

The Commonwealth of Massachusetts

Executive Office of Administration and Finance

Designer Selection Board

One Ashburton Place, 10th Floor, Room #1004

Boston, Massachusetts 02108

TEL: (617) 727-4046

FAX: (617) 727-0112

PUBLIC NOTICE #16-11

July 13, 2016

This Board will accept applications from architects, engineers, or other disciplines as noted, whichever is designated for the projects described in the attached Public Notice identified as **List #16-11**. Applicants are requested to submit a separate Designer Selection Board Application Form (**16 COPIES**) for each project for which they wish to be considered. **An electronic copy of the DSB Master File Brochure and the DSB Application Form (updated July 2016) are available from the Web site address www.mass.gov/dcam/dsb. Please be sure to use the latest forms. Application closing date for projects on DSB List #16-11 is 2:00 p.m., WEDNESDAY, August 3, 2016.** The advertisements may be found on the web by going to the DSB web-site at www.mass.gov/dcam/dsb. Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108.

This Public Notice, including attachments, may be duplicated by any and all interested.

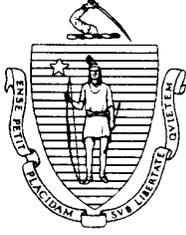
Please note the following: This Public Notice #16-11 includes: (a) the procedures for conforming to M.G.L. C.7C, § 6, Executive Orders 526, 559 and 565 regarding Affirmative Market, Minority and Women Owned Business Participation and Service Disabled Veteran Owned Business Enterprises and Veteran Owned Business Enterprises Benchmark.

**ALL APPLICATIONS MUST BE SUBMITTED ON THE DSB APPLICATION FORM (Updated July 2016)
(ENCLOSED HEREIN)**

FAILURE TO USE THE ABOVE FORM MAY BE THE BASIS FOR REJECTION OF YOUR APPLICATION.

Claire G. Hester

**Claire G. Hester, Program Coordinator
DESIGNER SELECTION BOARD**



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PUBLIC NOTICE

TO: Boston Herald (Email) P.O. Box 55843, Legal Ads Boston, 02205

FROM: Designer Selection Board

DATE: July 7, 2016

SUBJECT: Classified Legal Advertisement

On July 15, 2016, please insert one day only, the below approximate 2 column 2 inch classified legal advertisement of the Designer Selection Board. Submit proof of advertisement attached to your invoice.

A handwritten signature in cursive script that reads "Claire G. Hester".

Claire G. Hester
Program Coordinator
DESIGNER SELECTION BOARD

PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

Architects and engineers are advised that DSB Project List #16-11, dated July 13, 2016 describing 02 Designer Selection Board project(s) is now available at www.mass.gov/dcam/dsb

PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

APPLICANTS PLEASE NOTE:

The following requirements were implemented on the following dates and continue to be requirements.

July 2016

DSB Application Form and Master File Brochure Form Updated

Please use the updated version of the DSB Application Form and Master File Brochure Form updated July 2016. You can download the forms from our website at www.mass.gov/dcam/dsb

May 2014

Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.

May 2013

Reasons for Rejection of Applicants

The following list which would result in a Board determination that the application missing the following information will be considered ineligible for further review and the applicant is ineligible for selection either as a result of violation of provisions of law, provisions of Executive Order or rules properly established by the Board would include:

1. Application not signed by a Principal of the firm.
2. Applicant firm is not a designer as defined in Chapter 7C.
3. Applicant firm is not of the type (i.e. A, A/E, E) requested in the advertisement.
4. The P.I.C. of the prime applicant does not meet the requirements of the advertisement.
5. Failure to include resume of one or more of personnel listed on the organizational chart or otherwise required.
6. Application does not include both MBE and WBE.
7. MBE and/or WBE goals are met with non-requested prime or sub-consultants.
8. Ownership requirements as defined by Chapter 7C not fulfilled.
9. Application does not include all requested sub-consultants.
10. All sub-consultants must be registered in the Commonwealth of Massachusetts when such registration is available.
11. Section #12 of the application is not answered with "Yes" or "No".

12. No Master File Brochure on file.
13. Failure to supply sub-consultants acknowledgement form.
14. Failure to supply Out of State Registration Certificate - All Out of State firms applying to advertisements to the Designer Selection Board must insure they are registered to do business with the Secretary of the Commonwealth of MA.
15. Applications that are incomplete will be rejected.

DSB MASTER FILE BROCHURE (Updated July 2016)

In addition to the individual application form separately filed for each specific project, architects, engineers, planners, construction managers, and related construction industry consultants who wish to be considered for appointment as program consultants, designers, or construction managers on state projects under the jurisdiction of the Designer Selection Board must submit current (within one year of application) credentials in the form of a master brochure as specified on the new DSB Master File Brochure (Updated July 2016), (attached herein). Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information which the applicant deems essential to be representative of his or her capabilities. Please utilize return receipt if an acknowledgment is desired. All material shall become the property of the Commonwealth, may be disposed of without notification, and shall be considered public information.

Electronic copies of the forms are available at the following Commonwealth's Web site: www.mass.gov/dcam/dsb

CHAPTER 579

In accordance with Chapter 579 of the Acts of 1980 all contracts for designer services for all capital facility projects entered into on or after January 1, 1982 shall conform to those provisions specified in this act. Some of the major changes mandated by this legislation include the following:

1. Lump sum design fees may be set by the Commissioner prior to DSB selections process, or negotiated after the DSB selection process. (See M.G.L. C.7C, §50). If designer's fee is negotiated, he must file a truth-in-negotiations certificate. (Revised to M.G.L. C.7C, §50 per Chapter 165 of 2012).
2. There can be no change in consultants from those named on the DSB application unless approved by the Commissioner and reported to the DSB. The director may require a Consultant employed by the designer to obtain and maintain liability insurance.

Section 50

- (a) In the selection of a designer when the fee for design services has been set by the commissioner prior to the selection process, the commissioner shall appoint a designer from among the list transmitted to him or her under §49. If the commissioner appoints any designer other than the one ranked first by the board, he or she shall file a written justification of the appointment with the board.
- (b) When the fee for design services is to be negotiated, the commissioner shall review the list transmitted by the board, and may exclude any designer from the list if a written explanation of the exclusion is filed with the board. The commissioner shall then appoint a designer based on successful fee negotiation. The commissioner or persons designated by him or her shall first negotiate with the first ranked designer remaining on the list. Should the commissioner be unable to negotiate a satisfactory fee with the first ranked designer within thirty days, negotiations shall be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they were ranked by the board, until an agreement is reached. In no event may a fee be negotiated which is higher than a maximum fee set by the commissioner prior to selection of finalists. Should the commissioner be unable to negotiate a satisfactory fee with any designer initially selected as a finalist by the board, the board shall recommend additional finalists in accordance with the provisions of this chapter. The commissioner may require a finalists with whom a fee is being negotiated to submit a fee proposal and include with it such information as the commissioner requires to provide current cost and pricing data on the basis of which the designer's fee proposal may be evaluated.
- (c) All fees shall be stated in designer's contracts and in any subsequent amendment thereto as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS TO THE DSB

1. Submission of the DSB Master File Brochure (Updated July 2016) in the format required, and at least annually, continuously update same.
2. Updating of the DSB Master File Brochure (Updated July 2016) when there are significant principal or key personnel changes in a firm.
3. Receipt of applications from designers who are full time employees of another firm shall disqualify the applicant.
4. A person may not submit more than one application as a "prime" applicant on the same project. The applications of any such applicant shall be considered disqualified. This rule does not preclude a person applying as a "prime" applicant even though that applicant is also listed as a consultant on one or more other "prime" applications on the same project. For the purposes of this paragraph the term "person" means an individual, corporation, association, partnership or other legal entity.
5. Simultaneous receipt of applications from individuals or group of individuals who are associates or who are involved in an association or corporation filing for the same project shall disqualify the applicants.
6. Applicants agree to execute the current forms of the Commonwealth of Massachusetts Contract.
7. Chapter 7C, § 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.
8. Every application or statement filed pursuant to this section shall be sworn to under penalties of perjury. A designer, programmer or construction manager who has been determined by the Board to have filed materially false information under this section shall be disqualified by the Board from further consideration for any project for such time as the Board determines is appropriate. **UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED BY THE BOARD.**

ADDITIONAL REQUIREMENTS FOR DESIGNERS PROVIDING PLANS & SPECIFICATIONS

(a) Certification that the applicants' legal entity, if applying to perform design services other than preparation of studies, surveys, soil testing, cost estimates, programs, or construction management is a designer as defined. The definition of a design professional as listed in M.G.L. C.7C, §44 follows:

"Designer," an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering, which satisfies the following:

- (i) if an individual, the individual is a registered architect, landscape architect, or engineer; (registered in the Commonwealth of Mass.)*
- (ii) if a partnership, a majority of all the partners are persons who are registered architects, landscape architects, or engineers; (registered in the Commonwealth of Mass.)*
- (iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, landscape architects or engineers, and the person to be in charge of the project is registered in the discipline required for the project.*

[Note: This requires that the chief executive officer and a majority of the directors or a majority of the stock ownership be registered architects, landscape architects or engineers, and that the person to be in charge of the project be registered in the discipline required for the project. "Registered" means registered in the Commonwealth of Massachusetts.]

(iv) if a joint venture, each joint venturer satisfies the requirements of this section.

(b) As a condition of application, each applicant agrees to carry, if selected for the new project, (other than a master plan, program, or construction management) professional liability insurance in the amount equal to 10% of the estimated construction cost of the project, in conformance with the provisions of Article 12 of study contract and Article 12 of the design contract, i.e. minimum coverage of \$250,000 and maximum coverage of \$5,000,000. Note that the requirement for professional liability insurance shall apply to the Commonwealth of Massachusetts Contract for Study, Final Design and Construction Administration Services (June 2016) when a project is advertised by both study and design services.

