



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place, Room 1004, 10th Floor | Boston, MA | 02108

Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#: 19-26

Notice Date: August 21, 2019

Submission Date: September 11, 2019 At 2:00 PM

Project Number: DCP2003 HS1

Project Title: Study, Planning, Design & Construction of Statewide Offices & Workplace

Project Location: Statewide

Awarding Agency: Division of Capital Asset Management and Maintenance (DCAMM)

Available Aggregate Amount: \$12,500,000

Estimated Construction Cost: Varies per Project, under \$10M typical

Contract Term: Up to Six (6) Years

Maximum Fee Per Contract, based on the scope of work and services authorized, shall not exceed: Up to \$2,500,000

Prime Firm Requested:

- ☒ Architect
- ☐ Landscape Architect
- ☐ Engineer
- ☐ Interior Designer
- ☐ Programmer
- ☐ Construction Manager
- ☐ Other:

Immediate Services Authorized:

- ☒ Certifiable Building Study
- ☒ Schematic Plans and Outline Specifications
- ☒ Other: Strategic Plan, Feasibility Study, Occupancy Study, Master Plan, Workplace Guidelines etc.

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 **\$2,500,000** 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.

AGENCY INFORMATION



The Division of Capital Asset Management and Maintenance (DCAMM), an agency within the Executive Office for Administration and Finance (ANF) is responsible for capital planning, major public building construction, facilities management, and real estate services for the Commonwealth of

Massachusetts. The agency was created by the legislature in 1980 to promote quality and integrity in the management and construction of the Commonwealth's capital facilities and real estate assets.

DCAMM oversees the Commonwealth's capital assets, totaling over 65 million square feet. The agency manages over \$2 billion in capital projects, working with state agencies on the full cycle of their strategic facility needs. DCAMM directly manages 5.5 million square feet of state buildings, and for those buildings not managed by DCAMM, we assist our client agencies using comprehensive and cost-effective maintenance and management strategies and standards. DCAMM is also responsible for all state real estate activities, including acquisition of property, disposition of surplus property and the leasing of space on behalf of state agencies, for offices and other facilities. DCAMM is an active participant in the Governor's Open for Business Initiative, which is pursuing creative approaches to utilizing state-owned real estate assets through public-private partnerships, improved cooperation with cities and towns, and repurposing land adjacent to state functions still in use.

PROJECT OVERVIEW

DCAMM, in collaboration with various user agencies, seeks to procure House Doctor services from design professionals with broad experience in certifiable building studies, planning, design, and construction for workplace, to support DCAMM's mission involving capital asset management and facilities maintenance for state office facilities.

The primary focus of this work will be for **Workplace 2030**, the Commonwealth's strategic initiative to transform statewide administrative offices and workplace in a step-by-step process over the next ten years. This will be achieved, in collaboration with various user agencies, by focusing on four key areas:

- *People*: enhancing our ability to attract and retain talent
- *Cost*: managing a right-sized portfolio with predictable, stable costs
- *Space*: creating a modern, adaptable workspace for a diverse and dynamic workforce
- *Technology*: underpinning work processes with a robust and flexible technology infrastructure

The central goal of Workplace 2030 is to transform state administrative offices so we can best serve the people of Massachusetts for years to come. We have broken down this goal into the following key objectives:

1. Maximize efficiency and productivity
2. Modernize infrastructure and technology
3. Increase access and mobility
4. Create flexible and attractive workplaces for evolving work functions and styles
5. Enhance security and safety
6. Create a healthy and sustainable work environment

This scope of work will include, but is not limited to, the assessment of current utilization of various state offices to maximize occupancy and efficiency and support the development of future workplace. DCAMM currently owns or has long-term leases for 8 statewide office buildings in Boston, Chelsea, Springfield, and Pittsfield representing a total of 2.34 million square feet. Additionally, there are 25-30 major short-term leases for state offices in the Boston metropolitan area, representing an additional 1-1.5 million square feet.

Projects resulting from this contract will emphasize the assessment and renovation of existing facilities for building safety and accessibility. Projects will also address aging infrastructure and space/program needs while maintaining essential spaces for agency operations. In these projects, DCAMM has prioritized buildings with the greatest

current occupancies and those offices that have the potential to be more efficiently utilized by the Commonwealth.

Project Location(s)

Projects will be located statewide, but concentrated in the Greater Boston area.

SCOPE OF WORK

The scope of work for this contract is to assess the current utilization of various state offices to maximize utilization efficiencies and support the development of future workplace. Projects may range from performing a space utilization analysis of a single office building and developing options to maximize utilization, to preparing statewide workplace strategy recommendations. Projects may require: strategic planning, building and systems design as well as individual services typically undertaken in site and facility planning, project design, and project construction.

We anticipate that most projects will be weighted toward the initial planning, investigation, and study phase. New concepts will be developed through user engagement sessions, targeted feasibility studies, test-fits, space and occupancy analyses, and pilot projects as part of the Study and Schematic Design phases.

