



## 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#:	25-14		
Notice Date:	April 30, 2025		
Submission Deadline:	May 21, 2025	At 2:00 PM	
Project Number:	DSBA-41		
Project Title:	Study and Design for Exterior Building Envelope Renovations, Repairs and Upgrades		
Project Location:	Lowell, MA		
Awarding Agency:	University of Massachusetts Lowell (UML)		
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)	\$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 **five (5)** 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		Immediate Service Authorized	
	Architect	<b>X</b>	Draft Study
	Landscape Architect	<b>X</b>	Certifiable Building Study
<b>X</b>	Engineer (Envelope)	<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

UMass Lowell is a public research university set in urban, historic, downtown Lowell. The campus is spread across three campus centers (North, South and East campuses) located within a radius of less than three miles from each other. The campus covers over 150 acres along the Merrimack River and has over 4.9 million SF in facilities. UMass Lowell facilities include buildings, many of brick construction, ranging in age from 8 to 170 years old, and varying in size from 214 GSF to over 253,000 GSF.

UMass Lowell's campus map is available via this link: <https://www.uml.edu/maps/>



## OVERVIEW AND SCOPE OF WORK

The University seeks House Doctor firms to perform certifiable studies, schematic design, final design documents, and construction administration services for building envelope interventions. Building envelope interventions and forensics include investigating, evaluating, and preparing certifiable studies, final design services, and construction administration for the investigation of problem areas (failures, leaks, etc.) in building structural and building envelope systems including roofs, facades, facade fenestrations (doors, windows, etc.), foundations, etc. as well as work related to renovations and additions that impact the existing building envelope. The work may include:

1. Investigation of the nature, challenges and severity of the building envelope problems and/or other issues to be addressed under the task order.
2. Documentation of existing conditions.
3. Proposal of alternative solutions for envelope-specific repairs and renovations, including energy-efficient alternatives, energy modeling, and climate resiliency options that will incorporate requirements of Executive Order 594.
4. Development of preferred solution(s) and design with an outline specification and cost estimate and/or prepare construction documents and perform contract administration.
5. Preparing construction documents and specifications, cost estimates, and providing construction administration services.\*
6. Peer reviews as requested

\*Note that selected House Doctor Firms will be required to use the University's project management software Trimble Unity Construct (formerly e-Builder); training will be provided by the University.

Selected House Doctors may be engaged to provide services, including but not limited to:

- Feasibility studies and strategic planning.
- Campus wide exterior envelope condition assessments to aid UMass Lowell in planning the future capital program.
- Preparation of studies suitable for DCAMM certification.
- Integration of planning with existing decarbonization plan.
- Cost estimating, scheduling, verifying long lead times, building code analyses, and energy planning.
- Iterative design review process that may include end users/stakeholders and impacted campus service providers (Operations, IT, Security, Life Safety, Environmental Health & Safety, etc.). House Doctors shall be responsive to comments and feedback received during the design review process.

Below is a list of buildings, by campus. The **bolded** buildings are likely to need exterior envelope repair, replacement, or upgrades sooner than others and may be prioritized as such. Any future building acquisitions shall also be considered in selected House Doctor's scope of work.

### East Campus

- 110 Canal St.; 54,558 GSF
- 175 Cabot St.; 29,067 GSF
- 201 Cabot St.; 24,425 GSF
- Bourgeois Hall; 63,460 GSF
- Campus Recreation Center; 69,308 GSF
- Hoff Alumni Center; 7,107 GSF
- Donahue Hall; 92,660 GSF
- East Parking Garage; 203,924 GSF
- **Fox Hall; 227,004 GSF**
- Graduate & Professional Studies Center; 56,052 GSF
- Olney Hall; 232,613 GSF
- Leitch Hall; 63,369 GSF

- **River Hawk Village; 223,398 GSF**
- Tsongas Center; 204,880 GSF
- University Crossing; 232,476 GSF
- University Suites; 147,965 GSF
- Wannalancit Mills; 150,679 GSF
- Edward A. LeLacheur Park; 21,327 GSF

### North Campus

- **Ball Hall; 100,836 GSF**
- **Cumnock Hall; 40,970 GSF**
- Falmouth Hall; 56,928 GSF
- Lydon Library; 57,644 GSF
- North Parking Garage; 184,916 GSF



#### North Campus (continued)

- Olney Hall; 232,613 GSF
- Olsen Hall; 139,628 GSF
- **Perry Hall; 56,180 GSF**
- Pinanski Hall; 72,511 GSF
- Pulichino Tong Business Center; 58,712 GSF
- Saab Emerging Technologies & Innovation Center; 84,652 GSF
- Shah Hall; 53,770 GSF
- Southwick Hall; 76,567 GSF
- Concordia Hall; 46,548 GSF
- Health & Social Sciences Building; 72,734 GSF
- Dugan Hall; 58,777 GSF
- Maloney Performing Arts Center; 80,818 GSF
- McGauvran Center; 50,956 GSF
- O’Leary Library; 120,433 GSF
- Riverview Suites; 253,745 GSF
- Sheehy Hall; 71,104 GSF
- South Parking Garage; 229,166 GSF
- **Weed Hall; 70,424 GSF**

#### South Campus

- 45 West Adams St.; 28,140 GSF
- **Allen House; 9,808 GSF**
- Coburn Hall; 78,945 GSF

Exterior images for the bolded buildings: Fox, Riverhawk Village, Ball, Cumnock, Perry, Allen House & Weed





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](#)<sup>1</sup> (dated May 2024).