CRITERIA FOR SELECTION OF SEMI-FINALISTS AND FINALISTS

IN CONFORMANCE WITH CHAPTER 7C, SECTION 49

1. Prior similar experience best illustrating current qualifications for this project.
2. Identity and qualifications of the key persons and consultants who will work on this project.
3. Depth of the firm with respect to size and complexity of the project.
4. Past performance on public and private projects.
 - a. Quality, clarity, completeness and accuracy of contract documents and design contract.
 - b. Effectiveness of meeting established program requirements and function within allotted budget.
 - c. Accuracy of cost estimates including assessment of contractors' requisitions for payment and change order proposals.
 - d. Management ability to meet schedules including submission of design and contract documents and processing of shop drawings, contractors' requisitions and change orders.
 - e. Coordination and management of consultants.
 - f. Working relationship with contractors, subcontractors, Division of Capital Asset Management and Maintenance (DCAMM) staff and agency representatives.
5. Financial stability - including prompt payment of consultant fees.
6. Current workload with DCAMM and other public agencies.
7. Geographical location of the firm with respect to the proposed project.
8. Participation of MBEs and WBEs as prime consultants or sub-consultants in a role consistent with the participation goals set forth for the project.
 - a. The Designer Selection Board adheres to M.G.L. C.7C, § 6, Executive Orders 526, 559 and 565 as implemented by the Division of Capital Asset Management and Maintenance establishing goals for Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation on all design contracts unless otherwise noted. (See attached pages 4-8) and a separate Service Disabled Veteran Owned Business Enterprises (SDVOBE) and Veteran Owned Business Enterprises (VBE) Benchmark of 3%

- b. The Minority Business Enterprise and Woman Business Enterprise participation goals established for each contract are set forth on the first page of the “Designer Selection Board Project Criteria” solicitation for that contract.

PARTICIPATION BY MINORITY OWNED BUSINESSES AND WOMAN OWNED BUSINESSES

Pursuant to M.G.L. C.7C, § 6, Executive Orders 526,559 and 565, the Commissioner of the Division of Capital Asset Management and Maintenance (DCAMM), as designee of the Secretary of Administration and Finance, has developed the following goals and procedures to encourage full participation by minority business enterprises (MBEs) and women businesses enterprises (WBEs) (collectively MBE/WBEs) on contracts for design services entered into by DCAMM and other public awarding authorities with MBE/WBE Participation Programs.

GOALS

Subject to the terms of this memorandum, the following MBE/WBE participation goals shall apply to the total dollar value of all study and design contracts awarded for DCAMM projects:

The Minority Business Enterprise and Women Business Enterprise (MBE/WBE) participation goal is a combined goal of 17.9%.

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.

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.

If the contracting design firm is not itself an MBE or WBE, then MBE/WBE participation credit will be given for the value of any work under the contract that is actually performed by each MBE or WBE consultant, subcontractor or sub-consultant (hereafter “subcontractors”) to the Designer.

Although the contract contains a combined goal, participation by MBE and WBE firms must be reported and tracked separately.

MODIFICATION OF M/WBE PARTICIPATION GOALS FOR PARTICULAR PROJECTS

DCAMM reserves the right to reduce or waive the MBE/WBE participation goals stated above for a particular project prior to the receipt of applications to the Designer Selection Board upon its own initiative or upon the request of any applicant if DCAMM determines that it is not feasible for a non-MBE/WBE design firm to meet the MBE/WBE goal established for the project based upon any or all of the following: (i) actual MBE/WBE availability, (ii) the geographic location of the project to the extent related to MBE/WBE availability, (iii) the contractual scope of work, (iv) the percentage of work available for subcontracting to MBE/WBEs, or (v) other relevant factors as determined by DCAMM.

The MBE/WBE participation goals established for each project are set forth in the Designer Selection Board Project Criteria published for that project.

After a project is advertised, requests from prospective applicants to reduce or waive the MBE/WBE participation goals for that project, with all supporting documentation, must be submitted with the application, with a copy to DCAMM's Compliance Office, One Ashburton Place, 15th Floor, Boston, MA 02108. Except as provided below, DCAMM will not consider any request to reduce or waive the MBE/WBE participation goals for a project if the request is received after this deadline.

DETERMINATION OF MBE/WBE STATUS

A minority owned business shall be considered an MBE only if it has been certified as a minority owned business by the Supplier Diversity Office ("SDO") (formerly SOMWBA). A woman owned business shall be considered a WBE only if it has been certified as a woman owned business by SDO. Certification as a disadvantaged business enterprise ("DBE"), certification as an MBE/WBE by any agency other than SDO, or submission of an application to SDO for certification as an MBE/WBE shall not confer MBE/WBE status on a firm.

Minority owned businesses and woman owned businesses are strongly encouraged to submit applications for certification as MBE/WBEs to SDO. Information is available from SDO, One Ashburton Place, 13th Floor, Boston, MA 02108 (617) 502-8831 and at www.mass.gov/sdo

IDENTIFICATION OF MBE/WBE PARTICIPANTS BY THE SELECTED DESIGNER

The current SDO Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.

Not later than five (5) working days after the Designer receives notice of selection for the advertised project, (A-5 Letter), the Designer shall submit to DCAMM's Compliance Office (i) a Letter of Intent for each of the M/WBEs that will perform work under the contract, and (ii) a Schedule of MBE/WBE Participation. The form of Letter of Intent and Schedule of MBE/WBE Participation are included in this application package.

Within five (5) working days after receipt of the Letters of Intent, DCAMM's Compliance Office shall review and either approve or disapprove the Designer's submissions. Without limitation, DCAMM reserves the right to reject the Letter of Intent of any MBE/WBE that is to perform work in a category that is not listed in its SDO certification, or if the price to be paid for the MBE/WBE Work as stated in the Letter of Intent does not bear a reasonable relationship to the value of such work as reasonably determined by DCAMM. If the Designer has not submitted an appropriate Schedule of MBE/WBE Participation and appropriate Letters of Intent and SDO certification letters establishing that the MBE/WBE participation goal for the project will be met, the Designer may be considered ineligible for award of the contract and DCAMM may award the contract to the second ranked Designer, subject to that Designer's compliance with these conditions.

DCAMM reserves the right to reduce or waive the MBE/WBE participation goals for a project prior to the final selection of a designer, provided that no such reduction or waiver shall be granted except under the following circumstances: the Designer must establish and document that it has been unable to obtain commitments from MBE/WBE subcontractors sufficient to meet the MBE/WBE goals for the project after having made a diligent, good faith effort to do so; all such documentation must accompany the Designer's request to reduce or waive the MBE/WBE participation goal submitted with its application and shall include, at a minimum, the following:

- A list of all items of work under the contract that the Designer made available for subcontracting to MBE/WBEs. The Designer shall identify all items of work that the Designer did not make so available and shall state the reasons for not making such work available for subcontracting to MBE/WBEs. The Designer shall also demonstrate that, where commercially reasonable, tasks were divided into units capable of being performed by MBE/WBEs.
- Evidence that the Designer sent written notices soliciting proposals to perform the items of work made available by the Designer for subcontracting to MBE/WBEs to all MBE/WBEs qualified to perform such work. The Designer shall identify (i) each MBE/WBE solicited, and (ii) each MBE/WBE listed in the SDO directory under the applicable work

category who was not solicited and the reasons therefor. The Designer shall also state the dates notices were mailed and provide a copy of the written notice(s) sent.

- Evidence that the Designer made reasonable efforts to follow up the written notices sent to MBE/WBEs with telephone calls or personal visits in order to determine with certainty whether the MBE/WBEs were interested in performing the work. Phone logs or other documentation must be submitted.
- A statement of the response received from each MBE/WBE solicited, including the reason for rejecting any MBE/WBE who submitted a proposal.
- Evidence of efforts made to assist MBE/WBEs that need assistance in obtaining insurance, or lines of credit with suppliers if the inability of MBE/WBEs to obtain, insurance, or lines of credit is a reason given for the Designer's inability to meet the MBE/WBE goals.
- The Designer also shall submit any other information reasonably requested by DCAMM to show that the Designer has taken all actions which could be reasonably expected to achieve the MBE/WBE participation goals.

The Designer may submit any other information supporting its request for a waiver or reduction in the MBE/WBE participation goals, such as evidence that the Designer placed advertisements in appropriate media and trade association publications announcing the Designer's interest in obtaining proposals from MBE/WBEs, and/or sent written notification to MBE/WBE economic development assistance agencies, trade groups and other organizations notifying them of the contract and the work to be subcontracted by the Designer to MBE/WBEs.

Requests by a selected Designer to reduce or waive the M/WBE participation goals for a particular project based upon the Designer's inability to obtain commitments from MBE/WBE subcontractors sufficient to meet the MBE/WBE goals after having made a diligent, good faith effort to do so must be received by DCAMM not later than with that firm's application to the DSB.

The Designer's compliance with these procedures and goals is a prerequisite for award of the contract, provided that DCAMM reserves the right to waive minor defects in documents and extend time limits in its sole discretion.

SCHEDULE FOR PARTICIPATION
BY MINORITY/WOMEN BUSINESS ENTERPRISES
DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

DCAMM Project Number _____ Project Location _____

Project Name _____

This form must be submitted to DCAMM's Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter). A Letter of Intent and SDO certification letter for each MBE/WBE must be submitted with this Schedule of MBE/WBE participation.

DESIGN FIRM CERTIFICATION:

The undersigned Design firm agrees that it will subcontract with the following listed firms for the work described and for the dollar amounts listed below. For purposes of this commitment, the MBE and WBE designation means that a business has been certified by SDO as an MBE, WBE or M/WBE. The Designer must indicate the MBE/WBE firms it intends to utilize on the contract as follows (attach additional sheets if necessary):

Company Name & Address	MBE or WBE	Describe MBE/WBE Scopes of Work	Total Dollar Value of Participation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Combined MBE/WBE Goal \$ _____

Total Dollar Value of MBE Commitment: \$ _____

Total Dollar Value of WBE Commitment: \$ _____

The undersigned hereby certifies that he/she has read the terms and conditions of the contract with regard to MBE/WBE participation and is authorized to bind the Designer to the commitment set forth above.

Name of Designer Firm _____

Authorized Signature _____

Business Address _____

Print Name _____

Title _____

Telephone No. _____ Fax No. _____

Date _____

LETTER OF INTENT
MINORITY/WOMEN BUSINESS ENTERPRISES PARTICIPATION
DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

(To be completed by MBE/WBE, and submitted to the Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter).

