Insert date Study is completed]

[Insert date of any revisions prior to certification, if applicable]

Study for Certification of

Deferred Maintenance Project

[Use this Template for Deferred Maintenance Projects with a

Dollar Value of $300,000 To $5 Million ($10 Million for UMass system)]

Title [insert Name of Project]

Facility [insert Name of Building or Site]

Location [insert address and town/city]

State Project #, Phase: [insert number issued by DCAMM]

CAMIS ‘J’ #:

Agency Project #:

Prepared For:

[Insert name of User Agency]

[Insert address of User Agency]

The Commonwealth of Massachusetts

Division of Capital Asset Management and Maintenance (DCAMM)

One Ashburton Place, 15th floor

Boston, MA 02108



Prepared By:

[Insert name of design firm]

[Insert address of design firm] Updated Template 6/24

Acknowledgements

The following individuals and firms contributed to the report:

Requesting Agency:

DCAMM:

House Doctor:

Sub-Consultants:

Cost Estimator:

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**Section 1 – Study Summary**

*Write a clear and succinct summary that addresses the following:*

The Need

*Briefly summarize what problem prompted the preparation of the study****,(*such as a boiler at the end of its Expected Useful Life, a failing elevator that requires modernization, or a leaking roof that needs to be replaced …)**

*[(Name of requesting agency}* has engaged (name of design firm) for the preparation of this Study to (*describe the tasks to be performed by the House Doctor, i.e., review options for replacement of rooftop units, identify building deficiencies related to the proposed work such as life safety, accessibility, environmental issues, energy efficiency, fossil fuel reductions, and resilience etc.}]*

The Findings

*Summarize major deficiencies identified by the existing conditions investigation such as: “the elevator has exceeded its useful life, has had repeated mechanical failures and does not meet accessibility or elevator code requirements”; “the fire alarm system has been cited by the state inspector and failed inspection, resulting in a short-term certificate of occupancy”. Indicate whether more than one possible solution has been considered and analyzed.*

The Recommendation

***[Briefly summarize the proposed solution or action needed to address the issues described above. For example, for a roof replacement:***

* *Does the entire roof require replacement or only a part of the roof?*
* *Are solar panels or HVAC equipment installed on the roof? What is the age/condition of the equipment, and should it be replaced at the same time (or in sequence) with the deteriorated roof?*
* *What is the load capacity of the roof’s underlying structure? Will the additional insulation required by code for a new roof impact the building’s snow load capacity?*
* *If the building has parapets, do they require masonry (or some other type) of repair?*
* *For projects that will replace energy-consuming equipment (I.e., boilers, chillers, etc.) have the most energy efficient alternative(s) been specified? Have applicable utility rebates been identified? Is there an opportunity to move away from fossil fuels?*

*Briefly summarize the proposed schedule for implementation, including reference to any construction phasing or sequencing that must coincide with the academic year, fiscal year, non-winter months, or other schedule constraints. Provide the Estimated Construction Cost (ECC) and Total Project Cost (TPC). Indicate other funding sources that will be applied to this project, if applicable.]*

* *I acknowledge that the information provided by the House Doctor in this Study has been reviewed and approved by the User Agency for accuracy including investigation of existing conditions, applicability of building code and accessibility regulations, estimated construction cost, and schedule for design and construction.* Signature of Agency Point of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: Click or tap here to enter text. E-mail Address: Click or tap here to enter text.**Section 2 – Existing Conditions Investigation**

*[Name of design firm]*, in collaboration with *[name of sub-consultant(s), if applicable]* investigated the existing conditions of the *[name of facility]* located at *[location of facility]*. The team performed an investigation of the problem and existing conditions during *[month and year]* including *[list all tasks included in the existing conditions investigation, i.e., observing, testing, measuring, and photographing the existing conditions.]*. *[Name of design firm]*, serving as the primary consultant to the *[name of User Agency]*, has compiled and analyzed the results of this investigation to determine possible options and a recommendation for remediation.

