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 **seven (7)** contracts, each with a total value of **\$1,000,000**, to qualified designers under this contract. The 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	
X	Architect
	Landscape Architect
	Engineer
	Interior Designer
	Programmer
	Construction Manager
	Other

Immediate Service Authorized	
X	Draft Study
X	Certifiable Building Study
X	Schematic Plans and Outline Specifications
X	Design Development Plans and Specifications
X	Construction Plans and Specifications
X	Administration and Construction Contract
X	Other

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AGENCY INFORMATION

Bristol County is a county in the Commonwealth of Massachusetts consisting of 20 communities. As of the 2020 census, the population was 579,200. The County seat is the City of Taunton. Some governmental functions are performed by the Commonwealth of Massachusetts, others by the county, and others by local towns. Bristol was created from Plymouth colony in June 1685 and named after Bristol, England.

The general executive authority of the county is vested in a three-person board of County Commissioners. The annual budget for all departments for the County of Plymouth, is prepared by the County Commissioners, as per MGL Ch. 35 §28 (a), (b) in cooperation with Elected County officials and Department Heads.

The major duties of the Bristol County commissioners involve overseeing the budgetary and policy making functions of County government. Commissioners have extensive responsibilities related to the maintenance of eight (8) County-owned building located in:

- New Bedford (3)
- Fall River (2)
- Attleboro (1)
- Taunton (2)

Seven of the eight County-owned buildings are listed on the State and National Registers of Historic Places, and are constructed with historical brick, masonry, copper, and slate materials. County-owned buildings are leased to the Massachusetts Trial Courts, Childrens' Museum and house the County's Registry of Deeds.



Taunton Registry of Deeds, 11 Court St., Taunton MA



Attleboro District Courthouse, 88 No. Main St., Attleboro, MA



Taunton Superior Courthouse, 9 Court Street, Taunton, MA



New Bedford Registry of Deeds, 25 No. 6th St., New Bedford



New Bedford 3rd District Courthouse, 75 No. 6th St., New Bedford



Registry of Deeds & former Superior Courthouse, 441 No. Main St., Fall River



New Bedford Superior Courthouse, 441 County St., New Bedford

Bristol County Building	Gross Square Footage
New Bedford Third District Courthouse	48,440 ft ²
New Bedford Superior Courthouse	23,412 ft ²
New Bedford Registry of Deeds	10,310 ft ²
Fall River Registry of Deeds & former Superior Courthouse	34,465 ft ²
Taunton Registry of Deeds	25,668 ft ²
Taunton Superior Courthouse	49,064 ft ²
Attleboro District Courthouse	14,802 ft ²
Total Combined Estimated Square Footage	195,851 ft²

OVERVIEW AND SCOPE OF WORK

Bristol County seeks to procure House Doctor services for County-owned buildings throughout the locations listed above. Firms will be expected to provide (as applicable) study & investigative services, cost estimates, final design services, construction contract administration, construction site visits, and final acceptance and punch list oversight of the contractor's work in conformance with DCAMM design standards and guidelines.

Sample services and/or projects may include, but are not limited to:

- Investigate, evaluate, and prepare certifiable studies and final design for renovation, repair, alteration or modernization of County facilities
- HVAC and/or mechanical systems repair, replacement, modernization, and electrification
- Waterproofing, repair, or replacement of building envelope systems
- Window Replacement for County buildings
- Repair or treatment of foundations
- Repair or replacement of roof structures

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 measures to reduce energy consumption and costs, meet or take steps to ready systems for electrification, and perform assessments to ascertain expected remaining useful life of building systems and related life cycle costs.
4. Developing the preferred solution through schematic design and/or design development.
5. Preparing construction specifications and documents, cost estimates, and providing construction administration services.
6. The design firm must have experience in performing the following tasks: preparing design plans, specification writing, bidding, construction oversight and project closeout.
7. Consideration of Executive Order 594 and decarbonization strategies should be prioritized in all engineering decisions, as applicable.

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 Guidelines and Procedures Manual](#)¹ (dated March 2023).

¹ <https://www.mass.gov/info-details/designer-guidelines-and-procedures>

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on [the DSB Website](#).² The application must include resumes for the consultants associated with the specific Personnel and Project Experience listed below. Include resumes for all personnel.