DCAMM Project Number _____ Indicate SDO Certification:

Project Name _____ ___ MBE

Project Location _____ ___ WBE

To _____ ___ M/WBE
Name of Designer

1. This firm intends to perform work in connection with the above project.
2. This firm is currently certified by SDO to perform the work identified below, and has not changed its minority/women ownership, control, or management without notifying SDO within thirty (30) days of such a change. Attached is a copy of the most recent SDO certification letter issued to my company.
3. This firm understands that if the Designer referenced above is awarded the contract, the Designer intends to enter into an agreement with this firm to perform the activity described below for the prices indicated. This firm also understands that the above-referenced firm, as Designer, will make substitutions only as allowed by the Contract and applicable law.
4. This firm understands that under the terms of the Contract, only work actually performed by an MBE/WBE will be credited toward MBE/WBE participation goals, and this firm cannot assign or subcontract out any of its work without prior written approval of the DCAMM Compliance Office, and that any such assignment or subcontracting will not be credited toward MBE/WBE participation goals.

MBE/WBE PARTICIPATION

Describe MBE/WBE Scopes of Work	Dollar Value of Participation

Total Dollar Value: \$ _____

Name of MBE/WBE Firm _____ Authorized Signature _____

Business Address _____ Print Name _____

_____ Title _____

Telephone No _____ Fax No. _____ Date _____

THIS OFFICIAL FORM MAY NOT BE ALTERED
POLICY ON EMPLOYMENT OF STUDY CONSULTANTS FOR SUBSEQUENT DESIGN PROJECTS

Amended by the Designer Selection Board on December 15, 2000

1. The Commissioner may appoint a designer to perform continued or extended services if the following conditions are met:
 - (i) *a written statement is filed with the Board explaining the reasons for the continuation or extension of services;*
 - (ii) *the program for the design services is filed with the Board if one is required by the regulations of the division; and*
 - (iii) *the Board approves the appointment of the designer for continued or extended services and states the reasons therefor.*

2. When the Board has required that applicants list consultants which the applicants may employ, in no event shall a consultant be used who is debarred pursuant to Section forty-four C of Chapter one hundred and forty-nine as amended, and any change or addition to the consultants named in the application and allowed by the Board upon appointment must be approved by the Deputy Commissioner and reported to the Board, along with a written statement by the designer or construction manager of the reasons for the change.



OPERATIONAL SERVICES DIVISION
SUPPLIER DIVERSITY OFFICE

THE COMMONWEALTH OF MASSACHUSETTS
Executive Office for Administration and Finance
OPERATIONAL SERVICES DIVISION
One Ashburton Place, Suite 1017
Boston, MA 02108-1552

Charles D. Baker
Governor
Karyn E. Polito
Lieutenant Governor
Kristen Lepore
Secretary
Gary J. Lambert
Assistant Secretary for
Operational Services

Memorandum

To: All Public Awarding Authorities
From: Bill McAvoy, Deputy Assistant Secretary for Supplier Diversity and Chief Legal Counsel
Supplier Diversity Office of the Operational Services Division
Date: April 21, 2016
Re: MBE Certification Status of Portuguese-Owned Businesses

The purpose of this memorandum is to inform you that, effective April 12, 2016, all Portuguese-owned Minority Business Enterprises (MBEs), as certified by the Supplier Diversity Office (SDO), will no longer be considered MBEs but will instead be considered Portuguese Business Enterprises (PBEs). This change complies with an order of the Superior Court of the Commonwealth of Massachusetts in a case entitled Federal Concrete, Inc. v. Executive Office of Administrative & Finance et al., No. 1684CV00627. The change also complies with the language of SDO's current regulation.

The SDO's current regulations, 425 C.M.R. § 2.02, define "Portuguese" for purposes of certification as follows: "All persons having Portuguese origin. Portuguese persons shall only be included in the definition of minority if specifically set forth in programs funded by state transportation bond statutes which include such persons as eligible participants." As such, PBEs shall be eligible for participation in programs funded by state transportation bond statutes where such statutes include Portuguese businesses as eligible participants.

SDO has posted notice of this change on our website at www.mass.gov/sdo. We have also removed Portuguese-owned businesses from our certification database and lists of eligible MBEs. Later this week we will add such businesses back onto our certification database and lists, but as PBEs instead of MBEs. We will also inform the Portuguese-owned firms impacted by this change.

Awarding authorities are hereby advised that, for any bids submitted by a prime bidder after April 12, 2016, the SDO will not recognize, and the awarding authority should not recognize, an MBE certification issued to a Portuguese-owned firm. (In contrast, if the bid was submitted by the prime bidder to the Awarding Authority on or before April 12, 2016, any Portuguese-owned businesses included as MBEs on the prime bidder's list of MBE subcontractors may remain on that list and count toward the project's M/WBE participation goal.) Any bids submitted after April 12 may not count Portuguese-owned businesses toward the contract's M/WBE participation goals, unless PBE participation is permitted in the project as stated in the SDO regulation. If any Awarding Authority or prime bidder is unsure as to the current MBE or PBE status of a particular subcontractor, we encourage you to visit our website, as our records will be updated by the end of this week to reflect this change.

Recipients of this memo should feel free to forward this to other interested parties. If you have any questions about this change or about bids submitted after April 12, 2016, please feel free to contact our office at john.b.fitzpatrick@state.ma.us.

GENERAL INSTRUCTIONS FOR FILING APPLICATIONS

1. As of 07/2016, the application form required for submission to the Designer Selection Board has been updated. The form is as follows: DSB Application Form (Updated July 2016) (included herein). All specific project applications must be submitted on the DSB (Updated July 2016) Application form. Failure to supply above documents will result in rejection of application.
2. Please mail One Original copy of the Master File Brochure to: **Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02108**. Electronic copies are not accepted.
3. An electronic copy of the DSB Master File Brochure (Updated July 2016) and the DSB Application Form (Updated July 2016) are available for download from the Web site address: www.mass.gov/dcam/dsb.
4. Applications should be limited to the application plus a maximum of **3 supplementary pages** (double sided) unless otherwise noted. **Please ensure that the Original copy of the application that contains the sub-consultant acknowledgement and the SDO certifications are clearly marked ORIGINAL**. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. **Submit 16 copies. Please duplicate forms double-sided, if possible, to minimize paper waste.**
5. No cover letters, binders and superfluous material. **Please staple upper right corner, landscape.**
6. DSB recommends that the principal who would be in charge of the project make sure that the form is complete including appropriate signature. Unsigned applications will not be considered.
7. Out of State Prime Firms MUST be registered with the Secretary of State. Please attach (one copy only with Original application) firm's State Registration Certificate – Registered to do business with the Commonwealth of Massachusetts.
8. When citing work performed by the applicant while employed by another firm, make certain said firm is properly identified including the individual's level of responsibility.
9. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected. It is a requirement that all applicants supply a signed DSB SC-A's (Sub-Consultant Acknowledgement). There can be no change in consultants from those named unless approved by DCAMM and reported to the Designer Selection Board (C.7C, §51) It is a requirement that all applicants supply the signed document, attached to the application, by the listed sub-consultants stating that they are aware and agree to being nominated by said applicant. Failure to supply above documents may result in rejection of application.
10. DCAMM contracts require that the Prime and Sub-Consultant personnel must be registered by the Commonwealth of Massachusetts in their respective disciplines and therefore, when applicable, the DSB **requires** registration in the disciplines listed in order to satisfy DCAMM contract requirements.
11. A person may not submit more than one application as a "prime" applicant on the same project. The applications of any such applicant shall be considered disqualified. This rule does not preclude a person applying as a "prime" applicant even though the applicant is also listed as a consultant on one or more other "prime" applications on the same project. For the purposes of this paragraph the term "person" means an individual, corporation, association, partnership or other legal entity.
12. Eligibility requirements are set forth in this Public Notice in item 8(a). Sub-paragraph (iii) of item 8(a) requires: 1) the majority of directors or a majority of the stock ownership to be persons who are Mass. registered architects, landscape architects or engineers; 2) the chief executive officer to be a person who is so registered; and 3) the person to be in charge of the project to be so registered in the discipline required for the project.
13. When the Prime applicant is to fulfill any of the requested consultant roles in the advertisement, then that role shall be defined in the organization chart as the applicant. It should also be referenced in Section 7 (resume) and Section 8 (experience) such that it proves the applicant is skilled in supplying these roles on the project.
14. Current SDO Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the original application.
15. Applicants are advised to apply only for those projects for which they are demonstrably qualified, as it reflects negatively on the applicant's credibility if the firm applies for every job advertised when only marginally qualified.
16. Applications should be mailed to the **Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02108**.
17. The Board relies almost exclusively on the information submitted on the applications to arrive at a short list of semi-finalists. Therefore, do not include statements that refer to the Master File Brochure for additional information. The Master File Brochures are usually considered upon request of a DSB member when additional supplementary information is needed.

18. Joint ventures are not encouraged. However, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
19. Current workload with DCAMM, other public agencies and the private sector are taken into consideration, however, usually only after the DSB has narrowed down the original applicants to a short list of qualified semi-finalists. The Board fosters effective broad-based participation in public work within the design professions.

NOTE **CMR 810 Publication/Instructions for Designers** (Form 9) was replaced by Designers Procedures Manual available on the Web site: <http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>

Commonwealth of Massachusetts DSB Master File Brochure (Updated July 2016)	1. Firm Name (or if not an entity, individual's name), and Business Address	2. Year Present Firm Established:	3. Date Prepared:
	Telephone No.:	4. Specify type of ownership and check 1, 2 or 3 below, if applicable.	
	1a. Submittal is for _____ Parent Company _____ Branch or Subsidiary Office	<input type="checkbox"/> (1) SDO Certified Minority Business Enterprise (MBE)	
	1b. Federal ID#:	<input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE)	
		<input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE)	
		<input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE)	
	<input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE)		

5. Name of Parent company, if any:	5a. Former Company Name(s), if any, and Year(s) Established:
------------------------------------	--

6. Name of Sole Proprietor or Names of ALL Firm Partners and Officers							
Name	Title	MA.Reg. #	Status/Discipline	Name	Title	MA.Reg. #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

7. If Corporation, or Other Entity Other than a Partnership, provide Names of ALL Members of the Board of Directors:							
Name	Title	MA.Reg. #	Status/Discipline	Name	Title	MA.Reg. #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

8. Names of ALL Owners (Stocks or Other Ownership):									
Name	Title	Ownership	MA Reg. #	Status/Discipline	Name	Title	Ownership	MA Reg. #	Status/Discipline
a.					d.				
b.					e.				
c.					f.				

