



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#: 19-36

Notice Date: October 2, 2019

Submission Date: October 23, 2019 At 2:00 PM

Project Number: CL20-EP-0063

Project Title: Study and Design of MEP, Protection Repairs, Replacements and Upgrades

Project Location: Lowell, MA

Awarding Agency: University of Massachusetts Lowell (UML)

Available Aggregate Amount: \$4,000,000

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: Up to Six (6) Years

Maximum Fee Per Contract, based on the scope of work and services authorized, shall not exceed: \$1,000,000

Prime Firm Requested:

- ☒ Engineer (**Mechanical**)
- ☐ Landscape Architect
- ☐ Architect
- ☐ Interior Designer
- ☐ Programmer
- ☐ Construction Manager
- ☐ Other:

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 **four (4)** contracts, each with a total value of **\$1,000,000** to qualified designers under this contract.

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:

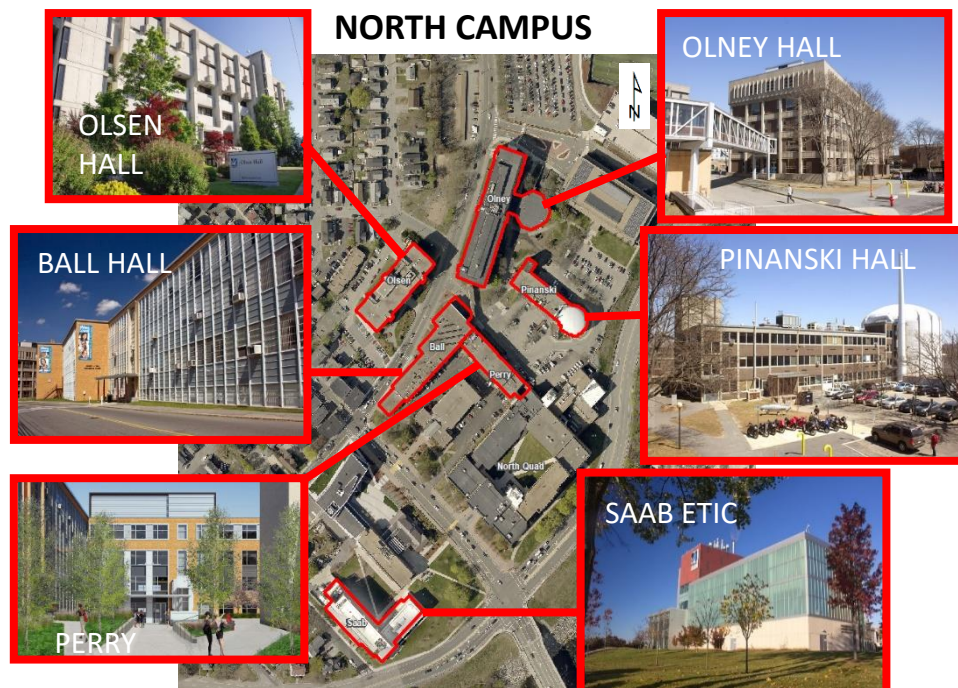
AGENCY INFORMATION

The University of Massachusetts Lowell (UML or UMass Lowell) is a nationally ranked public research university committed to excellence in teaching, research and community engagement. We strive to prepare students to succeed in college and to become lifelong learners and informed citizens in a global environment. UMass Lowell offers affordable, experience-based undergraduate and graduate academic programs taught by internationally recognized faculty who conduct research to expand the horizons of knowledge and sustainable practices. The programs span and interconnect the disciplines of business, education, engineering, fine arts, health, humanities, sciences and social sciences. The university continues to build on its founding tradition of innovation, entrepreneurship and partnerships with industry and the community to address challenges facing the region and the world.

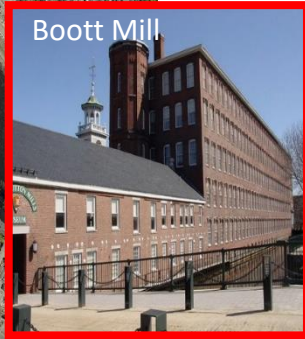
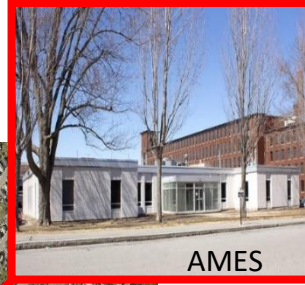
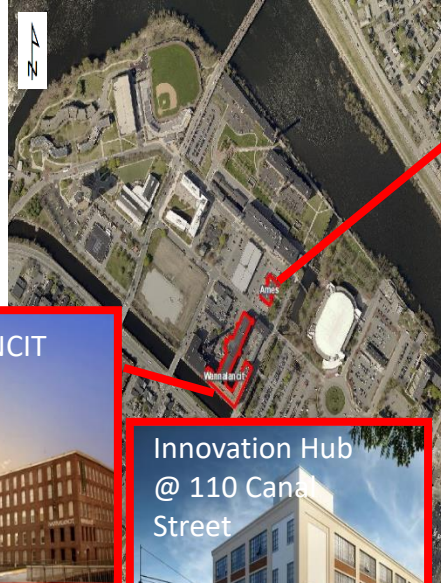
For more than a century, UMass Lowell has been preparing students to work in the real-world, solve real problems and help real people. The university began as the Lowell Normal School, a teaching college founded in 1894, and the Lowell Textile School, founded in 1895 to train technicians and managers for the textile industry. Over the next 75 years, both institutions extended their offerings to meet the growing needs of the region. Lowell State and Lowell Tech, as they were then known, merged in 1975 to form the University of Lowell. The campus became part of the University of Massachusetts system in 1991.

