

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

DSB LIST # 18-02 ITEM # 1 DSB PUBLIC NOTICE DATE: February 14, 2018

LAST DATE FOR FILING APPLICATION IS: March 7, 2018 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: **BSD1801 DC1**

PROJECT TITLE: **Roof Replacement and Interior Repairs at the Bristol County House of Correction**

PROJECT LOCATION: **North Dartmouth**

AWARDING AGENCY: **Division of Capital Asset Management and Maintenance (DCAMM)**

AVAILABLE AMOUNT: **\$13,000,000**

ESTIMATED CONSTRUCTION COST: **\$9,749,205**

**TOTAL FEE**, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

<input checked="" type="checkbox"/> ) Lump Sum Established Set Fee for <b>Schematic Design</b> Per M.G.L. C.7C, §50	dollars
(	<u><b>\$93,500.00</b></u>
<input checked="" type="checkbox"/> ) Lump Sum Established Set Fee ( <u>subject to a credit in the amount for the Lump Sum Fee established for Schematic Design above</u> ) for <b>Final Design</b> Phase Per M.G.L. C.7C, §50, based on the approved estimated construction cost in the certified study.	percent
	<u><b>To be negotiated</b></u>

**IMMEDIATE SERVICES AUTHORIZED:**

(        ) CERTIFIABLE BUILDING STUDY  
( ☒ ) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS  
(        ) OTHER:

It is intended that the following continued services will be required of the selected Designer, and approval of the Designer by the DSB for the study phase shall also constitute approval of the Designer for continued services at the Awarding Authority's discretion. If the Awarding Authority determines that the continued services will not be required of the Designer then the Awarding Authority must notify the Designer and the Board, upon making that determination.

( ☒ ) 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, 559 and 565, 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 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.



*Fig. 1: Aerial View of the Bristol County House of Correction, North Dartmouth*

**GENERAL SCOPE OF WORK:**

This project includes the re-roofing of approximately 79,000 GSF of low slope roofing at the Main building of the Bristol County House of Correction. The project entails many different roof planes, transition walls, parapets and penthouse conditions. Interior damage from water infiltration will be repaired, and water damaged, or mold infested material will be removed and replaced. The facility must remain fully operational during construction requiring temporary relocation of

rooftop equipment.

A certified building study has been completed which has identified the project scope of work; with a detailed cost estimate that has determined the project budget going forward. The study makes recommendations for roofing systems, leaves the final selection of a particular roofing system for the Schematic Design Phase. The selected design firm is to work with the certified study and provide design services from Schematic Design through Construction Administration. The project will be administered as per Chapter 149, Design Bid Build. The anticipated project schedule allows 7 months for design, 3 months for bidding, and 11 months for construction.

**Budget:**

The project budget, based on the Estimated Construction Cost (ECC), is \$9,749,205. The combined Total Project Cost for all phases is \$13,000,000.

**Background:**

The existing complex of buildings at the Bristol County House of Correction and Bristol County Sheriff's Offices (BCSO) is located at 400 Faunce Corner Road, North Dartmouth, MA 02747. The Bristol County House of Correction (HOC) is a county owned, eleven hundred (1100) inmate campus, housing male inmates, higher security female inmates, pre-trial detainees and higher security male pre-trial detainees. The campus is comprised of several buildings, but water infiltration was particularly an issue at the main building of the complex (the Men's facility), which is a single story masonry clad building that was built in 1990. This building and the adjacent Women's Building (built 2001) were the primary focus of a 2017 study by SMRT Architects and Engineers to evaluate the condition of the existing roof systems, propose options and determine a consensus solution.

The study determined that the existing stone ballasted and membrane roofs at both buildings have exceeded their useful life (27 years old at the men's facility, 16 years old at the women's facility). The poor condition of the roofs has manifested itself in leaks within the building, posing hardships, including mold and mildew, to the facility and its operations. The existing roof systems also do not currently have insulation compliant with current energy codes.

This study outlines as consensus solution a scope of work which provides new roofing at 70% of the men's building (see Fig. 3), replaces damaged ceilings, and other water damaged materials, and abates areas where mold is found.