9. Personnel by Discipline: (List each person only once, by primary function -- average number employed throughout the preceding 6 month period. Indicate both the total numbers in each discipline and, within brackets, the total number holding Massachusetts's registrations.)							
Admin. Personnel	_____ (_____)	Ecologists	_____ (_____)	Licensed Site Profs.	_____ (_____)	Other	_____ (_____)
Architects	_____ (_____)	Electrical Engineers	_____ (_____)	Mechanical Engrs.	_____ (_____)		_____ (_____)
Acoustical Engrs.	_____ (_____)	Environmental Engrs.	_____ (_____)	Planners: Urb./Reg	_____ (_____)		_____ (_____)
Code Specialists	_____ (_____)	Fire Protection Engrs	_____ (_____)	Specification Writers	_____ (_____)	_____	_____ (_____)
Civil Engrs.	_____ (_____)	Geotech. Engrs.	_____ (_____)	Structural Engineers	_____ (_____)	_____	_____ (_____)
Construction Inspectors	_____ (_____)	Industrial Hygienist	_____ (_____)	Surveyors	_____ (_____)	_____	_____ (_____)
Cost Estimators	_____ (_____)	Interior Designers	_____ (_____)		_____ (_____)	_____	_____ (_____)
Drafters	_____ (_____)	Landscape Architects	_____ (_____)		_____ (_____)	Total	_____ (_____)

10.	Summary of Professional Services Fees Received: (insert Index number)	Last 5 Years (most recent year first)					Ranges of Professional Services Fees			
		2011	2010	2009	2008	2007	INDEX			
Federal Work						1.	Less than \$100,000	5.	\$1 million to \$2 million	
Commonwealth of Massachusetts work						2.	\$100,000 to \$250,000	6.	\$2 million to \$5 million	
All other domestic and foreign work						3.	\$250,000 to \$500,000	7.	\$5 million to \$10 million	
						4.	\$500,000 to \$1 million	8.	\$10 million or greater	

Experience Profile Code Numbers for use with questions 11, 12 and 13

001	Acoustics; Noise Abatement	037	Fisheries; Fish Ladders	065	Microclimatology; Tropical Engineering	100	Special Environments; Clean Rooms, Etc.
002	Aerial Photogrammetry	038	Forestry & Forest Products	066	Military Design Standards	101	Structural Design; Special Structures
003	Agricultural Development; Grain Storage; Farm Mechanization	039	Garages; Vehicle Maintenance Facilities; Parking Decks	067	Mining and Mineralogy	102	Surveying; Platting; Mapping; Flood Plain Studies
004	Air Pollution Control	040	Gas Systems (<i>Propane; Natural, Etc.</i>)	068	Missile Facilities (<i>Silos; Fuels; Transport</i>)	103	Swimming Pools
005	Airports; Navajds; Airport Lighting; Aircraft Fueling	041	Graphic Design	069	Modular Systems Design; Pre-fabricated	104	Storm Water Handling & Facilities
006	Airports; Terminals & Hangars; Freight Handling	042	Harbors; Jetties, Piers, Ship Terminal Facilities Structures or Components	070	Naval Architecture; Off-Shore Platforms	105	Telephone <i>Systems (Rural; Mobile Intercom; ; Etc.)</i>
007	Arctic Facilities	043	Heating, Ventilating, Air Conditioning	071	Nuclear Facilities; Nuclear Shielding	106	Testing & Inspection Services
008	Auditoriums & Theaters	044	Health Systems Planning	072	Office Buildings; Industrial Parks	107	Traffic & Transportation Engineering
009	Automation; Controls; Instrumentation	045	Highrise; Air-Rights-Type Buildings	073	Oceanographic Engineering	108	Towers (Self-Supporting & Guyed Systems)
010	Barracks; Dormitories	046	Highways; Streets; Airfield Paving; Parking Lots	074	Ordnance; Munitions; Special Weapons	109	Tunnels & Subways
011	Bridges	047	Historical Preservation	075	Petroleum Exploration; Refining	110	Urban Renewals; Community Development
012	Cemeteries	048	Hospital and Medical Facilities	076	petroleum and Fuel (<i>Storage and Distribution</i>)	111	Utilities (<i>Gas & Steam</i>)
013	Chemical Processing & Storage	048A	Medical Facilities - Mental Health	077	Pipelines (<i>Cross-Country - Liquid & Gas</i>)	112	Value Analysis; Life-Cycle Costing
014	Churches; Chapels	048B	Medical Facilities - Acute Care	078	Planning (<i>Community, Regional</i>)	113	Warehouses & Depots
015	Codes; Standards; Ordinances	048C	Medical Facilities - Ambulatory Care, Clinics	079	Planning (<i>Site, Installation, and Project</i>)	114	Water Resources; Hydrology; Ground Water
016	Cold Storage; Refrigeration; Fast Freeze	049	Hotels, Motels	080	Plumbing and Piping Design	115	Water Supply; Treatment and Distribution
017	Commercial Building (<i>low rise</i>); Shopping Centers	050	Housing (Residential, Multi-Family; Apartments; Condominiums)	081	Pneumatic Structures, Air-Support Buildings	116	Wind Tunnels; Research/Testing Facilities Design
018	Communication Systems; TV; Microwave	050A	Housing - Residential Mental Health	082	Postal Facilities	117	Zoning; Land Use Studies
019	Computer Facilities; Computer Service	050B	Housing - Resid. Mental Ret. /Group Home	083	Power Generation, Transmission, Distribution	201	
020	Conservation and Resource Management	050C	Housing - Elderly	084	Prisons & Correctional Facilities	202	
021	Construction Management	050D	Housing - Assisted Living	084A	Correctional Facilities - Minimum Security	203	
022	Corrosion Control; Cathodic Protection; Electrolysis	051	Hydraulics and Pneumatics	084B	Correctional Facilities - Medium Security	204	
023	Cost Estimating	052	Industrial Buildings; Manufacturing Plants	084C	Correctional Facilities - Maximum Security	205	
024	Dams (<i>Concrete; Arch</i>)	053	Industrial Processes; Quality Control	084D	Correctional Facilities - Youth Detention		
025	Dams (<i>Earth; Rock</i>); Dikes; Levees	054	Industrial Waste Treatment	084E	Public Safety Facilities - Police/Fire Stations		
026	Desalination (<i>Process & Facilities</i>)	055	Interior Design; Space Planning	084F	Public Safety Facilities - Training		
027	Dining Halls; Clubs; Restaurants	056	Facilities Management	085	Product, Machine & Equipment Design		
028	Ecological & Archeological Investigations	057	Irrigation; Drainage	086	Radar; Sonar; Radio & Radar Telescopes		
029	Educational Facilities; Classrooms	058	Judicial and Courtroom Facilities	088	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)		
029A	Educational Facilities; Higher Ed	058A	Laboratories; Commercial	088A	Recreation Facilities - Ice Rinks		
029B	Educational Facilities; Secondary Ed	058B	Laboratories; Higher Ed Research Sciences	088B	Recreation Facilities - Senior/Community Centers		
029C	Educational Facilities; Elementary Ed	058C	Laboratories; Heavy Equipment	088C	Park Support Facilities (<i>Bath House; Visitor Center</i>)		
029D	Educational Facilities; Child Day Care	058D	Laboratories; Pathology, Medical Examiner	089	Rehabilitation (<i>Buildings; Structures; Facilities</i>)		
030	Electronics	059	Laboratories; Crime Investigation	090	Resource Recovery; Recycling		
031	Elevators; Escalators; People Movers	060	Landscape Architecture	091	Radio Frequency Systems & Shields		
032	Energy Conservation; New Energy Sources	061	Libraries; Museums; Galleries	092	Rivers; Canals; Waterways; Flood Control		
032A	Sustainable Design	062	Lighting (Interiors; Display; Theatre, Etc.)	093	Safety Engineering; Accident Studies, OSHA Studies		
033	Environmental Impact Studies, Assessments or Statements	063	Lighting (<i>Exteriors</i>)	094	Security Systems; Intruder & Smoke Detection		
034	Fallout Shelters; Blast-Resistant Design	064	Materials Handling Systems; Conveyors; Sorters	095	Seismic Designs and Studies		
035	Field Houses; Gyms; Stadiums		Metallurgy	096	Sewage Collection, Treatment and Disposal		
036	Fire Protection			097	Soils & Geologic Studies; Foundations		
				098	Solar Energy Utilization		
				099	Solid Wastes; Incineration; Land Fill		
				099A	Hazardous materials Abatement		

11. Profile of Firm's Project Experience, Last 5 Years									
	Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)
1.				11.			21.		
2.				12.			22.		
3.				13.			23.		
4.				14.			24.		
5.				15.			25.		
6.				16.			26.		
7.				17.			27.		
8.				18.			28.		
9.				19.			29.		
10.				20.			30.		

12. List all current Projects (except for work for the Commonwealth) for which Prime Applicant is performing or is under contract to perform any design services (add/subtract rows as needed).

Profile Code	Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C. *	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			

			8.			
			9.			
			10.			
			11.			
			12.			
			13.			
			14.			
			15.			
			16.			
			17.			
			18.			
			19.			

13. List all Projects completed within the past 5 years for which Prime Applicant has performed, or has entered into a contract to perform any design services for all public agencies within the Commonwealth (add/subtract rows as needed).

Profile Code	Role P, C, JV	Phases St., Sch., D.D., C.D.,A.C.	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			
			8.			