Basic Building Data [for site projects, complete just the last two lines]

|  |  |
| --- | --- |
| Year of original construction | Click or tap here to enter text. |
| Year(s) of recent renovations | Click or tap here to enter text. |
| Building occupancy type | Click or tap here to enter text. |
| Building square footage | Click or tap here to enter text. |
| Building use/occupancy | Click or tap here to enter text. |
| Building Owner of Record – Deed Book & Page # | Click or tap here to enter text. |
| Building Care and Control | Click or tap here to enter text. |
| Current CAMIS Value | Click or tap here to enter text. |
| CAMIS ‘J’ Number | Click or tap here to enter text. |
| CAMIS Site Code and/or Building Number | Click or tap here to enter text. |

### Investigation Findings

*[At a minimum, include the following information:*

* *Describe observations of existing conditions and identify known deficiencies and code violations.*
* *Identify any conditions that must be further investigated requiring additional services and funding (i.e. test pits, flow tests, existence of hazardous materials, etc.).*
* *Photographs of existing conditions taken during site visits. Caption each photo with its location and the issue(s) that it illustrates.*
* *Site plan with utility locations, if applicable; construction drawings of buildings, systems, and relevant details, etc.*
* *Cutsheets of equipment, fixtures, and other devices, if applicable, to illustrate options for remediation.*
* *Scope of prior studies addressing this same issue or same area of the facility, if applicable.*
* *Summary of expenses related to maintenance and repair of the building element, systems or equipment addressed in this Study, if applicable.*
* *Consequences of possible failure on building occupants and services provided.*
* *Opportunities to reduce impact and potential costs from flooding, sea level rise, or other climate-related impacts.*
* *Opportunities to reduce fossil fuel use and/or move to low-carbon fuels (e.g., electrification).*

*[NOTE: Even if a Study is limited in scope, be sure that related systems or equipment are considered in the investigation so that the scope of the recommendation is comprehensive. For example, repaving parking lots may require investigating storm drains, storm water capacity and regulations, the presence and condition of underground utilities that may need updating before repaving, accessibility regulations regarding parking and grading, and the need for EV charging stations or related infrastructure. Review CAMIS and Facility Condition Assessments, if available, for associated work that may have been previously identified for Deferred Maintenance funding and should be considered for possible inclusion in this project].***Section 3 – Acceptable Code and Regulations Summary**

The following is a **summary** of the essential requirements of the code review conducted for this project, describing the evaluation of the existing building in accordance with 780 CMR 34.00 (2015 International Existing Building Code with amendments) and Executive Order 594[[1]](#footnote-2) and the compliance approach associated with the proposed work:

**Introduction and Project Description**

*[Describe the anticipated project scope and list major code information that must be identified.]*

**Applicable Codes**

*[Check appropriate boxes to indicate which codes and regulations are applicable to the project as well as the associated model code basis. Note that information on existing conditions already may be provided in CAMIS.]*

|  |  |  |
| --- | --- | --- |
| Building Code 780 CMR 34.00 (2015)  |  [ ]  Applicable | [ ]  Not Applicable |
| Fire Protection | [ ]  Applicable | [ ]  Not Applicable |
| Plumbing  | [ ]  Applicable | [ ]  Not Applicable |
| Electrical | [ ]  Applicable | [ ]  Not Applicable |
| Mechanical  | [ ]  Applicable | [ ]  Not Applicable |
| Elevator | [ ]  Applicable | [ ]  Not Applicable |
| Hazardous Materials  | [ ]  Applicable | [ ]  Not Applicable |
| Energy | [ ]  Applicable | [ ]  Not Applicable |
| Accessibility | [ ]  Applicable | [ ]  Not Applicable |
| PNF Submission to Historical Commission 950 CMR 71.07 | [ ]  Applicable | [ ]  Not Applicable |
| Executive Order 594 (see footnote) | [ ]  Applicable | [ ]  Not Applicable |
| Climate Resilience Survey | [ ]  Applicable | [ ]  Not Applicable |
| Wetlands Protection 310 CMR 10.00 | [ ]  Applicable | [ ]  Not Applicable |

**Code Analysis** *[Identify who conducted the code analysis. If a detailed code analysis report is prepared by a sub-consultant, enter the name of the firm and the date of the report as part of the overview below. Attach the full report to this study under “Section 7 – Appendices”. For each applicable code checked above, provide a description of the work that will be required as part of this project to meet that code’s requirements.]*

MA Building Code 780 CMR Chapter 34 (2015 International Existing Building Code with amendments)

*[Investigate and evaluate the proposed work in sufficient detail to determine the effects of the work on the space or building component under consideration in relation to these requirements:*

* *structural*
* *means of egress*
* *fire protection*
* *energy conservation and decarbonization*
* *roof, window, envelope insulation*
* *lighting*
* *hazardous materials*
* *accessibility*
* *ventilation*

