



# PUBLIC NOTICE OF DESIGNER SELECTION

## Designer Selection Board

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

DSB List#:	24-08	
Notice Date:	May 01, 2024	
Submission Deadline:	May 22, 2024	At 2:00 PM
Project Number:	DSBA-18	
Project Title:	Study and Design for General Building Renovations, Repairs, and Upgrades	
Project Location:	Northampton, MA	
Awarding Agency:	Hampshire County Sheriff's Office	
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)	<b>\$1,000,000</b>	

**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 **five [5]** 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	
<input checked="" type="checkbox"/>	Architect
<input type="checkbox"/>	Landscape Architect
<input type="checkbox"/>	Engineer
<input type="checkbox"/>	Interior Designer
<input type="checkbox"/>	Programmer
<input type="checkbox"/>	Construction Manager
<input type="checkbox"/>	Other

Immediate Service Authorized	
<input checked="" type="checkbox"/>	Draft Study
<input checked="" type="checkbox"/>	Certifiable Building Study
<input checked="" type="checkbox"/>	Schematic Plans and Outline Specifications
<input checked="" type="checkbox"/>	Design Development Plans and Specifications
<input checked="" type="checkbox"/>	Construction Plans and Specifications
<input checked="" type="checkbox"/>	Administration and Construction Contract
<input checked="" type="checkbox"/>	Other

# Table of Contents

PUBLIC NOTICE OF DESIGNER SELECTION .....	1
Designer Selection Board .....	1
AGENCY INFORMATION .....	3
OVERVIEW AND SCOPE OF WORK .....	4
APPLICATION EVALUATION .....	5
Personnel .....	6
Evaluation Factors.....	6
PROCUREMENT REQUIREMENTS.....	7
DCAMM Designer Guidelines and Procedures .....	7
Affirmative Marketing.....	8
Additional Diversity Programs .....	9
Policies & Procedures .....	10
CONDITIONS FOR APPLICATION .....	11
APPLICANTS PLEASE NOTE.....	11

## AGENCY INFORMATION

The Hampshire Sheriff's Office operates the Hampshire County Jail and House of Correction, located at 205 Rocky Hill Road, Northampton, MA, on a 29-acre site which consists of seven buildings with a combined building area of 140,491 gross square feet. The property was opened in 1985 and has Minimum, Medium, and Maximum prison security levels. Plan EX-1 below provides an overview of the site and Table EX-1 provides a summary of the buildings on the Property.

