COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA

DSB LIST #  18-05  ITEM #  1  DSB PUBLIC NOTICE DATE:  April 11, 2018

LAST DATE FOR FILING APPLICATION IS:  May 2, 2018  at 2:00 PM

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

(  X  )  Architect  (  )  Engineer
(  X  )  Architect/Engineer (A/E)  (  )  Other:

PROJECT NUMBER:  CL18-EP-0053

PROJECT TITLE:  Study and Design Services for Laboratory Renovations, Repairs and Upgrades

PROJECT LOCATION:  Lowell

AWARDING AGENCY:  University of Massachusetts Lowell (UML)

APPROPRIATION SOURCE:  Various (to be determined)

AVAILABLE AMOUNT:  $1,500,000 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:

(  X  )  Lump sum established set fee per M.G.L. C.7C, §50  $1,500,000  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
(  X  )  OTHER : MASTER PLANNING

MBE/WBE PARTICIPATION:
In accordance with M.G.L. C.7C, §6 and Executive Orders 526 and 565, University of Massachusetts 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 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).

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. Selection by the DSB
under this Advertisement does not guarantee that a contract will be executed with any given firm. The Awarding Authority will enter into House Doctor contract(s) with selected firm(s) at its sole discretion, based on the Awarding Authority’s needs.

**N.B.2:** The Awarding Agency may award up to four (4) contracts, each with a total value of **$1,500,000** to qualified designers under this contract.

**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.

**APPROPRIATION LANGUAGE:**

N/A

**GENERAL SCOPE OF WORK:**

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.
SOUTH CAMPUS

WEED HALL

HEALTH & SOCIAL SCIENCES (HSS)

RIVERVIEW SUITES
The University seeks House Doctors to provide study and design services for the preparation of certifiable studies, schematic plans and preparation of final construction documents for Chapter 149 bidding, as well as construction administration services. These services are required for Science, Engineering and Health Sciences facilities, primarily including, but not limited to research and teaching laboratories. Projects will include renovations and alterations in existing campus buildings. The projects may include instructional or research spaces, offices, and associated upgrades to building infrastructure systems, and other components.

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

1. Assessing the needs of researchers & instructors and requirements for teaching spaces and core research facilities.
2. Documenting existing conditions, including evaluation of existing MEP systems.
3. Integrating deferred maintenance upgrades into project scope.
4. Assessing lab renovation’s impact on building code thresholds.
5. Incorporating hazardous material assessment findings onto design documents.
6. Proposing alternate design solutions for requested renovations, including energy efficient equipment alternatives.
7. Developing the preferred solution for schematic design and/ or design development.
8. Preparing studies, construction specifications and documents for Chapter 149 bidding (ECC under $2million), cost estimates, and providing construction administration for the approved design.

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

1. Research and instructional laboratories and offices
2. Building code upgrades triggered by the lab renovation project
3. Renovations within historical and/or buildings over 50 years old
4. Renovations within LEED certified buildings
The Designer will incorporate the principles of green and sustainable design, including energy conservation for building designs, renewable and recycled materials, and materials maximizing indoor air quality. 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.

Hazardous materials inspection 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.

- University of Massachusetts Lowell Design and Construction Library
  http://www.biddocsonline.com/elibrary/categories/index/46

- University of Massachusetts Lowell Website
  http://www.uml.edu/

- University of Massachusetts Lowell 2020 Strategic Plan

- University of Massachusetts Lowell Report Card

GENERAL CONDITIONS FOR THIS CONTRACT:
Contract for House Doctor Services
The Awarding Authority will use one standard Contract for House Doctor Services (October 2017) https://www.mass.gov/files/documents/2017/11/06/contract-for-house-doctor-services.pdf. 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 scope of services to include final design and construction administration services, the certified study, and any other documents as necessary.

This contract is limited to projects with an estimated construction cost of less than the Delegating 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.

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 (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 EOEAA 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. 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 use an expert third party, such as DCAMM’s Statewide Accessibility Initiative or UMass Lowell Consultant 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
UMass Lowell 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 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.)*
2. Higher Education Laboratory Planner
3. Mechanical Engineer (M/P/FP)
4. Electrical Engineer
5. Structural Engineer
6. Specifications Consultant
7. Cost Estimator
8. Building Code Consultant
10. Interior Designer

*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.

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 developing programming and feasibility studies, final design documentation and construction administration for modernization projects in a variety of instructional and research laboratories in higher education facilities.
2. Significant experience by MEP engineers with planning, designing, and construction administration of laboratory modernization projects in existing buildings of similar size and for similar types of deferred maintenance and upgrades as described in this solicitation. Experience working with utility companies and energy rebates and incentives.
3. Demonstrated experience working in an urban campus environment on fast-paced, small to medium size renovation projects in occupied buildings.
4. Demonstrated experience working with fast-paced Ch. 149 renovation projects of small to medium size (ECC under $5 million).

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.