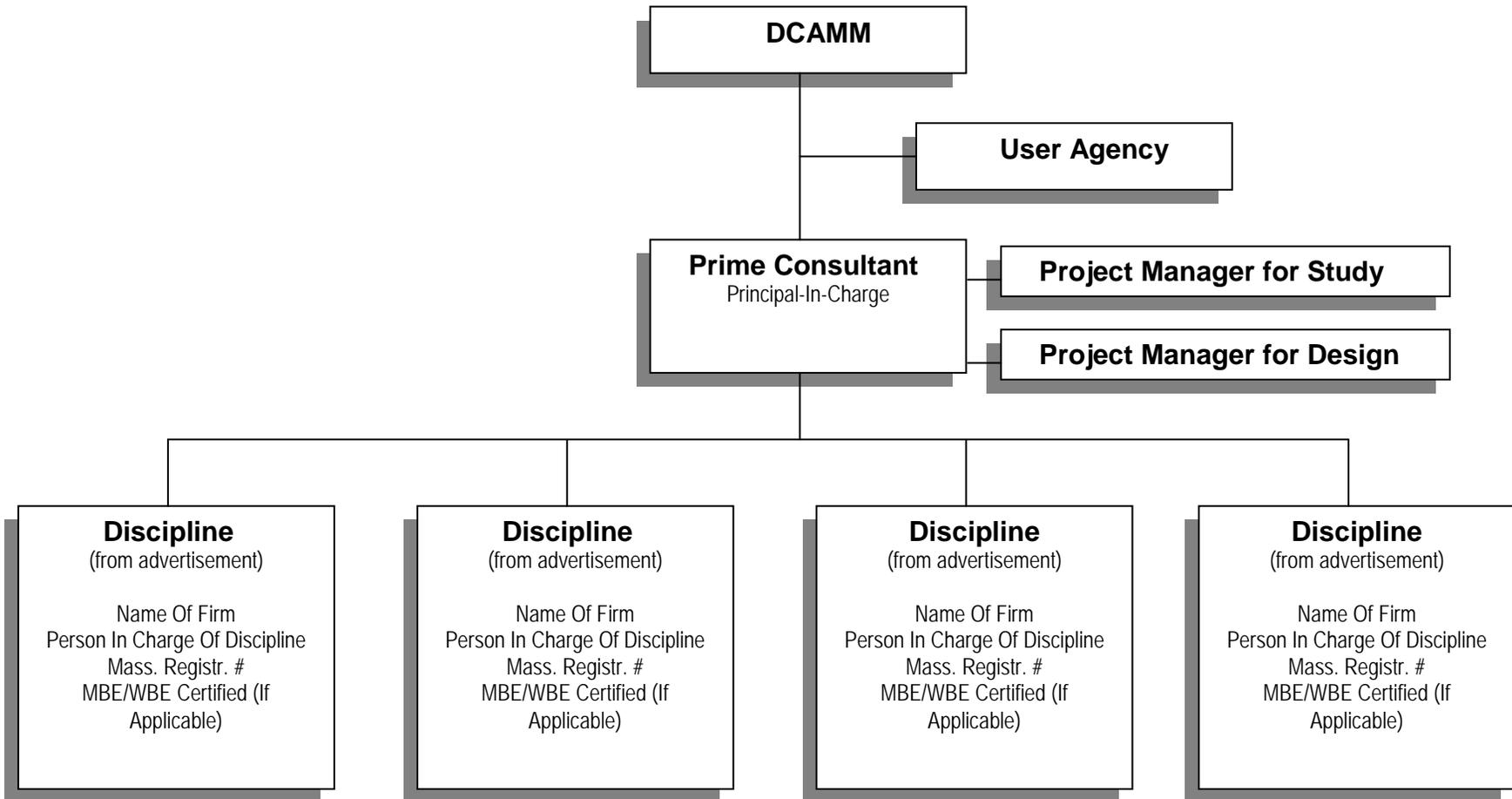
14. Professional Liability Insurance:
Professional Liability Policy Certificate Number Present Policy Expiration Date Aggregate Amount Payable

15. I certify that all information is submitted under the penalties of perjury and that I am familiar with the Mass. State Building Code and also Mass. General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M. I also certify that the undersigned is an Authorized Signatory of the Firm and is a Principal or Officer of the Firm.

Submitted by (Signature) _____ Printed Name and Title _____ Date _____

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

6. List **ONLY** Those Prime and Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm and Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u>. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right; margin-right: 50px;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDOVBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right; margin-right: 50px;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDOVBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.

Sub-Consultant Name:

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C. *	Project Name, Location and Principal-In-Charge:	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, or Estimated if Not)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be specific – No Boiler Plate

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
-----------------	------------------	---------------	-----------------

12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By _____ Printed Name and Title _____ Date _____
 (Signature)

The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.

DSB S-CA	Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT
-------------	--

Project: _____

Applicant Designer: _____

Sub-consultant: _____

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

Signature of Sub-Consultant Duly Authorized Representative

Print Name and Title

Date _____

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.

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

DSB LIST # 16-11 **ITEM #** #1 **DSB PUBLIC NOTICE DATE:** July 13, 2016

LAST DATE FOR FILING APPLICATION IS: August 3, 2016 at 2:00 PM

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

() Architect () Engineer
() Architect/Engineer (A/E) () Other:

PROJECT NUMBER: **EWB4**
PROJECT TITLE: **NEW BROOKE SCHOOL FACILITY AND POTENTIAL
RENOVATION/ADDITION TO EXISTING FACILITY**
PROJECT LOCATION: **BOSTON**
AWARDING AGENCY: **BROOKE CHARTER SCHOOL AND/OR AFFILIATE**
APPROPRIATION SOURCE: **PRIVATE FUNDS AND TAX EXEMPT BOND FUNDS**
AVAILABLE AMOUNT: **N/A**
ESTIMATED CONSTRUCTION COST: **\$20 MILLION**

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

() Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7C, §50 \$50,000 dollars
() Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7C, §50,
based on the approved estimated construction cost in the certified study. 7.0% percent

IMMEDIATE SERVICES AUTHORIZED:

() BUILDING STUDY
() 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.

() SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
() DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
() CONSTRUCTION PLANS AND SPECIFICATIONS
() ADMINISTRATION OF CONSTRUCTION CONTRACT
() OTHER: TECHNOLOGY AND SECURITY DESIGN AND BASIC ACOUSTIC DESIGN

MBE/WBE PARTICIPATION:

In accordance with M.G.L. C.7C, §6 and Executive Orders 526, 559 & 565, BROOKE 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 (Revised June, 2016) at Attachment C, and on the Supplier Diversity Office (formerly SOMWBA) 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).

APPROPRIATION LANGUAGE: N/A

Briefing session: A briefing session will be held at 150 American Legion Highway on Thursday July 21, 2016 at 10:00 a.m. with a site tour of the 1.76 parcel and current middle school.

GENERAL SCOPE OF WORK:

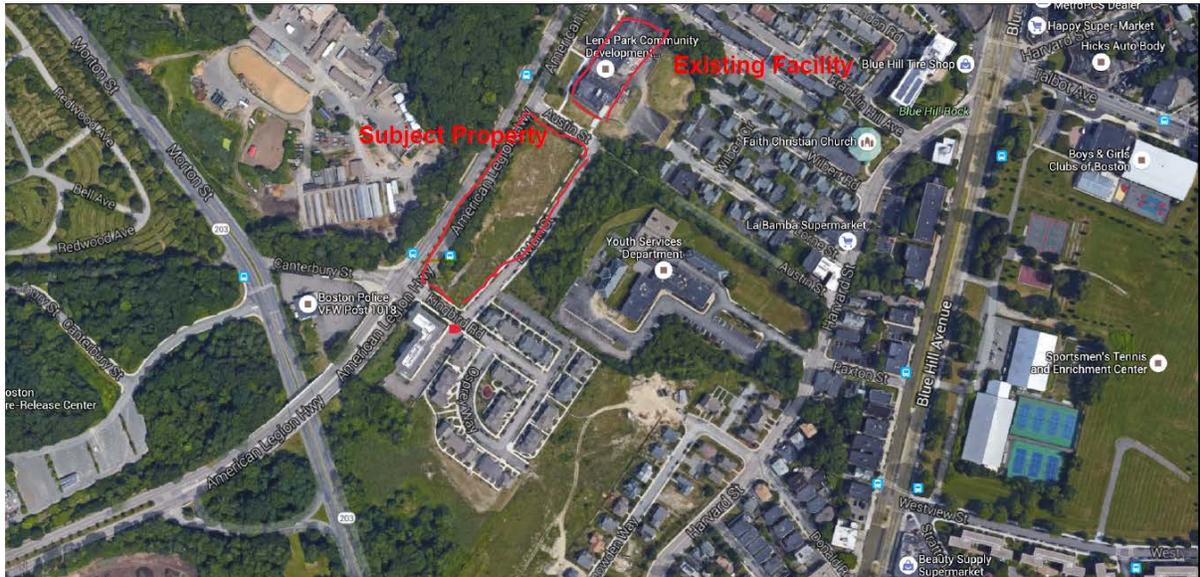
Brooke Charter School has secured the purchase rights for a 1.76 acre parcel of unimproved land located at the corner of American Legion Highway and Kingbird Road in Boston and intends to construct on it a school facility to accommodate approximately 600 students in grades 9-12 by the summer of 2018. There is a potential for minor renovations or the construction of a small addition to its existing K-8 school proximate to the new parcel.

Brooke Charter Schools: Founded in 2002, Brooke Charter Schools is a network of three high performing K-8 public charter schools in the Boston neighborhoods of Roslindale, Mattapan and East Boston. Brooke's mission is to provide an academically rigorous public education to students from the cities of Boston and Chelsea that will ensure that they are prepared to attend and succeed in college. Named after Senator Edward W. Brooke III, the first African American popularly elected to the U.S. Senate, the School's strategy is to focus on developing excellent teaching to a detailed and rigorous set of K-8 learning standards. In the current 2015-2016 academic year, Brooke is serving 1,495 students across three schools and has more than 2,400 students on its waitlist.

