



## 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#:	24-15	
Notice Date:	August 07, 2024	
Submission Deadline:	August 28, 2024	At 2:00 PM
Project Number:	DSBA-24	
Project Title:	Study and Design for General Building Renovations, Repair and Upgrades	
Project Location:	Statewide	
Awarding Agency:	Massachusetts Emergency Management Agency (MEMA)	
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>\$2,000,000</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 **six [6]** contracts, each with a total value of **\$,2,000,000** 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		Immediate Service Authorized	
<b>X</b>	Architect	<b>X</b>	Draft Study
	Landscape Architect	<b>X</b>	Certifiable Building Study
	Engineer	<b>X</b>	Schematic Plans and Outline Specifications
	Interior Designer	<b>X</b>	Design Development Plans and Specifications
	Programmer	<b>X</b>	Construction Plans and Specifications
	Construction Manager	<b>X</b>	Administration and Construction Contract
	Other	<b>X</b>	Other

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## AGENCY INFORMATION

MEMA operates the Commonwealth's primary Emergency Operations Center, to provide statewide coordination in the event of a natural or man-made disaster. As such, MEMA's facilities are required to be capable of sustaining ongoing operations on a 24/7 basis for an indeterminate amount of time. The facilities require redundancy for major facility operating systems.

## OVERVIEW AND SCOPE OF WORK

MEMA is seeking professional services for the study and design of various repairs and renovations at its 4 primary facilities as well as at its remote communication sites across the Commonwealth. The primary facilities are located in Framingham, Agawam, Franklin and Tewksbury. There is currently a condition assessment of the various bunkers/facilities underway that will be made available to the chosen house doctor(s). The next step is a DCAMM master plan which will be a strategic assessment of the programmatic issues associated with MEMA.

The buildings were originally constructed primarily in the 1960's as 30-day emergency confinement shelters. The main front entrances are in some cases covered by earth berms. All major systems included in the original designs were redundant and designed to isolate the buildings in the event of an emergency disaster. Most of the original filtration equipment was installed to protect building occupants during an emergency and may have been removed or modified.

- **Framingham Facility: MEMA Bunker Headquarters**
  - Our headquarters facility is located in Framingham off of Rt. 9. It was constructed and opened in 1963 as a Cold War era Bunker. It is approximately 50,000 sq ft. containing office, conference, kitchen and mechanical space. The building contains significant amounts asbestos, including all interior walls, flooring and some insulation. Most mechanical systems have been updated or are in the process of being updated, however some components are still original.
- **Tewksbury Facility: MEMA Northeast Regional Office**
  - This MEMA Regional Office facility is located in Tewksbury. The MEMA Region I Tewksbury facility is approximately 4,298 square feet (sf) on grade. It is comprised of two constructions; c.1980 one story masonry structure (EOC) and an attached construction trailer installed in 1986. The EOC structure is attached to an historic 19th century brick masonry building. The 1980s masonry structure joins the trailer portion of the facility with the historic building. Currently, the trailer hosts office space, while the masonry buildings host the EOC, overflow rooms, some storage and kitchen. MEMA's utilities enter from the historic structure, but MEMA does not occupy it.
- **Franklin Facility: MEMA Southeast Regional Office & State Logistics Warehouse**
  - This MEMA Regional Office facility is located in Franklin off of 495. This is a leased facility housed inside of a shared commercial warehouse building. The Massachusetts Emergency Management Agency Franklin facility is a one story block warehousing building consisting of

67,275 sq ft of warehousing space, and 7960 sq ft of office space. This building serves as MEMA's Region 2 office (replacing Bridgewater), and as MEMA's State Logistics Warehouse.

- **Agawam Facility: MEMA West Regional Office**

- The Massachusetts Emergency Management Agency Agawam facility is a one story brick building originally constructed in the 1950s as a tool manufacturing facility, totaling 6,594 sf. The town of Agawam subsequently acquired the facility, and converted it for use as a public works garage, where snowplows and other vehicles are housed and repaired. The front of the building was reconfigured into office space, and presently houses the western regional MEMA office. Offices and a Regional EOC are located on the east side of the building, while the remainder of the building contains the town of Agawam's Department of Public Works (DPW) offices and garage.

