

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 17-04 ITEM # 2 DSB PUBLIC NOTICE DATE: June 7, 2017

LAST DATE FOR FILING APPLICATION IS: June 28, 2017 at 2:00 PM

The Board requests applications to be submitted by any of the following firms:

(<input checked="" type="checkbox"/>)	Architect	()	Engineer
(<input checked="" type="checkbox"/>)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **2017- 026**

PROJECT TITLE: **Study and Design for Building Renovations, Repairs and Upgrades**

PROJECT LOCATION: **Westfield**

AWARDING AGENCY: **Westfield State University (WSU)**

APPROPRIATION SOURCE: **Various (to be determined)**

AVAILABLE AMOUNT: **\$1,000,000 per Contract**

ESTIMATED CONSTRUCTION COST: **Varies per Project, Not to Exceed Delegation Authority**

TOTAL FEE, excluding reimbursables, based on scopes of work and services authorized, shall not exceed:

(☒) Lump sum established set fee per M.G.L. C.7C, §50 \$1,000,000 Dollars

IMMEDIATE SERVICES AUTHORIZED:

(☒) CERTIFIABLE BUILDING STUDY
(☒) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
(☒) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(☒) CONSTRUCTION PLANS AND SPECIFICATIONS
(☒) ADMINISTRATION OF CONSTRUCTION CONTRACT
() OTHER

MBE/WBE PARTICIPATION:

In accordance with M.G.L. C.7C, §6 and Executive Orders 526 and 565, **Westfield State University** has established a minimum combined MBE/WBE participation goal of 17.9% of the overall value of the study and final design contracts for this project. Applicants must utilize a mix of both MBE and WBE firms whose participation, when added together, meets the overall combined goal set for the Contract. The combined goal requires a reasonable representation of both MBE and WBE firm participation. The Combined MBE/WBE goal must be met within the list of requested prime and sub-consultants. All applicants must indicate in the prime firm's application how they or their consultants will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the DSB Public Notice at pages 4-8 titled "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for Study , Final Design and Construction Administration Services (June 2016) at Attachment E, and on the Supplier Diversity Office website: <http://www.mass.gov/sdo>. Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified will be required to bring a reasonable amount of participation by a firm(s) that holds the certification which is not held by the applicant to the project. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or have only nominal participation by one or the other to meet the combined goal, will not be considered responsive. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE/WBE goal. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goal, but must state this relationship on the organizational chart (Section 6 of the application form).

N.B.1: This contract will be a "House Doctor" contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the contract.

N.B.2: The Awarding Agency may award up to **four (4)** contracts, each with a total value of **\$1,000,000** to qualified designers under this contract.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:

Founded in 1838 by Horace Mann, Westfield State University is an education leader committed to providing every generation of students with a learning experience built on its founding principle as the first co-educational college in America to offer an education without barrier to race, creed or economic status. This spirit of innovative thinking and social responsibility is forged in a curriculum of liberal arts and professional studies that creates a vital community of engaged learners who become confident, capable individuals prepared for leadership and service to society. The University is comprised of 25 buildings ranging in age from 1954 to the present. The total square footage is 1,559,167 with 792,404 square feet of academic and support space and 766,763 square feet of residential housing space. The university is comprised of 256 acres of land located on one campus with approximately 186 acres of land being developed and landscaped.

Westfield State University is seeking a House Doctor Architect/Engineer to assist the University in evaluating the condition of existing university facilities to determine how they may be upgraded and improved to meet the ever-changing needs of the university. The House Doctor may be expected to prepare DCAMM certifiable studies that can be used for budget formulation as well as providing a foundation for the development of design drawings and specifications that can be publicly bid. Projects will include, but not be limited to, internal renovation of university buildings and mechanical systems, building envelope improvements, landscaping, parking lot and sidewalk repair and related work. It is very important to the University that the House Doctor firm pay attention to the existing architecture of university buildings in integrating designs for improvements and be able to identify and provide solutions for existing accessibility deficiencies. It is also important that the House Doctor become familiar with the University design guide and incorporate major university systems such as the University EBI, fire alarm and mass notification system in any design work.

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

1. Investigating the nature and severity of the problem.
2. Documenting existing conditions.
3. Recommending detailed repairs and magnitude of cost for such repairs.
4. Proposing alternate methods of repairs for resolution of the problem, including energy efficient alternatives.
5. Developing the preferred solution to schematic design and/ or design development.
6. Preparing studies, construction specifications and documents, cost estimates, and providing construction administration for the solution.

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.

If the selected designer is appointed for final design, the General Scope of Work will be defined by the certifiable building study and the current version of the DCAMM Designer Procedures Manual.

ADDITIONAL SUPPORTING DOCUMENTS:

The scope of work for this project is supported by the materials listed below:

- **Westfield University Website**
<http://www.westfield.ma.edu>
- **Westfield State University Campus Master Plan Update by Goody Clancy, dated Spring 2011**
<http://www.mass.gov/anf/docs/dsb/dsb170402-wsu-cmapus-master-plan-update-final-report-spring-2011.pdf>

GENERAL CONDITIONS FOR THIS CONTRACT:

Contract for Study, Final Design, and Construction Administration Services

The Awarding Authority uses one standard Contract for Study, Final Design and Construction Administration Services (June 2016) ("Study/Design Contract"). The contract will be signed when the study services are procured, but there will be a break from the Study Phase to the Design Phase for study certification and finalizations of the Design and Construction Administration scope of services. Designers awarded a contract for the Study Phase are not guaranteed to be awarded the Design Phase.