In February 2016, the Massachusetts Department of Elementary and Secondary Education approved the consolidation of the charters of Brooke Charter School Roslindale, Brooke Charter School Mattapan and Brooke Charter School East Boston into one charter and authorized an expansion in grade levels to include a high school with grades 9-12. Brooke's new maximum enrollment will be 2221 beginning in July 1, 2016, an increase of 691 seats. Brooke High School will open the doors of the high school in a temporary location in August of 2016, and is planning for students to be in a permanent facility by the summer of 2018 or 2019.

Site: Brooke has executed a purchase and sale agreement for a 1.76 acre parcel of land located at the corner of American Legion Highway and Kingbird Road. The site is located proximate to Brooke's existing K-8 facility at 150 American Legion Highway which it has occupied since 2014.

6/30/2016



Building Program: Brooke plans to construct a new high school building on the site of approximately 60,000 square feet to accommodate the planned high school enrollment of approximately 600 students. Program to include classrooms, cafeteria, break out rooms, gymnasium and other educational spaces. A library, music and art rooms and space for administrative office staff will also be included. Site work will include parking and circulation, regrading, new water and sewer and possibly outdoor recreation space.

In order to accommodate an increase in enrollment, Brooke may also undertake minor renovations or construct a small addition to its current K-8 facility at 150 American Legion Highway, next door to the proposed high school site. Determination of what, if any, work is to be done at 150 American Legion Highway will be established as part of the study scope.

Brooke intends to develop a facility which incorporates the goals of LEED Silver Certification (but will not pursue certification). Brooke expects the collaborative efforts of the design and project team will result in affordable ways in which to meet these goals.

Zoning and Permitting: It is anticipated that approvals will be required for BRA Article 80 Large Project Review, Boston Zoning Commission, Boston Water and Sewer permit, Public Improvement Commission curb cuts and Parks Department Design Review. The architect shall provide required permitting application materials and attend up to ten (10) required meetings, including community presentations. Additional meetings will be compensated at hourly rates.

Schedule: Target for construction commencement is spring/summer 2017 with occupancy for fall 2018, dependent largely on the permitting schedule.

Project Delivery: It is Owner's intention to apply to the inspector General's office for permission to construct the project according to procedures designed in M.G.L. c. 149A, including selection and engagement of a Construction Manager At-Risk. Participation in this process which will be directly managed by the Owner's Project Manager (OPM), will be part of the selected firm's scope. Owner reserves the right to select either procurement method, M.G.L. c. 149 or 149A.

Project Scope of work:

The Scope of Work for this project will include the following:

- **Study:** The study will be no more than 75 days in duration and will be limited to programming and test fits. The goal of the study will be to determine the appropriate square footage for the new facility and whether or not any

work will be done at the existing K-8 school in close proximity to the new school site. No due diligence work or cost estimating will be done by the Designer during the study period nor will any sub-consultant work be required.

- **Permits and Approvals:** Work with Owner, OPM and development team to identify and obtain all required permits and approvals. Provide design drawings as required for all permit submissions. Four meetings/presentations with the community, four meetings with the Boston Redevelopment Authority, and all required meetings with other City agencies will be included in base fee scope. *Building Code compliance is architect responsibility. Building Code consulting and any meetings with Inspectional Services Department required to obtain building permit are included in base scope.*
- **Schematic Design:** Work with Owner and OPM to develop specifications, site layout, building plans, including floor plans, elevations, sections, massing diagrams, sketches to define the character and quality of interior spaces, and primary building MEP/FP and structural systems that are in line with the understandings of the design objectives, cost and schedule constraints. Present several alternatives to be evaluated.
- **Design Development:** Work with Owner, OPM and CM At-Risk to determine and document specifications, final layouts, details and material and equipment selections consistent with the work product of Schematic Design to further clarify and define that stage's design decisions that are in line with the design objectives, cost and schedule constraints.
- **Construction Documents:** Prepare final construction documents that will facilitate accurate and dependable final pricing by CM At-Risk (or through public bid process, if so chosen). One Early Bid package to possibly include site work, foundations and steel shall be included in base fee.
- **Bid phase:** Perform all necessary bid phase services, including participation in subcontractor prequalification.
- **Construction Phase:** Perform Construction Administration and project close-out duties per the Agreement between Owner and Architect.

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.

None

GENERAL CONDITIONS OF THIS CONTRACT:

Study Contract

Study scope shall be conducted over a period of 75 days and will include programming and evaluation of site suitability through test fits. Site boundary survey, geotechnical and geo-environmental analysis, utility availability, zoning analysis and traffic study are performed directly under contract to Owner and are *excluded* from study scope.

Design Contract

At the conclusion of the study, if the applicant is requested by BROOKE to perform final design services, the applicant agrees to execute a mutually agreeable AIA form of contract with modifications.. The timeline for completion of design assumes a spring/summer 2017 construction start and occupancy by the school in the fall of 2018.

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.

LEED Certification

This project shall be certifiable at a level of Silver. 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, if certification is pursued.

Universal Design

In addition to complying with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/aab>), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. BROOKE welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

Environmental and other supplemental services

BROOKE 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.

Construction Specifications

The designer shall be responsible for creating detailed comprehensive Specifications specifically suited to the project in Standard CSI format.

Cost Estimating

Three detailed costs estimates will be included in the Scope of Work, at end of Schematic Design, end of Design Development, and at 75% completion of Construction Documents.

Building Commissioning

BROOKE may include building commissioning as part of this project. The Designer of Record will develop in collaboration with BROOKE an operations and maintenance plan as part of the building commissioning phase. As part of the Scope, the Designer will meet with BROOKE's building commissioning agent during design and construction to evaluate design proposals for MEP systems to ensure maintainability and operational efficiency.

CM at Risk

The construction of this project may 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 Design Development phase of Final Design project.

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). BROOKE 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, including diversity thereof 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. No changes to the proposed sub-consultants and engineers will be permitted without Brooke’s approval following award.

- | | |
|---------------------------------|--|
| 1. Architect (P.I.C.)* | 6. Landscape Architect |
| 2. Mechanical Engineer (M/P/FP) | 7. Specifications Consultant (independent consultant required) |
| 3. Electrical Engineer | 8. Cost Estimator (independent consultant required) |
| 4. Structural Engineer | 9. MA Building Code Consultant (independent consultant required) |
| 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. Prior successful experience programming, designing and constructing elementary and secondary educational buildings of similar type and scope including work on Massachusetts charter schools under both Chapter 149 and Chapter 149A. | 3. Significant experience designing and permitting buildings within the City of Boston while making creative use of building structure, component systems, materials, and construction delivery methodology to minimize overall construction costs. |
| 2. Demonstrated ability of the firm to meet the project schedule based on current workload of the staff assigned to the project, total workload of the firm, and past record of designing on tight schedules while designing to budget and minimizing construction cost changes. | |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and General Instructions - **DSB Application Form (Updated July 2016)** are included with this Public Notice and available for download at www.mass.gov/dcam/dsb . 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.

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

DSB LIST # 16-11 ITEM # 2 DSB PUBLIC NOTICE DATE: July 13, 2016

LAST DATE FOR FILING APPLICATION IS: August 3, 2016 at 2:00 PM

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

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

PROJECT NUMBER: **CHE1604 ST1**

PROJECT TITLE: **Chelsea Soldiers' Home Community Living Center and Campus Framework**

PROJECT LOCATION: **Chelsea, MA**

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

APPROPRIATION SOURCE: **Chapter 237, Section 13 of the Acts of 2014**

AVAILABLE AMOUNT: **\$120,000,000**

ESTIMATED CONSTRUCTION COST: **\$86,000,000 (ECC to be confirmed by Study)**

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"/> (X) | Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7C, §50 | <u>\$750,000</u> | dollars |
| <input checked="" type="checkbox"/> (X) | Lump Sum Established Set Fee for Schematic Design Per M.G.L. C.7C, §50 | <u>\$965,000</u> | dollars |
| <input checked="" type="checkbox"/> (X) | 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 Final Design Phase Per M.G.L. C.7C, §50, based on the approved estimated construction cost in the certified study. | <u>7.5</u> | percent |

IMMEDIATE SERVICES AUTHORIZED:

- (X) CERTIFIABLE BUILDING STUDY
- (X) 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.

- (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 & 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 (Revised June, 2016) at Attachment C, and on the Supplier Diversity Office (formerly SOMWBA) 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).

APPROPRIATION LANGUAGE:

Citation from Appropriation 4000-2022, Acts of 2014, Chapter 237

For costs associated with planning and studies, dispositions, acquisition of land and buildings and interests therein by purchase, prepayment of lease for a term that exceeds the useful life of the facility, gift or other transfer or by eminent domain pursuant to chapter 79 of the General Laws, for the preparation of plans and specifications, repairs, construction, renovations, improvements, asset management and demolition for health and human services facilities, all as the commissioner of capital asset management and maintenance, in consultation with the secretary of health and human services and the appropriate commissioners of the departments within the executive office, shall consider appropriate; provided, that costs payable from this item shall include, but not be limited to, the costs of leases of temporary relocation space or equipment as required for completion of a project and the costs of engineering and other services essential to these projects rendered by the division of capital asset management and maintenance employees or by consultants specified in this item...

GENERAL SCOPE OF WORK:



DCAMM, in partnership with the Executive Office of Health and Human Services (EOHHS), the Department of Veterans' Services (DVS) and the Chelsea Soldiers' Home, seeks professional services for the study, design and construction of a long-term care facility to serve the Commonwealth's veterans. The proposed long-term care facility will be sited on grounds of the current Chelsea Soldiers' Home and will be designed in accordance with criteria embodied in the federal Department of Veterans Affairs Community Living Center (CLC) model to be eligible for 65 percent federal reimbursement. This effort will also propose an overall development framework to guide the transformation of the Chelsea Soldiers' Home including selecting the site for the CLC and making provisions to accommodate a range of housing types (to be separately developed) serving the needs of the veterans' population.

Long Term Care (LTC) services have traditionally been provided in institutional settings, for individuals needing assistance with six "activities of daily living", or ADLs: eating, bathing, dressing, toileting, transferring, and continence. A recent study suggests that the need for LTC services will remain necessary in the foreseeable future based on the aging of the Massachusetts veteran population. Additionally, the need for LTC services to serve female veterans is continuing to grow steadily.