In addition to the primary facilities, MEMA maintains access to a communications tower at the Bridgewater Facility that is operated by the DOC. The Bridgewater facility is approximately 8,265 square feet (sf). It is an underground facility comprised of two constructions: a reinforced concrete underground bunker attached to the east wing of the masonry Warren Hall basement. The bunker, built in 1966, was originally designed to withstand a dirty bomb. Warren Hall originally was a prison and has minimal layout changes. At this time, MEMA has turned all office space of this building back to DOC, but maintains access to critical radio infrastructure including the communications tower, equipment racking, and generator.

MEMA seeks House Doctor firms that are experienced in facility renovations and upgrades in the areas of Mechanical, Electrical, Civil, HVAC, Plumbing, Security and Fire protection to perform certifiable studies, develop schematic plans, produce final design and construction documents, and construction administration services for a variety of studies, repairs, renovations, improvements and modernization of facility operating systems and infrastructure.

The qualified candidates should have extensive knowledge of hot water boilers and distribution, chilled water systems, closed loop air handling systems, emergency generation systems and power distribution. Working knowledge of the challenges and effects from facilities being sited underground.

Potential House Doctors should have significant experience in the design, construction and maintenance of buildings and structures that contain high-level security systems that will be required to support a secure Information Technology (IT) environment under emergency conditions.

Examples of future projects may include, but are not limited to:

- Study and Replacement of the Tewksbury Modular Office Building
- Facility Assessments at all 4 MEMA locations
- Study and Design of State Emergency Operations Center Expansion
- Office Design and Buildout for MEMA Location(s)

- Decarbonization of assets and energy efficiency, implement EO 594 sustainability principles to the remaining useful life of building systems
- Infrastructure Upgrades
- Envelope Repairs and Restoration
- Roof Maintenance
- Fire Protection Systems
- Security System Upgrades

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, including energy efficient alternatives.
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.

Consideration in the analysis should include energy costs, sustainability principles, expected remaining useful life of building, systems and life cycle costs and system redundancy. 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](https://www.mass.gov/info-details/designer-guidelines-and-procedures)<sup>1</sup> (dated March 2023).

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<sup>1</sup> <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](#).<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.

### Personnel

1. Architect (Prime Firm)
2. Mechanical Engineer
3. Electrical Engineer
4. Structural Engineer
5. Fire Protection Engineer
6. Plumbing Engineer
7. Civil Engineer
8. Landscape Architect
9. Specifications Consultant
10. Cost Estimator (independent consultant required)
11. MA Building Code Consultant
12. Environmental Consultant
13. 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 “Environmental Consultant” refers to design professionals that can demonstrate requisite experience in environmental regulations planning and design; and
- The title “Security Consultant” refers to design professionals that can demonstrate requisite experience in the planning and design of security systems including, but not limited to perimeter fencing, detecting system, site lighting, access control, video surveillance, alarm system, etc.).

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<sup>2</sup> <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. Study, design, and construction experience in repairs and renovations of underground and emergency management facilities. The house doctor should be experienced in planning, programming, operating and maintaining systems unique to these types of buildings.
3. Familiarity with Commonwealth of Massachusetts public bidding requirements, and requisite experience in the investigation, evaluation, and preparation of certifiable studies and final design services, including facilities conditions assessment, modular building planning and design, and MEP-related infrastructure projects.
4. Study, design, and construction experience with communication facilities and towers. Samples of past work are required.
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](#)<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 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 this project. The commissioning agent will develop in collaboration with DCAMM an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with DCAMM and the Designer's team during planning, design and construction to evaluate design proposals and make recommendations to ensure the maintainability and operational efficiency of the new building.

- **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

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<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>

<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>



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**

### **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 **5.5% 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

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<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)

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. 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.

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

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

- 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 Environmental 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 Uniformal II to Level 3 and CSI Masterformat or other mutually agreeable format in the design phase.

### **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 [here](https://www.mass.gov/doc/bim-list-of-services/download).<sup>10</sup> This List of Services document is a general statement of Awarding Agency's current requirements regarding the use of BIM 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 Awarding Agency's approved BIM Execution Plan for the project, and the diverse purposes for which Awarding Agency 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.

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<sup>10</sup> <https://www.mass.gov/doc/bim-list-of-services/download>

## 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>

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<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>