

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

DSB LIST # 18-14 **ITEM #** 1 **DSB PUBLIC NOTICE DATE:** October 3, 2018

LAST DATE FOR FILING APPLICATION IS: October 24, 2018 At 2:00 PM

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

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

PROJECT NUMBER: **NECC2018-FAC004**

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

PROJECT LOCATION: **Haverhill And Lawrence, MA**

AWARDING AGENCY: **Northern Essex Community College**

AVAILABLE AGGREGATE AMOUNT: **Not-to-Exceed \$1,500,000**

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 **Six (6) years**

MAXIMUM FEE PER CONTRACT, excluding reimbursable, based on scopes of work and services authorized, shall not exceed: \$500,000 Dollars

IMMEDIATE SERVICES AUTHORIZED:

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

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 contract aggregate fee. Selection by the DSB under this advertisement does not guarantee that a contract will be executed. 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 assign a House Doctor with which it has signed a contract to perform individual project(s) directly for another state agency.

N.B.2: Awarding Agency may award up to **three (3)** contracts, each with a maximum total contract fee stated above

MBE/WBE PARTICIPATION:

In accordance with M.G.L. C.7C, §6 and Executive Orders 526, 559 and 565, NECC 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 submitted list of 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 titled “Participation by Minority Owned Businesses and Woman Owned Businesses,” in the Commonwealth of Massachusetts Contract for House Doctor Services (October 2017) at Attachment F, 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).

ADDITIONAL DIVERSITY PROGRAMS:

Veteran Owned Business Participation Benchmark - 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 combined SDVOBE and VBE participation on DCAMM and other Executive Branch agencies design projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

GENERAL SCOPE OF WORK:

Northern Essex Community College (also known as NECC) is a state-assisted, two-year community college located in [Essex County](#) in northeastern Massachusetts. The college serves residents of the Merrimack Valley and Southern New Hampshire. It has campuses in Haverhill and Lawrence, Massachusetts. Northern Essex is one of 15 community colleges in the Massachusetts Higher Education system. More than 6,600 students are enrolled in some 70 credit associate degree and certificate programs. Another 3,400 take noncredit workforce development and community education classes on campus, and at businesses and community sites across the Merrimack Valley. It offers post-secondary education through the associate degree level, including career programs in areas such as nursing and allied health, computers, criminal justice, paralegal studies, and deaf studies and dozens of transfer programs for students who start their education at Northern Essex and transfer for their junior and senior years, eventually earning a bachelor's degree or higher. The college also offers developmental courses in writing, math, and English as a Second Language, designed to prepare students for college-level work, and noncredit programs for career advancement or personal enrichment.

Northern Essex Community College, operates from two campuses in Haverhill, MA and Lawrence, MA. The college has a rural 106-acre Haverhill Campus (100 Elliott Street) which features seven campus buildings including the David Hartleb Technology Center, the Behrakis One-Stop Student Center, the Bentley Library and Sports & Fitness Center. There are currently six locations in the nearby city of Lawrence: The Dimitry Building located (45 Franklin Street), The Louise Haffner Fournier Education Center (78 Amesbury Street); NECC Riverwalk (360 Merrimack Street, right off [Interstate 495](#)); the Dr. Ibrahim El Hefni Allied Health and Technology Center (414 Common Street); and another facility at 420 Common Street.



Haverhill Campus
100 Elliott Street



- A** Bentley Library
- B** General Services Center
- C** Spurk Building
- D** Sport & Fitness Center
- E** Science Building
- G** Maintenance Building
- HOW** Opportunity Works
- SC** Behrakis One-Stop Student Services Center
 - ★ Career Planning and Advising Center (CPAC)
 - Bookstore
 - ◆ Student Photo IDs
- TC** Hartleb Technology Center

Parking

- EP** Employee Only Permit Parking
- VP** Visitor Parking
Parking for visitors, students, and employees without permits.
- PP** Permit Parking

- Intercampus Shuttle Bus**
- MVRTA Bus**
Students will need to show their NECC student ID to ride both the shuttle and MVRTA busses.
- Handicapped Accessible Parking**

For additional information and directions, visit www.necc.mass.edu/directions
For the NECC Parking Policy, visit www.necc.mass.edu/parking