**Testing and Analysis.**

The earliest assumptions of the extent of water infiltration were based on a 2013 Infrared Analysis by ICC Thermal Mapping. These results indicate areas of assumed roof failure, but the overall total area of suspect roofing was relatively small. Given that ballasted roofs are problematic for infrared analysis, in March 2017, a comprehensive nuclear roof moisture survey was conducted to verify the assumed areas of moisture (See Fig. 2). The survey indicates that several large areas of roofing at both the men's and women's buildings are experiencing wet insulation – meaning moisture has penetrated the membrane surface of the existing roof, been absorbed by the existing roof insulation, and in some cases, has begun infiltrating interior spaces. As further water penetration occurs, roof systems will further deteriorate and water infiltration into interior spaces will continue.

**DETAILED SCOPE OF WORK:**

**Phase 1: Review of Study and Schematic Design**

The designer will prepare and submit a Schematic Design package in compliance with the DCAMM Designer's Procedures Manual. Tasks for this project under this phase are summarized as follows:

- Fully Review previous Study document
- Coordinate Initial Design Conference
- Coordinate with DCAMM in preparation of Design Phase work plan
- Attend Progress Workshops with DCAMM, user Agency and Design Team
- Recommend a Roofing System that will meet project budget and gain approval of DCAMM and the User Agency. DCAMM standards require PVC or Modified Bitumen Roofing Systems unless alternate systems are required to match existing construction. The designer may seek approval for alternate roof systems if there is a solid case that an exception should be made to the DCAMM standards.
- As per the previous study, include typical roof details and details showing atypical roof conditions and transitions so as to facilitate accurate cost estimating

- As per the previous study, confirm areas of interior damage to be repaired, and show scope of work so as to facilitate accurate cost estimating
- Investigate condition of existing rooftop HVAC equipment, and confirm suitability of the equipment for removal, reinstallation, and successful continued operation.
- Prepare Cost Estimate
- Prepare SD submission Document

Submission Requirements are as follows:

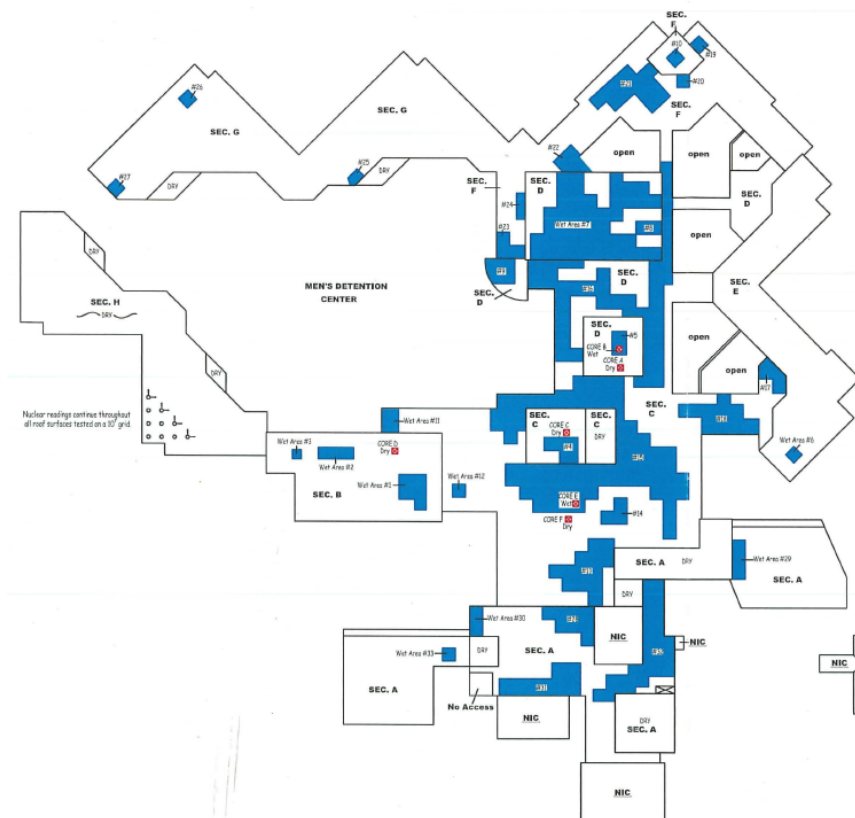
- Roof Plans with keys for details, sections and partial elevations as required. Show rooftop equipment to be moved during the project.
- Elevations showing pertinent transitional walls at roofs, with sections and details keyed
- Floor plans, Elevations, Reflected Ceiling Plans – As required to show scope of damage, necessary demolition, and scope of repair and new construction as necessary
- Roof Details
- Outline Specification
- Project Schedule
- Confirmation of Building Code Compliance
- Summary narrative report on existing rooftop equipment.
- Analysis of required permitting, noting any potential issues or scheduling impact.

