

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

DSB LIST # 17-09 **ITEM #** 1 **DSB PUBLIC NOTICE DATE:** November 15, 2017

LAST DATE FOR FILING APPLICATION IS: December 6, 2017 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: **EOL1801 ST1**

PROJECT TITLE: **Department of Unemployment Assistance – Brockton - New Construction**

PROJECT LOCATION: **226 Main Street, Brockton**

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

AVAILABLE AMOUNT: **\$23,000,000**

ESTIMATED CONSTRUCTION COST: **\$17,200,000 (to be confirmed)**

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

(X)	Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7C, §50	<u>\$200,000</u>	dollars
(X)	Lump Sum Established Set Fee for Schematic Design Phase Per M.G.L. C.7C, §50	<u>\$178,086</u>	dollars
(X)	Final Design Phase Fee to be negotiated based on the approved estimated construction cost in the certified study.	<u>To be negotiated</u>	dollars

IMMEDIATE SERVICES AUTHORIZED:

(**X**) CERTIFIABLE BUILDING STUDY
(**X**) SCHEMATIC PLANS AND OUTLINE SPECIFICATION

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.

(**X**) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(**X**) CONSTRUCTION PLANS AND SPECIFICATIONS
(**X**) 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 DSB Public Notice at pages 4-8 titled "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.

GENERAL SCOPE OF WORK:

This is a study for the construction of a new facility in downtown Brockton for the Department of Unemployment Assistance (DUA), part of the Executive Office of Labor and Workforce Development (EOLWD). DUA manages the Unemployment Insurance (UI) program, which provides temporary income to Massachusetts workers who are “unemployed through no fault of their own / able to work / available for work and looking for a job”. They currently have offices in Boston, Springfield, Lawrence and Brockton. The project will include study and schematic design services initially, with the intent to continue into final design and construction administration services for the recommended option.

BACKGROUND

DUA’s program is comprised of two main elements. The first is referred to as the Call Center, which includes both the Claims and Adjudication Departments. Staff in these areas handle calls from people who have recently lost their jobs through layoffs or other means of termination. They assist claimants with the Unemployment Insurance application process and employers with contributions and wage records. The second is the Hearings Department, where cases are heard with legal representation present. Claimants who are denied benefits can request a hearing to appeal the decision.

A feasibility analysis was undertaken in January 2017 with the original intent of renovating the building at DUA’s current location at 36 Main Street, also in Brockton. However, the decision was made to relocate these functions to a new site. Programming was completed and building layouts were investigated.

The purpose of the study phase of this project therefore will be to confirm program assumptions and refine proposed layouts while providing further detail into building materials, systems and costs.