Long term care for veterans at the Chelsea Soldiers' Home is currently provided in the Lawrence F. Quigley Memorial Hospital. The Quigley Hospital is an outdated structure that has been cited by the U.S. Department of Veterans Affairs (VA) for non-compliance due to space deficiencies. Going forward, replacement is recommended of the Title 38 Nursing Home model in Quigley Hospital with the newly adopted VA model for a CLC. The new concept for the CLC involves a paradigm shift reflecting transforming the driver of care in nursing homes from a medical model where the patient's medical diagnosis is central to a resident- centered model where the care is driven by the needs and preferences of the resident and involves the resident directly in decisions about care. Quigley Hospital provides beds in open dormitory floor layouts while the architectural model for a CLC calls for creating a therapeutic home environment with individual resident

rooms and private bathrooms, organized in clusters of 10-12 units, around shared living and support areas. Based on the CLC model the architectural outcome of this proposed project should be purposeful, economical and beautiful, and the resulting environment should accommodate aging with integrity, healing, residence and community.



Aerial view of existing Chelsea Soldiers' Home campus and surroundings

Repurposing of the Quigley Hospital building will be evaluated as part of this planning effort. Continued operation of the Quigley Hospital will be necessary until occupancy of the replacement CLC.

In addition to the detailed study of the CLC, an overall campus framework will be developed to identify the site for the proposed facility and accommodate related assisted living, affordable housing and other services supporting veterans' needs. The Commonwealth's goal is to put the real estate assets of the Chelsea Soldiers' Home to best use as a sustainable veterans' campus, possibly with other compatible uses.

Mission Statement

As articulated by the Chelsea Soldiers' Home, its mission is to provide, with honor and dignity, the highest quality of personal health care services to Massachusetts Veterans. This mission is accomplished by adhering to the following goals:

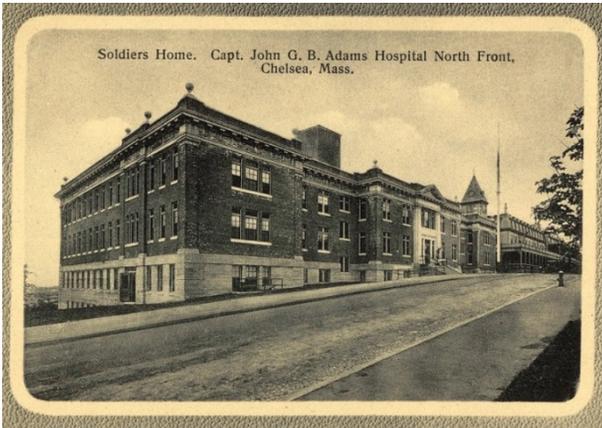
- Respond to all Veterans' needs and expectations
- Maintain financial viability
- Maintain compliance with all licensing agencies as well as local, state and federal regulations and codes
- Provide adequate staffing to meet the requirements of all licensing agencies and Veterans' needs
- Maintain a safe, secure, pleasant, physical plant environment
- Strive to continuously improve the available health care services.

Campus History

The Chelsea Soldiers' Home has served eligible veterans in the Commonwealth as a multifaceted health care facility since 1882. The campus sits in a prime spot atop Powder Horn Hill, one of the highest locations surrounding Boston Harbor. Originally the site for the Highland Park Hotel, the facility admitted the first group of 154 resident veterans on January 1, 1883. The first state-of-the-art health care facility, the Captain John G.B. Adams Hospital was built in 1904.

The Chelsea Soldiers' Home is listed in the inventory of the Massachusetts Historical Commission's (MHC) Massachusetts Cultural Resource Information System (MACRIS) with the following description: *"hospital complex comprises ten principal buildings, a prominent water tower, landscape features such as the park and promenade as well as several ancillary buildings for heat, laundry and other support operations."*

MHC recommends the Chelsea Soldiers' Home complex for inclusion in the National Register as a historic district.



Historical images of the Chelsea Soldiers' Home structures lining Crescent Avenue

Existing Facilities

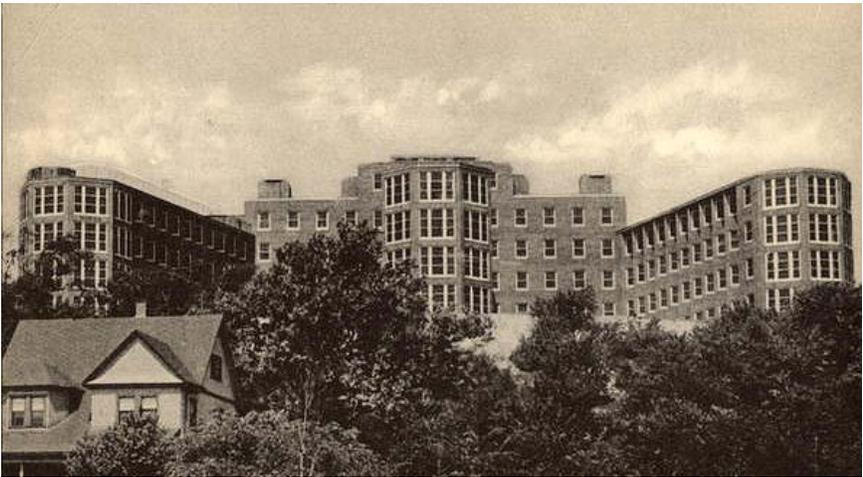
The current Soldiers' Home in Chelsea occupies 19.3 acres of land parcels owned by the Commonwealth of Massachusetts and includes the following eleven major structures built between 1882 and 1977:

- Quigley Memorial Hospital -- 185,600 square feet
- Four buildings (Sullivan, Headquarters, Adams, Keville, Williams and the Power Plant) -- 269,000 square feet
- Vacant buildings include: Sargent Hall, Incinerator, Vinny's Place/Laundry – 43,000 square feet
- Commandant's House is being temporarily used by the Massachusetts State Police – 11,300 square feet.

The Lawrence F. Quigley Memorial Hospital, constructed as a state-of-the-art facility in 1949, and subsequently updated in 1965 and 1977, provides 150 Long Term Care beds and houses a variety of administrative offices and food service facilities, physician offices, and a Chelsea Police Department satellite office. 200 Domiciliary beds are offered in the other five buildings as well as an adult day care center, auditorium, food services, additional administrative offices, and veterans' services office.



Exterior view of Quigley Hospital



Exterior view of Quigley Hospital, with its distinctive three splayed wings facing Boston Harbor and the city's distant skyline

Proposed Chelsea Veterans Campus

The existing Chelsea Soldiers' Home is to be re-envisioned as a modernized Chelsea Veterans' Campus which will provide an array of services to meet the future needs of the veterans' community in the Greater Boston area and eastern Massachusetts, including excellent long term care for aging service members. The modernized campus may include the renovation and repurposing of existing structures.

A long term care facility based on the VA's CLC model will be at the core of the Chelsea Veterans' Campus. The CLC will accommodate 150 beds and associated support functions, with its program, operation and design to be based on VA guidelines and requirements. The site planning for the CLC should allow for a potential future expansion of 50 beds.

The care-giving programs and services accommodated in the proposed CLC will be tailored to the needs of the veterans' community and may include the following:

- a. Rehabilitation
- b. Skilled nursing care
- c. Restorative care
- d. Maintenance care for those awaiting alternative placement
- e. Psychiatric care or chronically mentally ill care
- f. Dementia care
- g. Geriatric Evaluation and Management (GEM)
- h. Hospice
- i. Respite care
- j. Spinal Cord Injury and Disorders.

Additional major program components of the Chelsea Veterans' Campus may include:

Assisted Living	Assisted Living Residential Complex 50 units comprised of one bedroom and studio apartments
Permanent Housing	Apartment Complex 75 units (125 units if transitional housing reduced) comprised of studio, one, two and three bedroom apartments
Transitional/Congregate /Respite Housing	Efficiency Units 75 units (single rooms with individual bathrooms)
Program Support	Supportive Services; these may include services addressing substance abuse, mental health, post-traumatic stress disorder, traumatic brain injury, physical therapy, occupational therapy, adult day health, VSO, hospice, outdoor recreation, administration, convenience, retail, coffee shop/snack bar (space requirements will be provided).

The campus framework called for in this planning effort will identify the site for the proposed CLC and make suitable provisions for accommodating the additional program components listed above which will be separately implemented.



Aerial image showing state-owned land parcels which comprise the existing Chelsea Soldiers' Home campus

The planning and design objectives for the proposed Chelsea Veterans Campus include the following:

1. Use of an inclusive planning process involving all stakeholders (including representatives of veterans, Chelsea Soldiers' Home, Department of Veterans Services, Department of Public Health, Executive Office of Health and Human Services, Executive Office of Administration and Finance and DCAMM) to formulate a model program and facilities for veterans' care that honors those who have served our nation.
2. Utilize the site to its intended purpose as a home for veterans; a vibrant community that includes the development of a high quality long term care facility and housing tailored to priority veteran subpopulations with robust support services that complement healthcare and promote overall wellbeing and independence.

3. Interconnect campus operations with available off-site resources including VA facilities, state, county, city, neighborhood systems, Veteran Service Organizations and non-profit organizations.
4. Develop a state-of-the art campus for veterans that embodies urban design excellence and sensitivity to the surrounding neighborhood fabric. Site planning and architectural design considerations should take advantage of the Powder Horn Hill topography and the surrounding views afforded by this elevated location.
5. All future development should incorporate planning and design measures that address sustainability (conservation of energy and water use, recycling and waste reduction, etc.) and resiliency (including climate change adaptation measures designed to protect the life and safety of users, preserve the architectural integrity of structures and minimize costly repairs resulting from ongoing impacts).
6. Plan and design campus facilities with an appropriate, clear and coherent identity. Incorporate the long and important history of the Chelsea Soldiers' Home to enrich the architectural character of the proposed campus.
7. Evaluate cost-effective adaption of historic structures feasible for reuse to accommodate components of the proposed campus program.
8. Create a safe, secure, sustainable and resilient campus that intelligently harnesses federal, state and local resources. The feasibility study will be required to forecast operating costs and revenues, and analyze financial sustainability.