Other scope items may include:

Strategic Planning, Study, & Schematic Design

- Existing conditions assessments
- Evaluation and/or updates of previously completed building studies or reports
- Workplace strategy, guidelines, and metrics
- Mobility and accessibility analysis and planning (working with specialty consultants if necessary)
- Infrastructure, security, and systems assessment
- Evaluation of energy efficiency, resilience and vulnerability
- Assessment of hazardous materials if necessary (working with appropriate specialty consultants)
- Site and operations analysis (assessment of opportunities and constraints, and analysis of development potential)
- Program visioning and analysis
- Strategic planning and phasing
- Occupancy, space utilization and circulation analysis (facility right-sizing, assessment of space use efficiency, and evaluation of mobile/remote workplace options)
- Wayfinding & environmental graphics planning and design
- Site planning and site access analysis
- Capital investment planning, project budgeting and financial analysis
- Preparation of a Certifiable Building Study, including Preparation of Schematic Design documents
- Preparation of Interior Design Guidelines

Design & Construction

- Preparation of Design Development Documents
- Preparation of Construction Documents
- Financial analysis throughout each phase of design
- Construction administration
- Cost estimating

Project Management

Selected consultants are expected to partner with DCAMM to assess the scope and develop the most effective strategy to address the assigned project. Assignments will be undertaken with DCAMM, in collaboration with various user agencies and involve a highly interactive process that requires experience in managing the expectations of a variety of diverse stakeholders. Bi-weekly meetings will be scheduled.

Strong emphasis will be placed on incorporating best practices and creative strategies in workplace design. The selected consultant(s) will be responsible for developing one or more detailed work plans including tasks, schedules, deliverables, fee breakdown, etc. Notice(s)-to-proceed will be provided upon the completion of an approved work plan.

PROJECT REQUIREMENTS

Project requirements, general conditions and/or requirements of this public notice include, but are not limited to:

Affirmative Marketing

MBE/WBE Participation

In accordance with M.G.L. C.7C, §6 and Executive Orders 526, 559 and 565, **Division of Capital Asset Management and Maintenance (DCAMM)** 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 "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for Study, Final Design, and Construction Administration Services (October 2017) at Attachment C, 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 Program:

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.

Energy & Sustainability

Executive Order 484: Leading by Example – Clean Energy and Efficient Buildings

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.

LEED Certification

If applicable, projects designated under this contract shall be certified at a level of Silver or higher, including Mass LEED Plus requirements. All measures proposed to achieve a LEED rating shall be incorporated into Final Design as part of the Designer's base fee; administration of the certification process by the Designer during the Final Design and Construction phases of the project will be considered an extra service.

Universal Design/Accessibility

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. **DCAMM** 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. **DCAMM** 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.

Policies & Procedures

Financial Statement

Chapter 7C, Section 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 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 to the **DCAMM**.

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>).

Environmental and other supplemental services

DCAMM reserves the right to obtain supplemental services through independent consultants who will collaborate with the Prime Firm and the Design Team. Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

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>.

CONTRACT REQUIREMENTS

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/2018/12/03/contract-for-house-doctor-services-rev-18-11-29_0.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 with ECC >\$300 K, and all building studies must be certified by the DCAMM Deputy Commissioner before final design can proceed.

No costs shall be incurred or work performed before all contract documents are properly executed and a project Notice to Proceed is issued in accordance with the terms of the contract.

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).

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB website <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>. The specific Personnel and Project Experience required is listed below.

PERSONNEL

1. Architect (Prime Firm)
 2. Mechanical Engineer (M/P/FP)
 3. Electrical Engineer
 4. Structural Engineer
 5. Interior Designer
 6. Workplace Planner
 7. Cost Estimator
 8. Specifications Consultant
 9. Building Code Consultant
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1. The title “architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; and
 2. The title “landscape architect” refers to design professionals, licensed or unlicensed, that exhibit through their application that they possess acceptable experience to provide design services in the field of landscape architecture as needed for the project; and
 3. 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.

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. **PLANNING & PROGRAMMING**
Demonstrated planning and implementation experience, including user engagement and change management, as well as prioritization of capital improvements where cost effectiveness was a priority.
2. **EXPERTISE**
Relevant experience of the architect/interior designer with evolving best practices in workplace planning, programming, utilization studies, and design, including technological transformations, security, and flexible spaces.
3. **PROJECT MANAGEMENT**
Significant project experience of the Prime consultant and their sub-consultants – specifically, the Prime’s Project Manager – in planning, design, and construction for interior renovation of comparable complex office buildings, while maintaining agency operations. Prior work on government office buildings a plus, but not required.

APPLICANTS PLEASE NOTE

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

Application Update: Please mail or hand deliver One Original, with the Sub-Consultant Acknowledgement forms and SDO Certification letters. In addition, 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.