Study Phase: Pursuant to a recent revision to M.G.L. c. 7C Section 59, the Schematic Design will be included in the certified study. If selected for study services, the applicant agrees to execute the Study/Design Contract or its successor, without revisions or modifications. The Awarding Authority compensates the Designer during the Study Phase for approved products in accordance with the approved work plan.

Design Phase: At the conclusion of the study, if the applicant is requested by Awarding Authority to perform final design services, the applicant agrees to amend the Study/Design Contract's scope of services to include final design and construction administration services, the certified study, and any other documents as necessary.

<http://www.mass.gov/anf/docs/dcam/dlforms/forms/contract-for-study-final-design-and-construction-administration-services.pdf>

This contract is limited to projects with an estimated construction cost of less than the Delegation Authority as per M.G.L. C.7C §5, as amended. **The designer must prepare studies for all projects under this contract, and all studies must be certified by the DCAMM Director of Programming before final design can proceed.**

Veteran Owned Business Participation- Chapter 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 SDVOBE and VBE participation on DCAMM and other "state assisted building" design projects is 3% of the contract price as set forth in the standard DCAMM Study/Design Contract referenced above.

Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:

- a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAMM), and continue to do so annually throughout the term of the contract;
- 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.

DCAMM Procedures

The designer will follow the procedures established in DCAMM's Designer Procedures Manual dated August 2008 (<http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/dcam>).

Executive Order 484

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/anf/docs/dcam/dlforms/energy/energy-eo484-final.pdf>.

All building studies shall include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EOEEA or as determined by DCAMM. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project's impact on the operating agency's plan for meeting EO 484's goals are documented in the consensus solution, implementation plan and estimated construction cost.

Universal Design

Design solutions provided under this contract are expected to provide environments elements that meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. WSU welcomes innovative

design strategies that are usable by the widest range of people operating in the widest range of situations without special or separate design.

Accessibility

The consultant's design must comply, *at a minimum*, with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations.html>), as well as the 2010 ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>). When the requirements of these two laws differ the consultant shall comply with the one that provides the greater degree of accessibility. The consultant is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act (http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm) to provide equal access to programs, services and activities. WSU will use its Accessibility Consultants to provide technical assistance and oversight for accessibility compliance during the study, design and construction process, including accessibility audits of existing buildings.

Construction Specifications

The designer shall utilize the DCAMM Standard Specification.

Environmental and other supplemental services

Westfield State University reserves the right to obtain supplemental services through independent consultants who will collaborate with the Principal-in-Charge (P.I.C.) and the project team. Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

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 Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at <http://www.mass.gov/anf/docs/dcam/dlforms/cem-feb06.pdf> and Uniformat II can be found at <http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf>.

CONDITIONS FOR APPLICATION:

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry 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 in accordance with the Design Contract (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATION EVALUATION – PERSONNEL

Applications will be evaluated based on the applicant and consultant's personnel and extent of compliance with MBE/WBE participation goals. Please see Section 6 on DSB Application Form: On the organizational chart, identify the team by listing them in the same order as below. Include resumes for all personnel.

- | | |
|---------------------------------|------------------------------|
| 1. Architect (P.I.C.)* | 6. Landscape Architect |
| 2. Mechanical Engineer (M/P/FP) | 7. Specifications Consultant |
| 3. Electrical Engineer | 8. Cost Estimator |
| 4. Structural Engineer | 9. Building Code Consultant |
| 5. Civil Engineer | 10. Acoustical Consultant |

*Should the advertisement require the applicant to be either an Architect or an A&E firm, the P.I.C. or P.M. must be a Registered Architect in the Commonwealth of Massachusetts.

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately on the organizational chart.

APPLICATION EVALUATION – PROJECT EXPERIENCE

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

1. Demonstrated experience in the renovation and repair of higher education facilities of comparable type and size.
2. Demonstrated experience in working with user agency personnel, presenting multiple solutions to a given problem for consideration by the University, overseeing construction and negotiating with contractors to reduce the cost of change orders, and specifying products and materials that complement those used in the building being renovated and that compliment other buildings.
3. Demonstrated experience in developing DCAMM certifiable building studies and write complex construction documents with a minimum of errors and omissions; extensive knowledge of all state and federal building codes, MAAB requirements, with demonstrated experience in producing studies, construction, and bid documents quickly to meet tight project time schedules.

APPLICANTS PLEASE NOTE

DSB Application Form (Updated July 2016) at www.mass.gov/dsb/forms and General Instructions at www.mass.gov/dsb are available for download.

Applications that are incomplete will be rejected. Applications that are submitted on a form other than **DSB Application Form (Updated July 2016)** may be rejected as non-compliant and not be considered by the Board. Applications received at the DSB Office after the advertised deadline will not be considered.