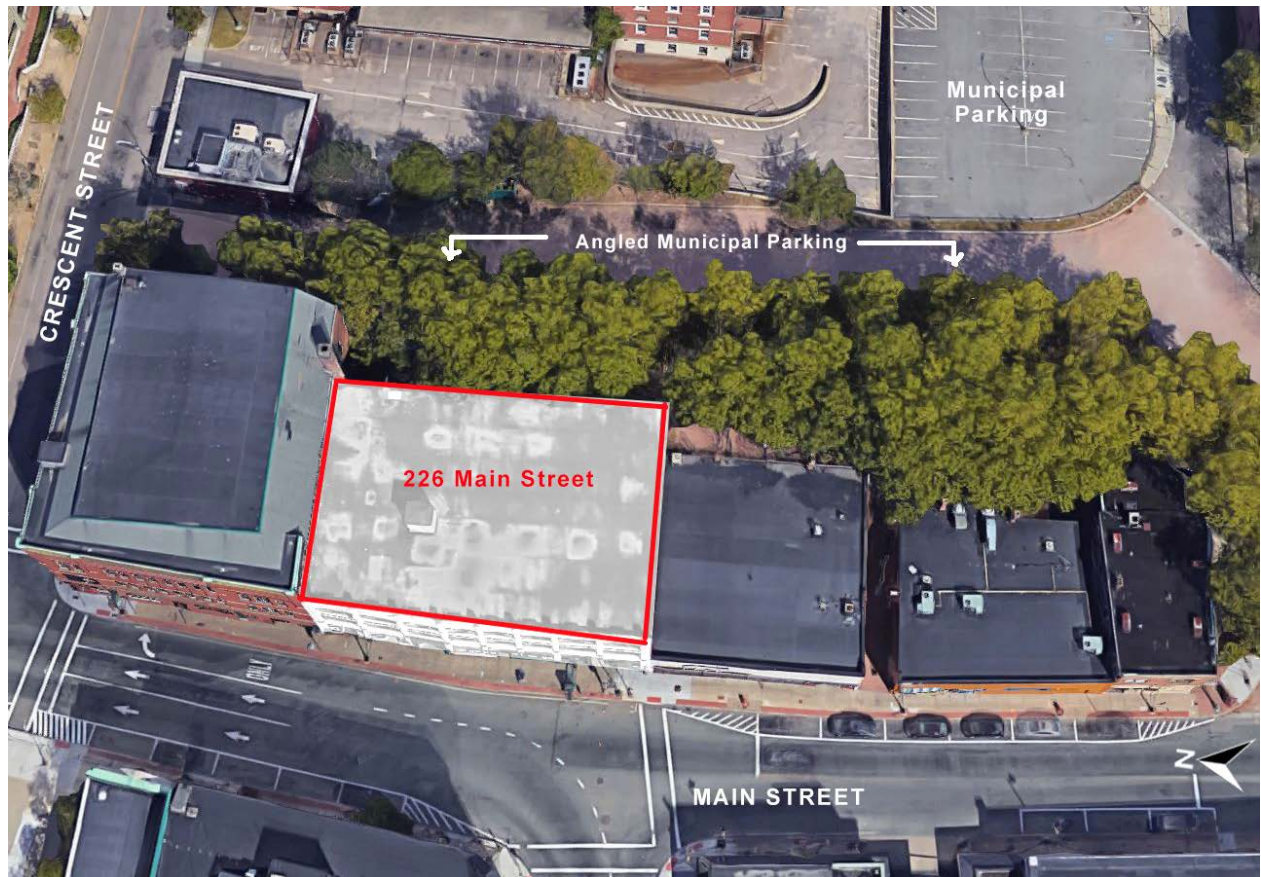
There is currently an existing structure on the site, which is located at 226 Main Street. DCAMM is in the process of contracting for the demolition of this building, with the intent of opening the site for new construction, with utilities cut and capped. The selected design team will be required to investigate and undertake all appropriate permitting and coordination with the City of Brockton.

The .253 acre parcel (11,034 SF) site is in downtown Brockton in an area targeted by the City for a redevelopment initiative. There is no dedicated parking; however, there is parking available in the area, including two public lots directly behind the building site and a municipal garage one street away. The buildable parcel itself is limited to the footprint of the existing building, which has party walls with buildings on either side of it. It should be understood that this will require stabilization during the construction phase in order to mitigate any damage to either adjoining building. The demolition project will leave the existing foundation walls in place.

The LEED Goal for this project is Silver (at minimum).

BUDGET

The estimated Total Project Cost for this project is \$23 million. The Designer for the Study should be prepared, if recommended by DCAMM, to continue beyond the Study Certification to design and administer construction for all phases.



Aerial View of 226 Main Street – existing conditions

PROGRAM

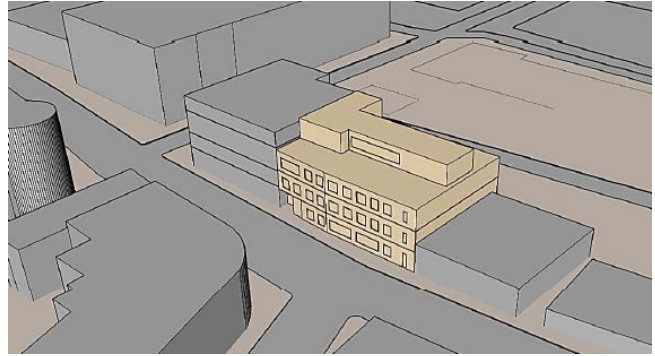
The Department of Unemployment Assistance Program consists of the following main elements:

- Call Center – Claims (workstations)
- Call Center – Adjudication (workstations)
- Flexible Workspaces
- Reception / Administrative Assistant
- Hearings Officer Rooms
- Administrative / Management Offices
- Conference Rooms
- Training Rooms
- Laptop Storage
- “Huddle” Spaces
- Break Room
- Kitchenettes
- Building Services (including server room, copy/mail room and office supply storage)

Details of the program requirements can be found in the 2017 Feasibility Study noted below in Supporting Documentation.