Plan EX-1 – Aerial View of Entire Site

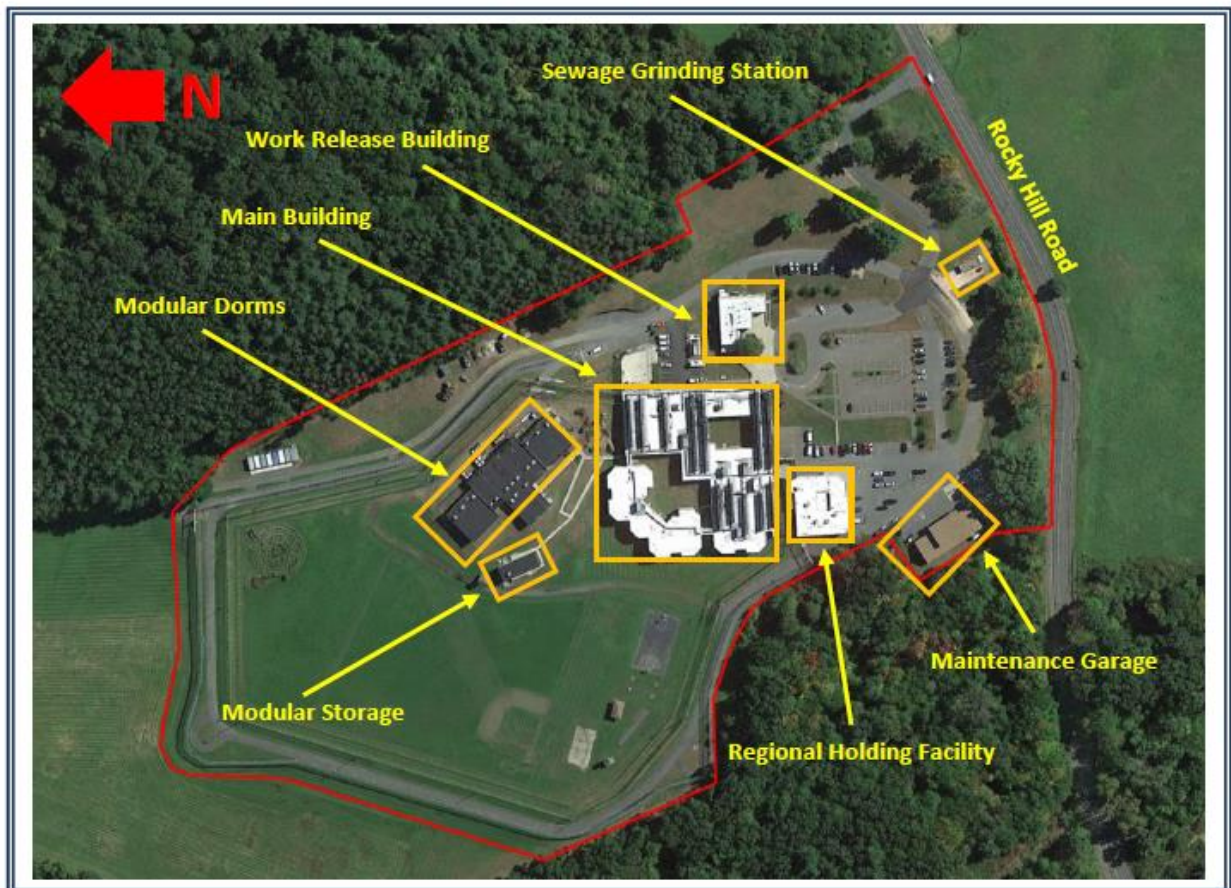


Table EX-1 – Building Overview

Building Name	Building Code	Gross Square Footage	Year of Construction or Note
<b>Included within Assessment</b>			
Site Systems	N/A	1,032,681 (approx.)	1984
Main Building <sup>1</sup>	213HSDPB01	102,600	1985
Modular Dorms <sup>2</sup>	213HSD1601	17,257	1989
Work Release Building	213HSDPB03	6,000	1985
Regional Holding Facility <sup>1</sup>	213HSDPB06	8,350	2001
Maintenance Garage	213HSDPB02	4,364	1996
Modular Storage <sup>2</sup>	213HSD1602	1,420	1989
<b>Included within Assessment – Not in CAMIS</b>			
Sewage Grinding Station	Unknown	500	2014
	<b>Building Total</b>	<b>140,491</b>	

## OVERVIEW AND SCOPE OF WORK

Hampshire Sheriff's Office seeks House Doctors to evaluate existing facilities conditions, prepare certifiable studies, final design documentation, and construction administration services for a variety of renovations, alterations, repairs, retrofits, and general building upgrades.

House Doctors will be subject to Criminal Offender Record Information (CORI) checks after they are selected by the Designer Selection Board to provide services to Hampshire facilities. CORI checks consist of obtaining information from the person coming into the facility such as their full name, address, date of birth, license number, and any prior arrests they may have had. This information is required via a form that is sent before entering the facility. Once the person's background is checked, they are cleared to enter the facility.

On-call design services may include but are not limited to architectural systems upgrades; interior renovations and repairs; and site infrastructure, mechanical, electrical, plumbing, fire protection and security system upgrades. Selected House Doctors are expected to work with Hampshire Sheriff's Office to determine requirements for facility projects. Develop initial estimates on structural cost, building time and special requirements. Prepare detailed drawings showing both the appearance and interior structure of facility projects. Direct staff in the development of project drawings, studies, and budgets. Prepare work contracts for building subcontractors. Visit facility worksites to ensure work is being done in accordance with architectural plans.

The scope of work is to investigate, evaluate, and prepare certifiable studies and to provide final design and construction administrative services for correctional facilities, including, but is not limited to, repairs, system upgrades or replacements, renovations, modernizations, and additions. The work may range from improvements to a space within a correctional building, to a single building or multiple buildings within the Hampshire County Jail and House of Correction, or to the entire campus. Possible assignments may include, but are not limited to:

### **Strategic Planning and Preparation of Certifiable Study (including Schematic Design)**

#### Strategic Planning:

- Evaluating and/or updating previously completed Master Plans or Building Studies.
- Developing and/or confirming project vision, including research related to best practices.
- Master planning (assessment of opportunities and constraints, site capacity, and analysis of potential for consolidation or expansion).
- Decarbonization planning including transitioning non-fossil fuel heating sources or making ready for these sources consistent with Executive Order 594
- Capital investment planning, project budgeting and financial analysis.

#### Space Use:

- Programming/space needs analysis.
- Space utilization analysis (facility right-sizing and assessment of space use in accordance with changing inmate population number, staff-to-inmate ratios, and other factors).

#### Site Assessment, Planning and Design:

- Site planning and accessibility compliance, including, but not limited to secured areas with perimeter fencing, walkways, sidewalks, recreation yards and fields, etc.

- Parking for employee and visitor use, vehicular traffic, and transportation analysis and planning.
- Landscape planning.
- Evaluation of site for potential risks and vulnerabilities related to environmental sustainability and climate change and preparation of a resilience analysis to identify mitigation requirements and specific opportunities to meet or exceed Commonwealth goals (refer to Executive Order 594: Leading by Example under ‘Energy, Sustainability and Climate Change Adaptation’).

