

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

DSB LIST # 18-09 ITEM # 1 DSB PUBLIC NOTICE DATE: June 20, 2018

LAST DATE FOR FILING APPLICATION IS: July 18, 2018 at 2:00 PM

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

()	Architect	()	Engineer
()	Architect/Engineer (A/E)	(X)	Other: HIGHER ED PROGRAMMER

PROJECT NUMBER: **DCP1902 AD1**

PROJECT TITLE: **Higher Education Space Utilization Analysis**

PROJECT LOCATION: **Statewide**

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

AVAILABLE AMOUNT: **\$1,000,000 per Contract**

ESTIMATED CONSTRUCTION COST: **N/A**

CONTRACT TERM: **6 (six) years**

TOTAL CONTRACT AGGREGATE FEE, excluding reimbursables, based on scopes of work and services authorized, shall not exceed: **\$1,000,000** Dollars

IMMEDIATE SERVICES AUTHORIZED:

(**X**) OTHER: HIGHER EDUCATION SPACE UTILIZATION ANALYSIS

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 contract aggregate fee. 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. Awarding Authority may assign a House Doctor with which it has signed a contract to perform individual project(s) directly for one of the Higher Education institutions.

N.B.2: DCAMM may award up to **four (4) contracts**, each with a total contract aggregate fee of **\$1,000,000** to qualified designers under this advertisement.

MBE/WBE PARTICIPATION:

The Commonwealth is seeking a diverse range of candidates and partners to perform space utilization analysis. The Commonwealth has not established minimum MBE/WBE participation goals on this project as a single consultant will be performing the work. Applicants from MBE/WBE firms are encouraged.

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 House Doctor Contract referenced above.

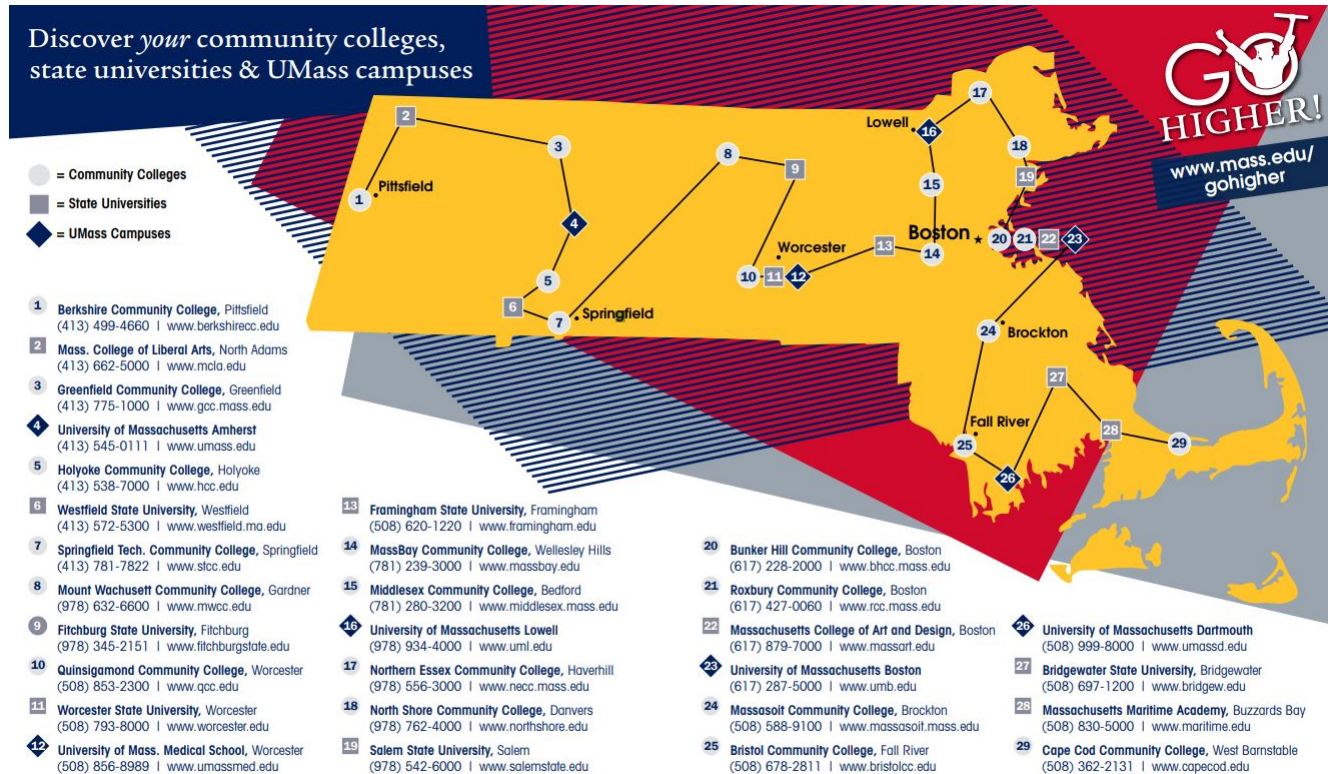
GENERAL SCOPE OF WORK:

The Division of Capital Asset Management and Maintenance (DCAMM) is soliciting responses from space planning and design professionals with expertise in educational facilities planning to provide space utilization analysis services for higher education institutions.