Personnel

1. Architect (Prime Firm)
 2. Mechanical Engineer (M/P/FP)
 3. Civil Engineer
 4. Electrical Engineer
 5. Structural Engineer
 6. Landscape Architect
 7. Specifications Consultant
 8. Cost Estimator (independent consultant required)
 9. MA Building Code Consultant
 10. Environmental Professional
 11. Historical Preservation 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; and
 - The title “Environmental Professional” refers to design consultants that can demonstrate requisite experience in environmental regulations planning and design; and
 - The title “Historic Preservation Consultant” refers to design professionals that can demonstrate requisite experience in architectural preservation in planning, designing, and building projects.

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

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, 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 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. Demonstrated experience in the planning or designing of capital facility upgrades for public buildings. Applications shall demonstrate experience with replacement, repair, electrification, and modernization of building systems.
3. Demonstrated experience of the design team adhering to the project budget, with a track record of strategies to reduce change orders, and value engineer costs, as applicable. Demonstrated experience of the prime designer acting in project manager role overseeing sub-consultants is preferred.
4. Examples of past historic building work incorporating renovations, restoration and structural work, which complied with the US Secretary of the Interior's Standards & Guidelines for Historic Preservation.
5. Key team members will have demonstrated experience in leading and facilitating projects which target high efficiency and climate resiliency in design and systems, including knowledge of Passive House and Net Zero building design principles, resilient design, considerations of site-specific resilience enhancements, decarbonization of fossil fuel systems, the integration of architectural elements and mechanical systems, and strategic electrification.

PROCUREMENT REQUIREMENTS

Procurement requirements for this public notice include, but are not limited to:

DCAMM Designer Guidelines and Procedures

The House Doctor must be familiar with the procedures established in [DCAMM's Designer Guidelines and Procedures](#)³ (dated March 2023) which provides direction and guidance to Designers who work on DCAMM Projects. This document replaces the August 2008 Designers Procedures Manual and incorporates the Guidelines for the Preparation of Studies for Building Projects.

The document is intended to set clear expectations, improve productivity, enhance communication, and ensure consistency to help Designers translate DCAMM requirements more efficiently into successful design solutions. Designers are expected to adhere to all applicable aspects of the Designer Guidelines and Procedures, including the following areas:

- **ENERGY, SUSTAINABILITY, AND CLIMATE ACTION**

Projects undertaken under this contract shall comply with the applicable requirements of [Executive Order 569 \(EO 569\)](#)⁴: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)⁵ Leading by Example – Decarbonizing and Minimizing Environmental Impacts of State Government. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project's impact on the environment, and 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.

- **BUILDING COMMISSIONING**

DCAMM or the Awarding Agency will include an independent third-party building commissioning agent as part of a project when so required. 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.

- **ACCESSIBILITY AND UNIVERSAL DESIGN**

The Designer's team is expected to utilize the [Goals of Universal Design](#)⁶ solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)⁷ as well

³ <https://www.mass.gov/info-details/designer-guidelines-and-procedures>

⁴ <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

⁵ <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

⁶ <https://idea.ap.buffalo.edu/about/universal-design/> as guidance for applying Universal Design

⁷ <https://www.mass.gov/orgs/architectural-access-board>

as the [2010 ADA Standards for Accessible Design](#). The Designer’s team is expected to understand and reflect in its design the civil rights obligations of the Commonwealth under [Title II of the Americans with Disabilities Act](#)⁸ to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

In addition to the general project requirements found in the Designer Guidelines and Procedures Manual, the House Doctor must be familiar with the procedures, project requirements, general conditions and/or requirements of this public notice include, but are not limited to:

Affirmative Marketing

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. The Designer Selection Board and the Bristol County 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 Bristol County 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 - Ch. 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. Please note that only firms that are currently Massachusetts Supplier Diversity Office certified as SDBOVE and VBE can be credited toward meeting the project SDBOVE and VBE benchmarks.

⁸ http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm

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).

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.

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 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 Unifomat 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 the Awarding Agency an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with the 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.

CONTRACT REQUIREMENTS

Awarding Agency may elect to use a customized version of DCAMM’s [Contract for House Doctor Services](#).⁹ 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 Environmental Professional 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 [here](#).¹⁰ 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 [Designer Selection Board Online Portal](#).¹¹ New users can request credentials through the system [login screen](#).¹²

⁹ <https://www.mass.gov/doc/contract-for-house-doctor-services/download>

¹⁰ <https://www.mass.gov/service-details/dsb-online-registration-process>

¹¹ <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

¹² <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>