## Phase 2: Design Development

### Phase 3: Construction Documents

## Phase 4: Bidding and Construction Administration

The tasks and submissions requirements for Phases from Design Development through Construction Administration shall be per the DCAMM Designers Procedures Manual and the contract for Design and Constructions Administration Services with amendments per Schedule G of this contract.



*Fig. 2: Nuclear Testing Results Showing Wet Areas of Failed Roofing*



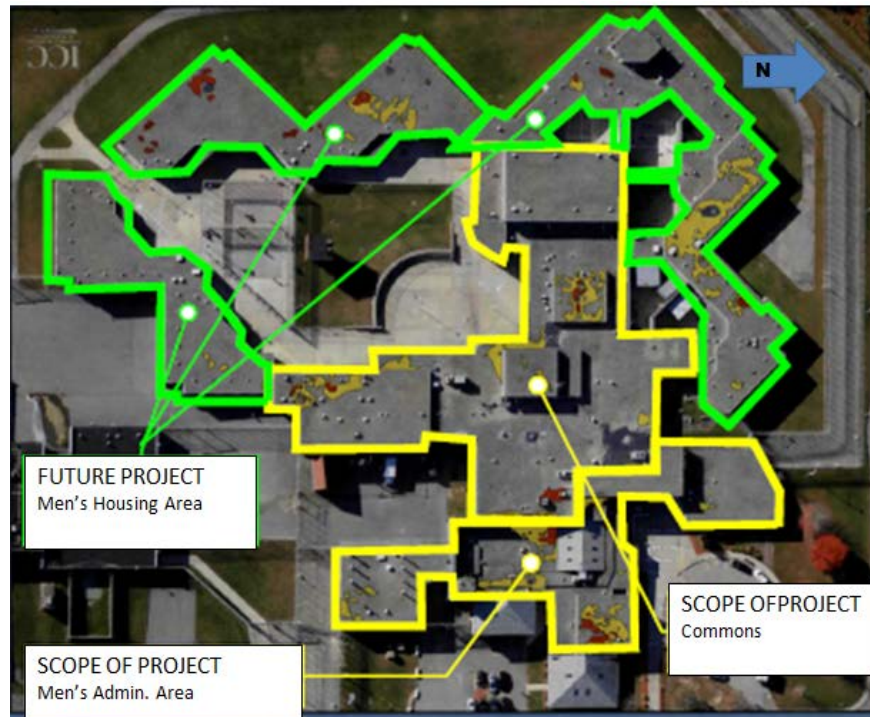


Fig. 3: Aerial View, Plan Diagram showing Priority Areas to be reroofed in this Project as Phase 1

**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.

- **BSD1470-FM1 Roof Replacement Study – Bristol County House of Correction, SMRT Architects and Engineers, July 17, 2017:**  
<https://www.mass.gov/files/documents/2018/02/01/dsb180201-bsd1470-fm1-bristol-bsd-roof-replacement-final-certifiable-study-170717-smrt.pdf>

**GENERAL CONDITIONS OF THIS CONTRACT:**

*Contract for Study, Final Design, and Construction Administration Services*

DCAMM uses one standard *Contract for Study, Final Design and Construction Administration Services* (October 2017) (“Study/Design Contract”). The contract will pertain only to the Design and Construction Administration Phases, and will be signed when these services are procured.

Design Phase: DCAMM has established a goal of **seven (7) months** to complete design (DD and CD). As the applicant is requested by DCAMM 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 (Attachment G – Design Phase Scope of Services), and the certified study, and any other documents as necessary.

The contract is available on the DCAMM website at:

<https://www.mass.gov/files/documents/2017/11/06/contract-for-study-final-design-and-construction-admin-services.pdf>

Also available is a template Design Phase Amendment, which includes Attachment G – Design Phase Scope of Services.