*Where necessary, identify the effects on the entire structure and its foundation if they will be impacted by the proposed work. The results of the investigation and evaluation, along with any proposed compliance alternatives, shall be submitted to the building official in written report form.*

*Describe the classification of work and define alteration level required in addition to the scope of work.]*

Fire Protection 780 CMR Chapter 9 (2015 International Existing Building Code with amendments; NFPA 72, 2017 Edition)

*[Provide an overview of the existing fire protection system and determine improvements required for sprinkler system (including M.G.L. c. 148, § 26G), standpipes, and/or fire alarm and detection within and beyond the work area.]*

Plumbing 248 CMR

*[Provide an overview of the existing plumbing system as it pertains to the scope of work. For work involving fire suppression systems, review requirements for standpipes, and/or fire alarm and detection within and beyond the work area, as applicable. For work in areas with plumbing fixtures, review requirements for upgrades, if any. If toilet room upgrades involving toilet fixtures are required for MAAB compliance, review fixture count requirements.]*

Electrical 527 CMR 12.00

*[Provide an overview of the existing electrical system and determine improvements required to eliminate hazards and to bring installations into compliance and support current or future electrification.]*

Mechanical 780 CMR Chapter 28 (2015 International Existing Building Code with amendments)

*[Provide an overview of the existing mechanical system and determine improvements required to bring existing systems into compliance with current code requirements and Executive Order 594.]*

Elevator 524 CMR

*[Provide an overview of the existing elevator equipment and components and identify improvements/upgrades required by the Elevator Board and the Architectural Access Board, including cab dimensions, upgrades to control panel, door operation and emergency notification.]*

Hazardous Materials 310 CMR 30.000

*[Provide a description of investigations undertaken to determine if any hazardous materials (including, but not be limited to asbestos-containing materials, polychlorinated biphenyls (PCBs), mercury, lead paint, refrigerants, containerized wastes and raw products storage) exist in the proposed work area. Specify how each will be addressed in the project scope, cost and schedule.]*

Energy 780 CMR Chapter 13 (2015 International Existing Building Code with amendments)

*[Provide an overview of the alterations to building components affecting the energy profile of the building and identify improvements required to update the energy efficiency of the building’s existing systems.*  Describe how the solution reduces fossil fuels (efficiency and electrification) or makes the building ready for electrification. *]*

Accessibility 521 CMR, 2010 ADA Standards, 28 CFR Part 35.151

*[To understand DCAMM’s requirements for accessibility compliance with Title II of the Americans with Disabilities Act, the Architectural Access Board Regulations, and the 2010 ADA Accessibility Standards, please refer to the detailed guidance in the* [***Instructions for Submitting a Deferred Maintenance Study***](https://www.mass.gov/doc/deferred-maintenance-new-study-instructions-0/download)*. These Instructions provide a step-by-step guide to determine accessibility compliance that must be addressed below**.*  *The “Accessibility Summary” document from a recent FCA or an Accessibility Audit done by others (DCAMM or consultant) can be used in place of the DCAMM Accessibility Checklist.*

*NOTE: The* [***DCAMM Scoping Form for MAAB Compliance***](https://www.mass.gov/service-details/compliance-tools-developed-by-the-statewide-accessibility-initiative) *must be completed for ALL Deferred Maintenance projects,* ***regardless of size and scope****, to determine what, if any, accessibility improvements will be required by state code. Attach the completed form to the Study as Appendix A.*

*Use the text below and fill in the blanks to describe accurate accessibility scope for this project:*

**Architectural Access Board (AAB) and ADA Title II Summary**

*“[Building name] is owned by the Commonwealth of Massachusetts and is required to meet the accessibility requirements of both the Architectural Access Board (AAB), Section 3.00 of 521CMR, 2006 Edition; Title II of the Americans with Disabilities Act (ADA), 28 CFR Part 35 as amended; and the 2010 ADA Standards for Accessible Design. When the state and federal regulations differ, the regulation that provides the greater level of accessibility must be followed.*

*The ADA is a civil rights law, not a building code. Title II requires more accessibility than the AAB when a project includes alterations to a program space, sometimes including an accessible path of travel (including access to toilets) from site arrival to the program space.*

*The Rules and Regulations of the Architectural Access Board 521CMR are enforced by local and state building inspectors, but interpretations are made, and variances granted, only by the Architectural Access Board.”*