Aerial view of the water tower and Quigley Memorial Hospital, with the adjacent historic structures lining both sides of Crest Avenue

Overall Scope of Work

The first step in the planning effort will be to prepare a certifiable building study in accordance with M.G.L. Chapter 7C requirements. The study will be organized into two parts:

Part One –Campus Development Framework and CLC Site Selection

Develop an overall scheme for the organization of the proposed Chelsea Veterans' Campus based on the previously listed program and utilization of the available state-owned land parcels. The campus organization scheme should address program functionality, resident safety and security, place-making, architectural coherence, phased implementation, incorporation of landscaped open space, on-site parking, pedestrian and vehicular circulation, service access needs, etc. Options for siting the proposed long term care facility should be identified.

Part Two – Certifiable Building Study and Schematic Design for the CLC

Program validation, space allocation, architectural concept (including options for reuse of the Quigley Hospital), engineering systems requirements, preliminary cost estimate and project schedule. Upon satisfactory completion of the feasibility study, a comprehensive schematic design package (in accordance with the DCAMM Designer Procedures Manual) will be developed, with a corresponding cost estimate. Upon completion of Part Two, and subject to availability of the required funding, project certification by the user agency and secretariat representatives, and the DCAMM Commissioner, will take place and the effort will proceed into preparation of full design documents and a bid package.

Outline of Study Scope of Services

The Designer must be prepared to enter into a contract and begin work immediately upon selection. Throughout the study process, the design team will focus on investigation of program, scope, architectural concept, project cost and schedule. Tasks are not expected to be linear, and it is understood that there may be overlap as needed.

In order to meet the VA capital grant application deadline for new projects, the CLC study must be substantially complete by March 2017. The schematic design will follow this deadline.

All interested applicants are advised that DCAMM wishes to incorporate Schematic Design for the proposed project in the Study Phase of this planning effort. The required corresponding scope of work and fee have been adjusted accordingly.

The feasibility study phase for the proposed project will include, but not be limited to, the following steps and tasks:

1. Project Start-Up and Problem Definition
 - Attend "A" Conference to review DCAMM administrative and project management policies, procedures and protocols.
 - Conduct "S" Workshop with DCAMM and user agency working group to review project goals and objectives, planning process, schedule of milestones, information and data requirements, etc. All design team members (including subconsultants) will be introduced to the user group, and their roles and responsibilities described. The Designer should assume bi-weekly working sessions throughout the duration of the study phase unless otherwise notified.
 - Prepare detailed workplan for study phase with task descriptions including scope items, methodology, deliverables, schedule with milestones, fee breakdown by task and deliverable, team directory, etc. Written notice-to-proceed with the project will be based on approval of the workplan by the Director of Programming, and the approved workplan will constitute a formal amendment to the Designer's Contract.
2. Existing Conditions Review, Information-Gathering and Program Analysis
 - Review and validation of findings from the *Quigley Hospital Building Feasibility Study*, dated May 2013, prepared by Payette Associates; this study analyzed the adaptation of the Quigley Hospital building to meet the VA's standards and guidelines for CLC's.
 - Document all relevant existing conditions (including all relevant site and building information related to the Quigley Hospital) necessary for the proposed project and prepare base drawings as needed; if deemed necessary, perform a building assessment of the Quigley Hospital structure to determine suitability for reuse/repurposing options that will support the Chelsea Veterans' Campus programs.
 - Conduct a building code analysis and identify all appropriate regulatory requirements necessary for developing a state-of-the-art facility eligible for all available federal reimbursements regarding capital and operating costs.
 - Identify up to three comparable facilities (including the Leonard Florence Center for Living in Chelsea) and organize site visits.
 - Interview EOHHS, DPH, DVS and Chelsea Soldiers' Home representatives to gain a thorough understanding of mission, programs and service delivery, staffing, functional requirements and other relevant planning-design considerations.

- Develop detailed tabular space allocation program for the long term care facility, incorporating the VA’s Community Living Center model and design guidelines, and relevant industry standards and norms, broken down by individual functional area and sub-area; the space allocation should identify all net useable square footage and capacities, and all gross space requirements including horizontal-vertical circulation, supply storage, building support areas, mechanical/electrical rooms, structure and partitions, etc. to ensure sufficiently detailed and complete sizing of the proposed facility; evaluate program with respect to budget and prioritize accordingly.
- Prepare draft room data sheets and room layout diagrams for all net spaces in the preferred program for the new facility.
- Document all relevant site planning requirements including parking, service access, recreational open space, etc.
- Review Executive Order 484 goals, LEED criteria and other applicable performance data; develop architectural design strategy for meeting sustainability performance requirements.
- Develop analytical framework for measuring construction and operating cost impacts during study and design phases.
- Identify permits, reviews and interactions with regulatory agencies, and factor into detailed timeline for project delivery
- Prepare preliminary project schedule.

Please note that the project goals and objectives may be adjusted based on the initial findings.

3. Evaluation of Alternative Concepts

Identify and analyze up to three meaningful alternative design schemes for implementing the proposed project. These alternatives may be brainstormed as a group exercise in a workshop setting. Design options may be based on items such as site and building organization and massing, cost impacts, construction phase considerations, implementation timetable, etc. For each alternative concept develop the following: blocking and stacking diagrams for each design scheme; and plans and diagrams illustrating critical adjacencies and organizing elements. Evaluate the advantages-disadvantages of each scheme with respect to building design efficiencies, construction phase logistics, implementation schedule, total project cost, etc.

4. Project Review Workshop

A half-to-full day workshop, led by the design team, will be scheduled to provide all project participants and interested parties an opportunity to comment on the key issues and findings resulting from the overall analysis of the project, and review the alternative concepts and preferred option selected from the work in Task 4. An appropriate presentation should be prepared for the Project Review Workshop.

5. Preferred Concept Development and Project Implementation Strategy

Complete description of the preferred project concept (including any renovation of existing structures) and implementation strategy (addressing phasing of priority projects), including:

- Program -- A revised tabular program for all spaces included in the proposed facility; revised relationship diagram depicting important adjacencies; revised room data sheets with room layouts as required for illustration, equipment lists and performance requirements.
- Site and Building -- An architectural and site design drawing set including conceptual plans, elevations, and building sections; LEED checklist and energy and water use estimates as required for Executive Order 484 compliance; architectural, mechanical-electrical-plumbing systems, and site narratives.
- Cost -- detailed cost estimate in Unifomat.
- Schedule -- list of all applicable codes, permits and reviews; implementation schedule including permitting, reviews, construction phasing and other critical logistics, enabling projects, etc.

If the recommended approach includes renovation of existing structures on the Chelsea Soldiers’ Home site, a prioritized phased implementation strategy should be provided.

6. Feasibility Study Draft and Final Reports

For the certifiable study package, prepare a Draft Report incorporating, coordinating and narrating appropriate content for the tasks above, with appendices as required for review. The report should provide sufficiently detailed information to describe all relevant aspects of the proposed project program and design concept. Based on comments provided by the user group and with revisions as directed by DCAMM, a Final Report should be prepared, including an executive summary and project narrative, with revisions as directed by DCAMM, and submitted as required in digital and hard copy formats. An accompanying briefing presentation in PowerPoint format should also be provided.

7. Schematic Design Package

To be prepared and submitted in full accordance with DCAMM’s Designer’s Procedures Manual.



Chelsea Soldiers' Home skyline atop Powder Horn Hill

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.

- *Quigley Hospital Assessment of Building Exterior*, May 2016, prepared by Gale Associates
<http://www.mass.gov/anf/docs/dcam/dsblist/dsb161102-csh-quigley-hospital-assessment-of-building-exterior-gales-associates-201605.pdf>
- *Quigley Hospital Building Feasibility Study*, dated May 2013, prepared by Payette Associates
<http://www.mass.gov/anf/docs/dcam/dsblist/dsb161102-csh-hospital-building-feasibility-study-payette-associates-201305.pdf>
- *Design Guide, Community Living Centers*, dated June 2011, Department of Veterans Affairs –
<http://www.cfm.va.gov/til/dguide/dgclc.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* (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 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 eight 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 ten 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, and the certified study, and any other documents as necessary.

<http://www.mass.gov/anf/docs/dcam/dlforms/forms/study-design-combination-contract-07-7-16.pdf>

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 “state assisted building” projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

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’s Procedures Manual dated August 2008 (<http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>). Please note that DCAMM will issue revisions – expected in Fall 2016 -- to the Designer's Procedures Manual which are related to the completion of Schematic Design in the Study Phase. 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.

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 and 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

All of the Designer’s work must comply, *at a minimum*, with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/eopss/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. The Designer shall track all changes made to the DCAMM standard documents in electronic format, and shall include updated content in all submissions at every step of the project.

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/pubblldgconstr/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 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 M.G.L 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.)* | 7. Specifications Consultant (independent consultant required) |
| 2. Mechanical Engineer (M/P/FP) | 8. Cost Estimator (independent consultant required) |
| 3. Electrical Engineer | 9. Building Code Consultant (independent consultant required) |
| 4. Structural Engineer | 10. Healthcare Programmer |
| 5. Civil Engineer | 11. Sustainability Design Specialist |
| 6. Landscape Architect | |

Team personnel with key project roles and responsibilities should highlight relevant experience in their resumes (section 7 of the DSB application form) and demonstrate their involvement in the projects cited under current and relevant work (section 8A of the DSB application form).

*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 the planning, design and construction of comparable healthcare facilities. | 3. Demonstrated experience with the programming of healthcare and social services delivery for veterans’ needs. |
| 2. Demonstrated experience with the application of the Department of Veterans Affairs design guidelines for Community Living Centers. The Healthcare Programmer should have specific experience in the application of the VA design guidelines and familiarity with related requirements. | 4. The architect and key members of the design team must have demonstrable experience with modeling, feasibility analysis and concept development for an integrated design solution resulting in a high performance building embodying state-of-the-art energy and water conservation for projects of comparable size and type, and low impact site development. Relevant projects should be appropriately described and illustrated. |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and General Instructions - **DSB Application Form (Updated July 2016)** are included with this Public Notice and available for download at www.mass.gov/dcam/dsb

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.