PREFERRED ALTERNATIVE

The eight-month Feasibility Analysis resulted in a Preferred Alternative for a replacement building. As a means of supporting the near and long-term missions of the Department of Workforce Development and the Department of Unemployment Assistance, this study will confirm, refine and further develop the recommendations made in the feasibility study for certification. The building is anticipated to consist of three floors with a partial basement and a rooftop mechanical penthouse. The overall square footage totals approximately 35,100 GSF with floorplates of 3,000 GSF (basement), 9,750 GSF (floors one through three) and 2,850 GSF (penthouse). Given the building's depth, floor to floor heights have been planned to be 14', resulting in a building height of approximately 45 feet to the parapet.



While the Department of Unemployment Assistance is a State agency, it is not a typical "public facing" facility. The only public interface is on the ground level with individuals who have requested a hearing regarding their petition and their former employers who may be protesting the petition. These visitors are escorted by staff from the waiting area at reception directly to and from the Hearing Officer's spaces and do not circulate through the building.

Operationally, DUA prefers the Call Center to be located on a single floor, which was a driving factor in the building layout. In the Preferred option, this function is located on the second floor, with flexible space to accommodate seasonal growth and shrinkage of staff.

SCOPE OF WORK

All interested applicants are advised that the Schematic Design Phase will be incorporated into the Study Phase of this planning project. Certification will take place at the end of the study. The required corresponding scope of work and fee have been adjusted accordingly.

BUILDING STUDY – Duration: 3 months

Tasks under the Certifiable Building Study include but are not limited to the following:

PHASE 1 – Project Workplan

- Preliminary kick-off meetings
- Workplan – provide document identifying key deliverables per project phase, related to calendar schedule and showing percentage of fee due at each phase completion
- Project goals statement
- Preliminary project schedule, study through design and construction

PHASE 2 – Program Confirmation

- Site visit and meetings with user agency to confirm program assumptions
- Tabular program to track project adherence

PHASE 3: Alternatives

- Following on the work of the feasibility study during which a number of alternatives were vetted and approved by the client agency, as part of this phase the designer will use the Preferred Alternative as a starting point and look at alternatives that enhance the goal of providing high performance space with increased workspace flexibility and efficiency.
- Alternatives for building aesthetics, materials, building systems, LEED compliance and Universal design will be explored.
- Coordination with DCAMM's Energy Team, Interiors and Accessibility groups will be required.
- Site assessment and other additional services (survey, borings, etc.) will be undertaken as part of this phase of work.

PHASE 4: Preferred Alternative

- Full tabular program
- Room data sheets for each space with room layout diagrams
- Pre-schematic architectural design set including conceptual plans, exterior elevations and 3D views of key interior

- spaces
- Equipment list and performance requirements
- M/E/P Systems, narrative report of recommended systems and alternatives
- Detailed Cost Estimate in Uniformat II / Level 3
- Permitting / Regulatory Reviews with associated timelines for each
- Building code analysis and report
- Project Schedule
- Hazardous material inspections and accessibility consulting will be additional services under this contract.

SCHEMATIC DESIGN – Duration: 4 months

The Designer will prepare and submit a Schematic Design package in full compliance with the DCAMM's Designer Procedures Manual. Tasks under the Schematic Design Phase are summarized as follows:

- Coordinate Initial Design Conference
- Develop and submit Design Workplan
- Attend Progress Workshops with DCAMM, User Agency and Design Team
- Undertake Building Site Analysis (as required)
- Finalize Building Code Analysis
- Coordinate with DCAMM's Accessibility Consultant to ensure the building is designed to Universal Design / MAAB / ADA standards and best practices
- Explore Energy Conservation opportunities and conduct a Life Cycle Cost Analysis
- Participate in Cost Estimating activities
- Coordinate with the Construction Manager