Project Location(s)

Projects assigned to the selected consultant(s) may be located at one of the twenty-nine (29) Massachusetts public higher education institutions or may involve multiple or all campuses. Projects may range from building specific utilization analysis to comprehensive institutional space utilization analysis to system-wide benchmarking. Many of the institutions have multiple campuses.

The Massachusetts public higher education system includes fifteen (15) community colleges, nine (9) state colleges and universities, and five University of Massachusetts (UMass) institutions.



Assignments

Projects may include, but are not limited to, the following tasks:

- Development of a methodology for gathering consistent space use data across the higher education system.
- Campus wide or facility specific quantitative utilization analysis of existing assignable space in the categories agreed-upon.
- Room condition and quality assessment based on the suitability of the room's FF&E, size and layout for its intended purpose.
- Benchmarking of appropriate measures of space utilization with an agreed-upon set of peer institutions.
- Selective field investigation in instances where the standard data and analysis may need to be supplemented with additional information to provide a full explanation of the existing situation on a particular campus or building, including universal accessibility.
- Recommendation of specific actions to be taken, policies, procedures and/or guidelines to promote the efficient utilization of existing space.
- Professional quality executive summaries and detailed back-up information packages for all projects.

In analyzing the utilization of space, the following items may be examined:

- Scheduling – number of hours in an academic week; scheduling blocks; daytime versus evening programs; scheduling of rooms (existing and desirable)
- Course enrollments – class sizes; numbers of sections
- Room size – number of student stations (existing and desirable) and NSF (net square feet) per student station (existing and desirable); room occupancy levels (existing and desirable)
- Room count – current and desirable mix of rooms by number and capacity
- Campus organization and geography – preference / rationale for room use according to departmental “zones”; travel time between back-to-back classes, particularly in instances where academic buildings are scattered across a larger campus

Selected consultants should be familiar with space use *Postsecondary Education Facilities Inventory and Classification Manual*, 2006 edition space use codes (FICM codes) as published by the National Center for Education Statistics (NCES) ([FICM codes](#)) for classifying assignable space.

DCAMM expects most space utilization analysis to be focused on instructional and office spaces:

- Classrooms (FICM 110)
- Teaching labs (FICM 210)
- Unscheduled teaching labs (FICM 220)
- Offices (FICM 310)

However, detailed space utilization projects may also include analysis of the following areas:

- Conference rooms and meeting rooms (FICM 350 and FICM 680)
- Study (FICM 410)
- Lounge (FICM 650)
- Research space (FICM 250)
- Stack space (FICM 420 and FICM 430)
- High-level review of special-use space (FICM 500's)
- High-level review of general-use space (FICM 600's)
- Support spaces (FICM 115, 215, 255, 315)

Process

Selected consultants are expected to partner with DCAMM to assess the scope and develop the most effective strategy to address the assigned project. Assignments will be undertaken with DCAMM and involve a highly interactive process that requires experience in managing expectations of stakeholders.

Throughout this effort, strong emphasis will be placed on incorporating best practices in higher education. The selected consultant(s) will be responsible for developing one or more detailed work plans including tasks, schedules, deliverables, fee breakdown, etc. Deliverables are dependent on the assigned project. Notice(s)-to-proceed will be provided upon the completion of an approved work plan.

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.

N/A

GENERAL CONDITIONS:

Contract for House Doctor Services

DCAMM uses one standard *Contract for House Doctor Services* (October, 2017) ("House Doctor Contract"). Once a House Doctor Contract is executed with a selected applicant, DCAMM 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/2017/11/06/contract-for-house-doctor-services.pdf>

Exhibit A of the House Doctor Contract sets forth specific terms and conditions for the scope of services.

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.

House Doctor should be aware of the following DCAMM policies and procedures:

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>).

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) 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.

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. 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. **Higher Education Programmer**

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. Consultant will have extensive professional experience in leading detailed space planning and assessment projects for higher education institutions.
2. Consultant will have demonstrated expertise in developing detailed space use analysis for the full range of space types typically found on a higher education campus, including, but not limited to instructional spaces, offices, research spaces, special use spaces and all related support functions.
3. Consultant will have demonstrated experience in leading and facilitating detailed interactive higher education projects which require extensive stakeholder engagement.
4. Consultant will have demonstrated skills in synthesizing and presenting complex data.

APPLICANTS PLEASE NOTE

Please use the latest [DSB Application Form \(Updated July 2016\)](#) and follow the [General Instructions for Filing Applications](#).

Application Update: Along with the 16 copies of applications required, please email an **electronic** copy of the application form (**do not include the Sub-Consultant Acknowledgement 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.

Correction of Minor Informalities: The DSB will disqualify any Application that it determines to be unresponsive or incomplete. The DSB may, in its discretion, give a Designer notice of errors and omissions that amount to minor informalities in an Application, and provide the Designer an opportunity to correct the Application. Minor informalities are matters of form rather than substance and include clerical errors or minimal or insignificant mistakes that can be corrected without prejudice to other Applicants. The DSB will determine whether to allow a correction of minor informalities in an Application. No correction to any error or omission prejudicial to the interests of other Applicants or the integrity of the fair process shall be permitted.