## 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. Building Envelope Engineer (Prime Firm)
  2. Architect
  3. Structural Engineer
  4. Mechanical Engineer (M/P)
  5. Electrical Engineer
  6. Historic Preservations Consultant
  7. Cost Estimator (independent consultant required)
  8. Code Consultant
  9. Specifications Writer
  10. Environmental Professional
- The title “Building Envelope Engineer” refers to design professionals that can demonstrate requisite experience in building envelope systems in planning, building modeling, designing, and building projects; and

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

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

- 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; and
- The title “Environmental Professional” refers to design professionals 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.

## 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:

- Projects executed through this contract will be up to \$10M in construction costs; with **most under \$5M**. Applications shall demonstrate experience with projects of this value in relation to the renovation, repair and upgrades of exterior building envelopes.
- Demonstrated experience working in and on **existing and occupied higher education facilities** (academic classrooms, research and teaching laboratories, residential halls, student activity and athletic facilities, offices and administrative spaces).
- Demonstrated experience designing and administering work on buildings in Massachusetts/New England that are listed or eligible for the Historic Register or working within Historic Districts; additional consideration for those in or in proximity to the City of Lowell will be considered.
- Firms whose principals and owners are regularly actively engaged as project managers and project architects and have demonstrated experience being the prime designer on publicly bid Chapter 149 and Chapter 30/39M projects in Massachusetts with an estimated construction cost of up to \$10M.
- The prime and their key team members demonstrate experience with designing fossil fuel free HVAC, low temperature hot water systems, and low carbon fuel systems including energy efficiency, climate resilience, Passive House principles, Net Zero buildings, and the reduction of embodied carbon. Teams should demonstrate the use of metrics to measure progress toward specific design goals. When needed, expertise can be augmented by specific additions to the team.
- The House Doctor, through their Diversity Focus Statement (in Section 5), shall demonstrate their firm’s implementation of Diversity, Equity, and Inclusion (DEI) principles within its organization and within the design profession. The Statement shall:
  - a. document the firm’s track record for meeting /exceeding DEI goals, highlighting specific project examples;
  - b. summarize the firm’s approach toward assembling an inclusive team. Focus on the roles and responsibilities of diverse internal staff assigned and the SDO certified consultants. If two firms are partnering include the distribution of the work with the partnering firms; and
  - c. describe the prime design firm’s approach to DEI in terms of ownership, staffing, mentorship, equity in salary, and outreach efforts to broaden participation of underrepresented firms working on public projects



## SUPPORTING DOCUMENTS

The scope of work for this project is supported by the materials listed below, which are available for review/download on the corresponding websites.

- University of Massachusetts Lowell Website <https://www.uml.edu/>
- University of Massachusetts Lowell Design and Construction e-Library (contains the UMass Lowell Design Standards and frequently used forms) [e-Library Planning Documents](#)
- University of Massachusetts Lowell Smart Spec (instructions for E-Bidding through the online portal BidDocs) <https://www.uml.edu/facilities/planning-design-construction/project-management/forms-e-library.aspx>
- University of Massachusetts Lowell Strategic Plan <https://www.uml.edu/strategic-plan/>
- Most Recent University of Massachusetts Lowell Report Card: [https://www.uml.edu/docs/Report-Card-2021-Accessible\\_tcm18-338619.pdf](https://www.uml.edu/docs/Report-Card-2021-Accessible_tcm18-338619.pdf)
- University of Massachusetts Lowell Energy Master Plan <https://www.uml.edu/office-sustainability/planning/energy-master-plan.aspx>

## 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 May 2024) which provides direction and guidance to Designers who work on DCAMM Projects. This document replaces the March 2023 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.

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

<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>



- **ACCESSIBILITY AND UNIVERSIAL DESIGN**

The Designer's team is expected to utilize the [Goals of Universal Design](https://www.buffalo.edu/access/basics/universal-design/goals.html)<sup>6</sup> solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](https://www.mass.gov/orgs/architectural-access-board)<sup>7</sup> as well as the [2010 ADA Standards for Accessible Design](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm). 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](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)<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 **4.8% MBE and 9.5% 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

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<sup>6</sup> <https://www.buffalo.edu/access/basics/universal-design/goals.html>

<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)

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 Goal – Ch. 108 of the Acts of 2012; Executive Order 599**

The Commonwealth promotes and monitors the participation of Service-Disabled Veteran-Owned and Veteran-Owned Business Enterprises (collectively “VBE”) on its design projects. The goal for 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 can be credited toward meeting the project VBE goal.

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 Environmental Professional design team member identified above. The Awarding Agency

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

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 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](#).<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.

## **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>13</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.

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

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

No fewer than three (3) public agency evaluations or private sector references completed within the past five years are required to be submitted with the application. All evaluations and references should be submitted through the [Designer Selection Network](#) for attachment to the application. The Designer Selection Board and Agencies reserve the right to check additional evaluations and references as part of the application review process.

In addition to the criteria described in the public notice, the Designer Selection Board will review the applications in pursuit of the principles described in [M.G.L. c. 7C, §44 \(a\)](#).

## APPLICANTS, PLEASE NOTE

Applicants are required to use the [Designer Selection Board Online Portal](#).<sup>12</sup> New users can request credentials through the system [login screen](#).<sup>13</sup>

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

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