**Accessibility Scope of Work according to AAB**

This project has the following scope of accessibility work that must be included in the cost estimate: *[select* *and use the paragraph below – A, B or C - that matches the* ***Scoping Result*** *on page 4 of the* ***MAAB Scoping Form****. Eliminate the paragraphs that are not selected]*

1. The estimated construction cost for this project (plus work performed over the last three years) is greater than $100,000 but less than $500,000 and all the work being performed is limited to “exempt” categories listed on page 2 of the MAAB Scoping Form (Appendix A). No additional accessibility work is required to be included in this project. However, any element that has accessibility requirements and is touched by this project must be made compliant. *[If elements, such as paved walkways that are dug up for utility replacements, are impacted by the project scope of work, identify the scope of that accessibility work here. If it is anticipated that no elements are required to be made compliant, include the following statement:*

“The project scope does NOT include specific elements that are required to be compliant with MAAB or the ADA.”

1. The estimated construction cost for this project (plus work performed over the last three years) exceeds $100,000 and is less than 30% of this year’s CAMIS value, as documented in the MAAB Scoping Form. The building must have at least one fully accessible entrance, one fully accessible single user toilet room or fully accessible multi-user toilet rooms for men and women, and an accessible hi-lo drinking fountain or one high and one low. If public telephones exist, one must be fully accessible.

*[Select one of the two statements below]*

1. All four of these elements are in full compliance at the time of this Study as documented by *[select one]* access audit data from the Statewide Accessibility Initiative OR data gathered on the DCAMM Accessibility Checklist. The documentation is in Appendix A.

***OR***

1. Some of these elements are not in full compliance with the MAAB or the ADA Standards. The following work must be included in this project:
* To achieve one unrestricted/unlocked accessible building entrance, the following work must be completed at the entrance at *[location]: [itemize the scope of work]*
* To achieve one accessible single-user toilet OR one “Men” and one “Women” accessible, multi-user toilet room, the following work must be completed at *[Rm #, floor #]*: *itemize the scope of work]*
* Drinking fountains exist. To achieve accessible high and low drinking fountains, complete the following work on [floor # and location]: *[itemize the scope of work]*
* A public telephone exists. To achieve an accessible public telephone: *[identify location and itemize scope of work]*

Any element that has accessibility requirements and is touched by this project also must be made compliant. *[If elements, such as paved walkways that are dug up for utility replacements, are impacted by the project scope of work, identify the scope of that accessibility work here.]*

 *[If it is anticipated that no elements are required to be made compliant, include the following statement.] ”* The project scope does NOT include specific elements that are required to be compliant with MAAB or the ADA.”

1. The estimated construction cost for this project (plus work performed over the last three years) exceeds 30% of the [current year] CAMIS value of the building or may exceed 30% when the permit is pulled in *[month and year]* or when construction has been completed and change orders are included in the total construction cost. The entire building must be brought into full compliance with the MAAB regulations. Accessibility information is provided in more detail within Appendix A. The scope and cost of bringing the building into full compliance with the MAAB is *[insert the cost that can be attributed to accessibility alone and would not be covered by the general scope of work].*

**MAAB Variances** *[**provide any information related to a current or proposed variance here. See* [***Instructions for Submitting a Deferred Maintenance Study***](https://www.mass.gov/doc/deferred-maintenance-new-study-instructions-0/download) *for additional information. If applicable, add the following text]*

An active variance currently exists for this building and may need to be addressed as part of the scope of this project. A copy is in Appendix A.

The Agency and House Doctor propose that a variance be sought for the following compliance issues: *[list elements and give reasoning to be used in variance application]*

**Accessibility Scope of work according to ADA Title II Compliance**

*[Select the applicable paragraph – 1 or 2 - below and delete the other. Reading* [***28 CFR Section 35.151 (a) to (c)***](https://www.ada.gov/regs2010/2010ADAStandards/2010ADAStandards.pdf) *is highly recommended for full understanding of responsibilities under Title II of the ADA.*

1. The project scope does NOT include alterations to any primary function areas in the building so does not trigger accessibility upgrades greater than those required by the MAAB analysis above.

*OR*

1. The project scope includes alterations to one or more primary function areas in the building. These areas are *[list]* and the accessible route from each area to the nearest accessible parking space/transit stop will require the following accessibility barriers to be addressed: *[List barriers and describe how each will be made accessible]*

The anticipated cost of making the program area and the related route accessible is *[fill in the total estimated cost]*and is included in the cost estimate. This cost does not exceed 20% of the Estimated Construction Cost; therefore, the scope must be addressed as part of this project.