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Lawrence Campus

- L** **John R. Dimitry Building**
45 Franklin Street
● Library
- LA** **Louise Haffner Fournier Education Center**
78 Amesbury Street
- LC** **Dr. Ibrahim El-Hefni Allied Health & Technology Center**
414 Common Street
★ Career Planning and Advising Center (CPAC)
◆ Student Photo IDs
- LH** **420 Common Street**
■ Bookstore

- LRW** **Riverwalk**
360 Merrimack Street
Building 9, Entry K

Parking

- A&D** **Permit Parking**
- B&E** **Permit/Validated Parking**
Validation with a current NECC parking permit is available M-F at buildings L, LA, LC, and LH.
- C** **Permit/Visitor Parking**
- EP** **Employee Only Permit Parking**
- P** **General Parking**
- Intercampus Shuttle Bus**
- MVRTA Bus**
Students will need to show their NECC student ID to ride both the shuttle and MVRTA busses.
- Handicapped Accessible Parking**
- Handicapped Access to Lots and Sidewalks**

For additional information and directions, visit www.necc.mass.edu/directions
For the NECC Parking Policy, visit www.necc.mass.edu/parking

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Northern Essex Community College is seeking to procure House Doctor services for building system upgrades, interior & exterior renovations, architectural upgrades, roofing projects, accessibility projects and utilities, roadways and parking upgrades. The “House Doctors” will be required to provide technical advice, creative problem solving, building code reviews, construction administration and project oversight.

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 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.

Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

ADDITIONAL SUPPORTING DOCUMENTS:

The scope of work for this project is supported by the materials listed below, which are available for review and download on the Designer Selection Board website.

N/A

GENERAL CONDITIONS FOR THIS CONTRACT:

Contract for House Doctor Services

Appointed applicants will sign a standard *Contract for House Doctor Services* (October, 2017) (“House Doctor Contract”). Once a House Doctor Contract is executed with a selected applicant, DCAMM will solicit proposals from the House Doctor related to specific projects and issue Notices to Proceed for agreed upon scopes of work as set forth in the House Doctor Contract.

<https://www.mass.gov/files/documents/2017/11/06/contract-for-house-doctor-services.pdf>

Exhibit A & B of the House Doctor Contract sets forth specific terms and conditions for the scope of services.

The designer must prepare studies for all projects under this contract, and all studies must be certified by the DCAMM Deputy Commissioner of Planning before final design can proceed.

Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$30,000 or 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;
- 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 (<https://www.mass.gov/files/documents/2017/12/19/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 meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. **Northern Essex Community College** 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/ocabr/government/oca-agencies/dpl-lp/opsi/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, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable. **Northern Essex Community College** will utilize an expert third party, such as DCAMM's Statewide Accessibility Initiative, 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.

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 <https://www.mass.gov/files/documents/2017/12/19/cost-estimating-manual.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. Sustainability Design Consultant |

* Disciplines marked with an asterisk (*) require the P.I.C. or P.M. to be a Registered Architect and/or Licensed Engineer in the Commonwealth of Massachusetts as indicated.

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. Familiarity with Commonwealth of Massachusetts Public Bidding requirements M.G.L. c. 149 and M.G.L. c. 30, § 39M. | 3. Demonstrated experience in the cost-effective repair and renovation of classrooms, office spaces, public assembly venues, science and dental laboratories, sports facilities and athletic fields, art and music support spaces in occupied higher education facilities. |
| 2. Demonstrated experience in the cost-effective repair and renovation of HVAC, electrical, plumbing, mechanical systems in occupied higher education facilities. | 4. Demonstrated experience with the preservation of historic buildings of similar type and period, including interior and exterior architectural systems, materials, details and technology; renovation and repair to infrastructure including utilities, roadways and parking areas; energy efficiency projects; and, experience with ADA and building access innovation and design, including alterations in existing facilities to resolve accessibility deficiencies. |

APPLICANTS PLEASE NOTE

Please use the latest [DSB Application Form \(Updated July 2016\)](#) and follow the [General Instructions for Filing Applications](#).

Application Update: Please submit **One Original**, with the Sub-Consultant Acknowledgement forms and SDO Certification letters (by mail) and please email an electronic copy of the application form (do not include the Sub-Consultant Acknowledgment forms and SDO Certification letters) to applications.dsb@massmail.state.ma.us

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.