

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.

N.B.2: The Awarding Agency may award up to **six (6)** contracts, each with a total value of **\$1,000,000** 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 University of Massachusetts-Dartmouth (UMassD) is located in southeastern Massachusetts on a 710 acre main campus. The campus consists of a core of fourteen (14) academic buildings surrounded by a ring road and parking, four (4) support buildings and twenty-six (26) residential buildings varying in size. The master plan and original campus was designed by Paul Rudolph and was largely built between 1966 and 1988 of cast-in-place concrete with fluted block masonry and glass infill.



The University's neutral gray concrete exterior is contrasted with bright banners, doors, and carpet to bring life to the campus. Inside the academic buildings, much of the structure is exposed. The University has been careful to preserve its modernist architectural heritage and feels that the campus design is important to our ability to maintain high enrollments with prospective students who appreciate the cohesiveness and aesthetic integrity of our built environment.

Due to changes in program, as well as deferred maintenance, the original buildings on campus are in the most immediate need of repairs/renovations. The selected designers will complete studies and designs for a range of small MEP projects including, but not limited to: HVAC upgrades, Electrical upgrades, Fire Alarm system upgrades, building-wide sprinkler system install, etc.. Firms will be required to respond quickly, to design economically, and to integrate design into the existing architectural style. The technical team will be required to provide technical advice, creative problem solving, accurate Massachusetts building code reviews, construction administration and project oversight. Familiarity with jurisdictional authorities, knowledge of DCAMM's Designer Procedures Manual, effective schedule management, and communication are also required.

Projects will include evaluations of existing structures and their components, including: interior systems, roofing, building envelope, and MEP assessments as they relate to a particular project. For each project, the selected team will be asked to prepare a scope of work, a fee proposal, and a proposed schedule for the project. After review and approval by UMass Dartmouth, a notice to proceed will be issued to the House Doctor.

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.

- **Main Campus Map:** <http://map.umassd.edu/map/?id=692#!ct/>
- **Campus Master Plan, designLab architects and Ayers Saint Gross, 2014:** <http://www.umassd.edu/masterplan/>
- **Campus Master Plan, Chan Krieger & Associates, 2005:** <http://www.umassd.edu/masterplan/masterplan2003/2003masterplandocument/>

GENERAL CONDITIONS FOR THIS CONTRACT:

Contract for Study, Final Design, and Construction Administration Services

The Awarding Authority uses one standard Contract for Study, Final Design and Construction Administration Services (June 2016) ("Study/Design Contract"). 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 Study/Design Contract's scope of services to include final design and construction administration services, the certified study, and any other documents as necessary.

<http://www.mass.gov/anf/docs/dcam/dlforms/forms/contract-for-study-final-design-and-construction-administration-services.pdf>

This contract is limited to projects with an estimated construction cost of less than the Delegation 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 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 \$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>).

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 provide environments elements that meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. **UMass Dartmouth** 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 and activities. **UMass Dartmouth** 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.

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 <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>.

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. Mechanical Engineer (M/P/FP) (P.I.C.)* | 5. Civil Engineer |
| 2. Architect | 6. Specifications Consultant |
| 3. Electrical Engineer | 7. Cost Estimator |
| 4. Structural Engineer | 8. Building Code Consultant |

*Should the advertisement require the applicant to be either an Engineer or an A&E firm, the P.I.C. or P.M. must be a Registered Engineer 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 in the renovation/replacement of mechanical/HVAC systems and sprinkler/fire alarm systems (including chilled water and hot water boiler plants) in occupied higher educational institutional and laboratory facilities of comparable age and condition.
2. Demonstrated experience in the renovation/replacement of lighting, power, controls & building automation systems and medium voltage electrical distribution systems in LEED certified educational/institutional and laboratory facilities.
3. Demonstrated experience in the modernization and upgrade of underground utility systems.

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.