<https://www.mass.gov/files/documents/2017/11/06/design-phase-amendment-to-contract-for-study-final-design-and-construction-admin-services.pdf>

Supplementary to Attachment G for this project is the following :

[https://www.mass.gov/files/documents/2018/02/07/dsb180201-amendment-study-design-contract-for-design-phase-only-separate-study-contract-october-2017\\_0.pdf](https://www.mass.gov/files/documents/2018/02/07/dsb180201-amendment-study-design-contract-for-design-phase-only-separate-study-contract-october-2017_0.pdf)

#### *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>.

#### *PMAS*

Consultants will be required to use DCAMM's electronic web-based Project Management and Accounting System (PMAS) as a repository for all project correspondence, documentation, and project budgeting, and scheduling. No special software is required.

#### *Workshops*

DCAMM and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

#### *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](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.

#### *Environmental and other supplemental services*

DCAMM 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.

#### *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 Unifomat II in the study phase and in both Unifomat 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>.

#### *Building Information Modeling (BIM)*

Building Information Modeling (BIM) will be used in the study, design, and construction phases of the project. The BIM List of Services can be found at <http://www.mass.gov/anf/docs/dcam/pubblgdgconstr/16-2-27-bim-list-of-services.pdf>. This List of Services document is a general statement of DCAMM's current requirements regarding the use of Building Information Modeling technology in agency projects. The specific requirements regarding use of the BIM will vary depending on the nature of the project, the Levels of Development delineated in the DCAMM approved BIM Execution Plan for the project, and the diverse purposes for which DCAMM will use the BIM during the life cycle of the facility from design through facility operations. In all instances, the language of the project contract(s) will be controlling.

#### *Building Commissioning*

DCAMM will include an independent third party building commissioning as part of this project. The Commissioning Agent will develop in collaboration with DCAMM an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with DCAMM's design team during planning, design and construction to evaluate design proposals and make recommendations to ensure the maintainability and operational efficiency of the new building.

#### *Integrated Project Delivery Approach/Lean Construction Tools*

To the extent allowed under the Commonwealth public procurement laws and regulations, DCAMM may elect to use some aspects of an Integrated Project Delivery (IPD) approach, as generally described in the AIA document Integrated Project Delivery: A Guide (2007) – (see [http://info.aia.org/SiteObjects/files/IPD\\_Guide\\_2007.pdf](http://info.aia.org/SiteObjects/files/IPD_Guide_2007.pdf) for informational purposes). To the extent the IPD approach and/or Lean Construction Tools conflict with DCAMM's contract terms or the laws governing DCAMM, then the contract documents and laws shall take precedence. DCAMM's preliminary approach to IPD will use Construction Manager at Risk procurement with the goal that DCAMM, Client Agency, Designer, CM, Trade Partners, and other key stakeholders will work as an integrated project delivery team within the existing statutory and contractual frameworks.

DCAMM may elect to use Lean Construction Tools as part of the IPD project delivery approach. The Lean Tools that DCAMM may use in connection with the project include Value Stream Mapping, Set Based Design, Target Value Design, A3 Decision-making, and Last Planner™ - (see [http://www.leanconstruction.org/media/docs/LCI\\_Glossary12232015.pdf](http://www.leanconstruction.org/media/docs/LCI_Glossary12232015.pdf)) for informational purposes).

#### **CONDITIONS FOR APPLICATION:**

Current or updated Master File Brochures must be on file with the Board. 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 Study Contract and Design Contract (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). DCAMM may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage. Note that the requirement for professional liability insurance shall apply to both the Contract for Study Services and Contract for Final Design and Construction Administrative Services when a project is advertised for both study and design services.

#### **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. Mechanical Engineer (M/P/FP)
3. Electrical Engineer
4. Structural Engineer
5. Civil Engineer
6. Specifications Consultant (independent consultant required)
7. Cost Estimator (independent consultant required)
8. MA Building Code Consultant (independent consultant required)

\*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 with large scale, low-slope roof replacement projects at institutional building.
2. Demonstrated experience and expertise in the design and construction administration of renovation projects at continuously occupied correctional facilities.
3. Demonstrated experience in study, design and construction management of public projects in Massachusetts under Chapter 149.

#### **APPLICANTS PLEASE NOTE**

DSB Application Form (Updated July 2016) at [www.mass.gov/dsb/forms](http://www.mass.gov/dsb/forms) and General Instructions at [www.mass.gov/dsb](http://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.