Massachusetts Historical Commission PNF Submissions

*950 CMR 71.07 requires proponents of projects that will impact the Commonwealth’s properties to file* [***Project Notification Form****s*](https://www.mass.gov/doc/mass-historic-project-notification-form-1/download?_ga=2.63114790.826780768.1718713396-1666864358.1715713780&_gl=1*16m6emc*_ga*MTY2Njg2NDM1OC4xNzE1NzEzNzgw*_ga_MCLPEGW7WM*MTcxODczMDUxOS4xMS4xLjE3MTg3MzA2NzAuMC4wLjA.)***(PNF)*** *with the Massachusetts Historical Commission (MHC), allowing them to review the proposed scope of work to determine if there will be any adverse effects on historic or archaeological resources. (See Study Template Instructions when this requirement is not applicable)*

Executive Order 594

*[Describe how the project complies with Executive Order 594. Work in existing building requires that projects examine and prioritize: 1) alternatives to fossil fuels, 2) transition to biofuels if location uses oil, 3) facilitate transition from fossil fuels, 4) upgrade envelope where possible, 5) facilitate renewable energy systems, 6) protect critical infrastructure from climate risks, and 7) support the installation of EV charging equipment. See:*

*[Describe how the project complies with requirements to provide or prepare for electric vehicle charging equipment. [EO 594 required EV charging in certain circumstances. See* [*https://www.mass.gov/info-details/leading-by-example-executive-order-594-decarbonizing-and-minimizing-environmental-impacts-of-state-government*](https://www.mass.gov/info-details/leading-by-example-executive-order-594-decarbonizing-and-minimizing-environmental-impacts-of-state-government?_gl=1*1c2qqm2*_ga*MTk0NzYwNTIxOC4xNzI3OTgzMzYz*_ga_MCLPEGW7WM*MTcyOTc4NjAzNi4yLjAuMTcyOTc4NjAzNi4wLjAuMA..)

**Wetlands Protection 310 CMR 10.00**

 

**Section 4 – Options and Proposed Solution**

**Analysis of Potential Solutions**

*[Using the information from the Existing Conditions Investigation and the Code Summary, describe possible options for addressing the problem that prompted the preparation of the Study if more than one option has been considered. For projects with cost constraints, this discussion should include tradeoffs such as repair vs. replacement. For each potential solution and purposes of comparison, be sure to include:*

* *A name for each option – A, B, C or descriptor.*
* *A description of the option and its advantages and disadvantages, including key stakeholder concerns and any unknowns that may affect the selection of the preferred solution.*
* *Plans and/or diagrammatic materials that illustrate the scope of each option and its impacts.*
* *A conceptual cost estimate.*
* *Estimated time to complete the design and construction phases, including any unique considerations related to the option.]*

**Preferred Solution and Scope of Work**

*[This narrative must include:*

1. ***An evaluation of the climate & sustainability (carbon, energy, water, resilience, etc.) impacts of the preferred/solution and any alternatives not recommendation if applicable.*** *(See study template instructions page 15 & 16).*
2. *A detailed description of the Preferred Solution. Identify any recommended “Add Alternates”, if applicable.*
3. *Site plans, floor plans, or any other drawings to define, describe and support the Preferred Solution, if applicable. In accordance with M.G.L. c. 7C, § 59, the proposed solution must be presented at a level of detail for schematic design. Attach supplementary documents such as drawings, cutsheets, specifications, calculations, worksheets, etc. to this study under Section 7 – “Appendices”.*
4. *A detailed description of which existing conditions will be (or will not be) addressed by the Preferred Solution.*
5. *If HVAC, mechanical, plumbing, or electrical work is included in the Preferred Solution:*
	* *Identify and quantify energy efficiency opportunities.*
	* *Specify equipment with the highest level of efficiency.*
	* *Identify the applicable utility providers.*
	* *Identify available utility incentives.*
6. *Eliminate heating oil, if possible, or transition to burn at least 10% biodiesel fuel oil. (*[*Executive Order 594 requirement*](https://www.mass.gov/info-details/leading-by-example-executive-order-594-decarbonizing-and-minimizing-environmental-impacts-of-state-government?_gl=1*1c2qqm2*_ga*MTk0NzYwNTIxOC4xNzI3OTgzMzYz*_ga_MCLPEGW7WM*MTcyOTc4NjAzNi4yLjAuMTcyOTc4NjAzNi4wLjAuMA..)*)Training for “in-house” facility maintenance staff that will be required to ensure proper operation of the new equipment and verification of the training requirements by the equipment manufacturer.*
7. *Implications for existing or required new equipment maintenance contracts (such as water treatment)*
8. *If the project location is susceptible to flooding or stormwater identify how the proposed work will address these conditions.*
9. *A summary of code requirements that are triggered and identified in Section 3. Describe any potential impact they may have on cost or schedule.*
10. *Estimated Construction Cost and Total Project Cost, with a reference to the detailed cost estimate in Section 5 – Cost Estimate. Be sure to include unique costs such as police details, testing, and certifications.*
11. *Estimated schedule for design and construction by months required to complete the project and any factors that may impact a start date. Indicate construction phasing or sequencing, if applicable. This summary should be a start-to-finish timeline, which appears in more detail in Section 6 – “Proposed Schedule”.*
12. *Indicate how long the information in the study will remain accurate and any factors that will require updating.]*