Schematic Design Submission Requirements are as follows:

- **Design Premise:** Premise upon which the design scheme is based, including sketches which illustrate indoor and outdoor program functional relationships, access, and future expansion.
- **Commissioning Plan:** A scope of the Commissioning Services incorporated.
- **Energy Conservation, LEED Plus and Life Cycle Cost Analysis:** An energy conservation scope plan.
- **Site plans:** Site plans of project addressing impact of accessibility, zoning, context, utilities, environment, parking, drainage calculations, planting, and other related program criteria.
- **Floor plans–Spaces:** Floor plans of all levels identifying all program spaces, including security.
- **Floor Plans–Levels:** Floor plans of all levels indicating the building's general mechanical, electrical, plumbing, and structural systems.
- **Floor Plans–Demolition and/or Current Conditions:** (If applicable) Demolition and/or existing conditions floor plans for all trades.
- **Floor Plans–Site Relationship:** The Designer must submit four elevations from the main orientation points of view indicating the relationship to site configurations.
- **Floor Plans–Program Spaces and Site Configurations:** Two cross-sections with floor heights, including basement spaces identifying program spaces and relationship to site configurations.
- **Models–Designer's Studies:** A three dimensional representation, axonometric, perspective drawing or an aerial photographic view of the Designer's Study model to convey the general massing of the project; a computer generated model in context is preferable.
- **Floor Plans–Scales:** The plan, section, and elevation drawings shall be 1/4" = 1'0". If the building is large or irregular in shape and will not adapt to the use of match lines, 1/8" = 1'0" scale may be approved for submission. Sheet size to be half-size.

All submittals must meet the requirements outlined in the Designer's Procedures Manual.

PHASE 5: Certifiable Building Study Report

Prepare draft study report compiling the products of all tasks. Incorporate comments from Draft Report into a final report for certification, including an Executive Summary and Project Narrative. Submit one copy for final DCAMM review and comment prior to final submission in digital and spiral-bound hard copy formats (three copies maximum).

Appendix

As part of the final report, provide a separate bound volume and digital file containing:

Meeting Notes
Technical reports
Regulatory documents and correspondence

ADDITIONAL SUPPORTING DOCUMENTS:

The scope of work for this project is supported by the materials listed below, which are available for review and download

- DCP1722 HS1 Department of Unemployment Assistance – Feasibility Analysis - September 2017 (*Jones Architecture, Inc.*)

Volume 1

<https://www.mass.gov/files/documents/2017/11/14/DSB170901-Volume%201%20FINAL2017-10-25%20Brockton%20DUA%20Feasibility%20Study.pdf>

Volume 2

<https://www.mass.gov/files/documents/2017/11/14/DSB170901-Volume-2-Appendix-FINAL2017-10-25-Brockton-DUA-Feasibility-Study.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 be signed when the study services are procured, but there will be a break from the Study Phase to 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. DCAMM has established a goal of **seven (7) months** to complete a Study, including Schematic Design. If selected for study services, the applicant agrees to execute the Study/Design Contract or its successor, without revisions or modifications. DCAMM compensates the Designer during the Study Phase for approved products in accordance with the approved work plan.

Design Phase: DCAMM has established a goal of **eight (8) months** to complete design (DD and CD). At the conclusion of the study, if 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>

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>.

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.

Executive Order 484

This project 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

This project shall be certifiable 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

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. 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 and activities. 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 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>.

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/pubblgdgcnstr/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.

CM at Risk

The construction of this project will be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A. It is anticipated that the CM will be on board during the Schematic Design phase of Final Design project.

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 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) 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.)* | 6. Specifications Consultant (independent consultant required) |
| 2. Mechanical Engineer (M/P/FP) | 7. Cost Estimator (independent consultant required) |
| 3. Electrical Engineer | 8. MA Building Code Consultant (independent consultant required) |
| 4. Structural Engineer | |
| 5. Civil Engineer | |

*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 project experience with infill design/construction in an existing urban fabric.
2. Demonstrated experience in office planning and design for service-providing businesses.
3. Demonstrated experience with public construction projects.
4. Demonstrated experience with projects of a similar scope and scale

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.