PROJECT OVERVIEW

The campus at UMass Lowell consists of over 50 major buildings ranging in size from 9,300 GSF to 245,000 GSF and are between new to 110 years of age. The buildings are located on the three campus centers located within a radius of less than three miles from each other.



EAST CAMPUS



SOUTH CAMPUS



The University seeks design team for the preparation of certifiable studies, schematic plans and final design documents, as well as construction administration services for the replacement, alteration, and modernization of building mechanical, electrical, plumbing and fire protection systems.

Repair and modernization of campus facilities include, but are not limited to:

1. Research and instructional laboratories
2. Athletic facilities
3. Lecture halls, classrooms and teaching facilities
4. Office suites and administrative areas
5. Elevators
6. Residential Halls
7. Student recreational and support facilities, including dining and food service
8. Renovations within historical and/or buildings over 50 years old
9. Renovations within LEED Silver certified buildings

SCOPE OF WORK

The scope of work may include (but will not be limited to):

1. Investigation and assessment of the identified problem.
2. Documentation of existing conditions.
3. Development of proposed solution(s) along with energy-efficient alternatives.
4. Recommendation of a final solution based on budget and schedule impacts.
5. Development of the preferred solution to schematic design and/or design development.
6. Preparation of construction documentation, cost estimates and provision of construction administration for the project.

During the course of this contract, the University of Massachusetts Lowell will be implementing the use of e-Builder as a web-based project management software. The designer is expected to execute projects using the processes available in e-Builder. Once a process is rolled out live to e-Builder it will not be acceptable to perform the process or procedure outside of e-Builder. (Examples of processes performed in e-Builder include RFIs, submittals and change orders, etc.)

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.

SUPPORTING DOCUMENTS

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

- **University of Massachusetts Lowell Design and Construction Library**
<https://www.uml.edu/Facilities/Project-Management/Forms-E-Library.aspx>
- **University of Massachusetts Lowell Website**
<http://www.uml.edu/>
- **University of Massachusetts Lowell 2020 Strategic Plan**
https://www.uml.edu/docs/Strategic-Plan-2017_tcm18-269333.pdf
- **University of Massachusetts Lowell Report Card**
https://www.uml.edu/docs/Report-Card-3-19_tcm18-306378.pdf

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, **University of Massachusetts Lowell (UML or UMass Lowell)** 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 <https://www.mass.gov/executive-orders/no-484-leading-by-example-clean-energy-and-efficient-buildings>.

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. Any project undertaken in a building having an existing LEED certification shall be executed in a manner that will preserve or improve the building's LEED certification level.

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. **UMass Lowell** 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. **UMass Lowell** 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.

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 **UMass Lowell**.

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

UMass Lowell 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, **UMass Lowell** 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

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. Mechanical Engineer (M/P/FP) (**Prime Firm**)
 2. Electrical Engineer
 3. Architect
 4. Structural Engineer
 5. Civil Engineer
 6. Landscape Architect
 7. Specifications Consultant
 8. Cost Estimator
 9. Building Code 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, 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
 - 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. Demonstrated experience in replacement, repair and modernization of mechanical/HVAC systems, lighting, power, control systems, high and medium voltage electrical distribution systems, sprinkler and fire alarm systems in occupied higher education facilities (academic classrooms and auditoria; research and teaching laboratories, residence halls, student activity and athletic facilities, offices and administrative spaces). Experience at public higher education institutions is preferred.
2. Demonstrated experience with modernization and upgrade of underground utilities to buildings.
3. Demonstrated experience in the renovation of existing buildings, emphasizing sustainable design and energy conservation. Experience working with utility companies and energy rebates and incentives.
4. Experience working with fast-paced ch.149 and ch.30/39M projects of small to medium size (\$100K to \$10M) and variable complexity, phased renovation/modernization of occupied buildings and master plan coordination at higher educational institutions.
5. Projects at UMass Lowell can range from \$100K to \$10M, however, the typical project range is usually \$100K - \$500K. Relevant examples in this cost range is preferred.

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 Application, with the Sub-Consultant Acknowledgement forms and SDO Certification letters to **Designer Selection Board, 1 Ashburton Place, Room 1018A Boston, MA 02108**. 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.