

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

DSB LIST # 18-09 ITEM # 2 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:

(<input checked="" type="checkbox"/>)	Architect	()	Engineer
(<input checked="" type="checkbox"/>)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **DCP1903 AD1**

PROJECT TITLE: **Higher Education Master Planning Services**

PROJECT LOCATION: **Statewide**

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

AVAILABLE AMOUNT: **\$1,500,000 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: **\$1,500,000** Dollars

IMMEDIATE SERVICES AUTHORIZED:

(☒) OTHER: HIGHER EDUCATION MASTER PLANS AND CAMPUS PLANS

- 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 Agency will enter into House Doctor contract(s) with selected firm(s) at its sole discretion, based on the Awarding Agency’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 **five (5) contracts**, each with a total contract aggregate fee of **\$1,500,000** to qualified designers under this advertisement.

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 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).

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 design professionals with expertise in higher education facilities planning to provide master planning services for higher education institutions.

Project Location(s)

Projects assigned to the selected teams will be located at one of the twenty-nine (29) Massachusetts public higher education institutions, and may range from comprehensive campus master plans for a specific higher educational institution to individual services typically undertaken in a campus master plan for one or more campuses.

The Massachusetts public higher education system is comprised of fifteen (15) community colleges, nine (9) state colleges and universities, and five (5) University of Massachusetts (UMass) institutions with a total annual enrollment (headcount) of over 270,000 students. Capital assets supporting the system include over 775 state owned buildings totaling 30,000,000 square feet of built space on over 7,200 acres of land. Approximately 60% of the building portfolio is over 50 years old. Campuses range from small urban campuses with a single multi-functional building to large university campuses with multiple buildings. Some institutions have more than one campus.

**Assignments:**

Projects assigned to the selected teams may include comprehensive master plans for a specific higher education institution

or some component of services typically undertaken in a master planning effort, including but not limited to the following:

- Campus Master Planning and Site Analysis (*assessment of opportunities and constraints, and analysis of development potential*)
- Visioning / Mission (*development and /or confirmation*)
- Site Planning (*to accommodate specific programmatic requirements*)
- Site Circulation and Accessibility Analysis
- Parking, Traffic, and Transportation Analysis and Planning
- Existing condition assessments (*campus-wide and building infrastructure evaluation*)
- Space Utilization Analysis (facility right sizing and assessment of space use efficiency)
- Existing condition assessments (*campus-wide and building infrastructure evaluation*)
- Facility/Space Suitability Assessments (*evaluation of space quality for intended use*)
- Programming / Space Needs Analysis
- Capital Investment Planning and Project Budgeting
- Master Plan Implementation Planning
- Landscape Master Planning and /or Guidelines
- Evaluation and/or updates of previously completed Master Plans
- Evaluation of campus and facility energy efficiency and sustainability
- Evaluation of campus and facility resiliency

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 the expectations of stakeholders.

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. 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.

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 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 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.

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 <https://www.mass.gov/files/documents/2017/12/19/cost-estimating-manual.pdf> and Unifomat 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.)* | 6. Landscape Architect |
| 2. Mechanical Engineer (M/P/FP) | 7. Higher Education Programming Consultant |
| 3. Electrical Engineer | 8. Cost Estimator (independent consultant required) |
| 4. Structural Engineer | 9. MA Building Code Consultant |
| 5. Civil Engineer | 10. Urban Designer / Planner |

*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.

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. PIC /PM will have extensive professional experience in leading multi-disciplinary teams in higher education master planning efforts. | 4. All key team members will have demonstrated experience in phased campus implementation plans that include renovation and reuse of existing facilities. |
| 2. Key team members will have extensive experience in higher education space planning and space needs assessments. | 5. Key team members will have demonstrated experience in leading and facilitating highly interactive higher education projects which require extensive stakeholder engagement with a proven track record of successful consensus building and presentation and outreach skills. |
| 3. The consultant team will have demonstrated planning experience in the full range of higher education building types and be capable of providing facility condition assessments if required. | |

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.