#### Building Assessment, Planning and Design:

- Existing condition assessments of buildings and systems, including but not limited to building envelope, mechanical, electric, plumbing, fire protection, and security systems.
- Evaluation of specific opportunities to meet or exceed Commonwealth goals for the elimination of fossil fuels and use of renewable thermal technologies (such as ground source heat pumps or other renewables) for heating and cooling. 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.
- Infrastructure and/or engineering evaluations including, but not limited to utility systems, technology, site security, and stormwater analysis.
- Mobility and accessibility analysis and planning.
- Assessment of hazardous materials. Asbestos inspection, design and monitoring, and indoor air quality testing.

#### Cost Estimating:

- Conceptual and schematic design cost estimating.
- Scheduling and phasing analysis and development.
- Preparation of a Certifiable Building Study, including preparation of Schematic Design documents. Particular attention should be paid to the constructability, reliability, durability and maintainability of building systems and materials.

#### Design

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](#)<sup>1</sup> (dated March 2023).

- Cost estimating throughout each phase of design.
- Preparation of Design Development Documents.
- Preparation of Construction Documents.

#### Construction

- Construction administration.
- Construction management.
- Construction warranty walk-thru and report

## APPLICATION EVALUATION

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

<sup>1</sup> <https://www.mass.gov/doc/designer-guidelines-and-procedures/download>

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

## Personnel

1. Architect (Prime Firm)
2. Landscape Architect
3. Mechanical Engineer
4. Fire Protection Engineer
5. Plumbing Engineer
6. Electrical Engineer
7. Civil Engineer
8. Structural Engineer
9. Specifications Consultant
10. Cost Estimator (independent consultant required)
11. MA Building Code Consultant
12. Corrections Security 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 “Corrections Security Consultant” refers to design professionals that can demonstrate requisite experience in the planning and design of security systems for corrections facilities.

## 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 of the prime designer working on publicly bid Chapter 149 and Chapter 30/39M projects in Massachusetts in the \$50,000 - \$5,000,000 cost range. Prime should have experience acting in project manager role overseeing sub-consultants. Applications shall demonstrate experience with replacement, repair, and modernization of conveyance systems, security systems (perimeter fencing, site lighting, access control, video surveillance, alarm system, etc.), site improvements, underground utilities, accessibility compliance within this cost range.
3. Demonstrated experience by the Prime and key team members in the planning or designing of projects within a secured facility of similar size and complexity, including experience in phasing corrections construction projects with high security requirements.
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

Hampshire Count Sheriff's Office Site & Building Systems Overview: [Hampshire Country Sheriff's Office Site Building Systems Overview](#)

## 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](#)<sup>3</sup> (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 \(EO 569\)](#)<sup>4</sup>: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)<sup>5</sup> Leading by Example – Decarbonizing and Minimizing Environmental Impacts of State Government. No building study shall be certified for final design

---

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

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

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

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 may retain an independent third-party building commissioning agent as part of a particular project. The commissioning agent will develop in collaboration with DCAMM or the Awarding Agency an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with DCAMM or the Awarding Agency 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 any new building.

- **ACCESSIBILITY AND UNIVERSAL DESIGN**

The Designer's team is expected to utilize the [Goals of Universal Design](#)<sup>6</sup> solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)<sup>7</sup> as well 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](#)<sup>8</sup> 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**

AMP law, c. 7C, s.6 applies to two categories of projects 1) DCAMM projects, and 2) state funded municipal projects. All other governmental agencies or entities are asked and given the choice/option to adopt AMP goals. While client agencies are not required to adopt MBE and WBE goals, DCAMM strongly encourages agencies to set goals to further Commonwealth's AMP goals.

## **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.

---

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

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

<sup>8</sup> [http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)



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 **5.5% MBE and 10.6% 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 participation program appears in the “Participation by Minority Owned Businesses and Woman Owned Businesses,” in the [Commonwealth of Massachusetts Contract for House Doctor Services](#) at Exhibit F, and a list of firms currently MBE or WBE certified appears on the [Supplier Diversity Office website](#).<sup>9</sup>

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 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 in Section 5 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 - 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. A list of firms currently VBE or SDVOBE certified appears on the [Supplier Diversity Office website](#).<sup>10</sup>

---

<sup>9</sup> <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

<sup>10</sup> <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

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.

### **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 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.

## **CONTRACT REQUIREMENTS**

Awarding Agency may elect to use a customized version of DCAMM's [Contract for House Doctor Services](#).<sup>11</sup> 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 [here](#).<sup>12</sup> 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](#).<sup>13</sup> New users can request credentials through the system [login screen](#).<sup>14</sup>

---

<sup>11</sup> <https://www.mass.gov/doc/contract-for-house-doctor-services/download>

<sup>12</sup> <https://www.mass.gov/service-details/dsb-online-registration-process>

<sup>13</sup> <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

<sup>14</sup> <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>