**Section 5 – Cost Estimate Summary**

**Study Costs**

1. Total Consultant Study Fees: $\_\_\_\_\_\_\_\_
2. Total Consultant Reimbursable not included in study fee: $\_\_\_\_\_\_\_\_

**Total study cost** **$\_\_\_\_\_\_\_\_**

**Design and Construction Cost Estimate (prepared by:** *[enter name of cost estimator]*

*[If a detailed cost estimate is prepared by a consultant, enter the name of the firm and the date of the estimate report and attach it as an Appendix.]*

**Identify cost estimator’s assumptions and exclusions**

**A. Estimated Construction Cost (ECC) based on this Study** $\_\_\_\_\_\_\_\_

1. ECC date (*Month/Year*):
2. Projected construction midpoint (*Month/Year*):
3. Months elapsed from ECC date to construction midpoint:
4. Cost escalation rate (*3% per year x ECC*): $\_\_\_\_\_\_\_\_
5. Escalated Estimated Construction Cost (*ECC x Escalation Rate*): $\_\_\_\_\_\_\_\_

**B. Change Order Contingency (*10% of Escalated ECC*)**$\_\_\_\_\_\_\_\_

**C. Final Designer’s Fee**

1. Fee Rate (*%*) per [DCAMM Instruction Guidelines](https://www.mass.gov/doc/instruction-for-the-calculation-of-designer-fees/download):
2. Designer’s Fee (*Escalated ECC x Fee Rate*) $\_\_\_\_\_\_\_\_

**D. Other Designer Related Expenses not included in design fee** $\_\_\_\_\_\_\_\_

 *(e.g. permitting fees, testing, etc.)*

**E. Advertising and Printing** *(0.1% of Escalated ECC)* $\_\_\_\_\_\_\_\_

**F. Construction Administration/Resident Engineer:**

1. Period of time (*weeks*):
2. Rate *($/week)*: $\_\_\_\_\_\_\_\_
3. Reimbursable expenses: $\_\_\_\_\_\_\_\_
4. Resident Engineer costs: $\_\_\_\_\_\_\_\_

**G. Furnishings and/or Equipment** $\_\_\_\_\_\_\_\_

**TOTAL PROJECT COST (TPC) $\_\_\_\_\_\_\_\_**

**Section 6 – Proposed Schedule**

Once the Study document is certified, the project is funded, and funds have been encumbered, the schedule proposed below is anticipated to provide reasonable timeframes for project completion:

**Design and Construction Documents**

*[Identify how many weeks will be required to produce design and construction documents for the project. Provide specific timeframes for Schematic Design, Design Development, and Construction Documents, if applicable. Explain if variances with the Plumbing Board, Elevator Board, Architectural Access Board, etc. must be sought during the design phase and provide the anticipated timeframe.]*

**Bidding and Awarding**

*[Identify how many weeks will be required for bidding and the award of a contract for the project.]*

**Construction Duration**

*[If a detailed construction schedule is prepared by a consultant, enter the name of the firm and the date of the schedule report and attach it to this study under Section 7 – “Appendices”.]*

### Scheduling Considerations

*[Describe how many weeks will be required for construction, addressing the following considerations:*

* *Would construction be completed in a single phase or multiple phases?*
* *Due to phasing and/or sequencing, would construction need to coincide with the academic year, fiscal year, non-winter months, or other schedule constraints?*
* *Would construction need to be performed in a fully occupied building? If so, is it critical that the building experiences no shutdowns? Is swing space needed and available?*
* *Would long-lead items such as rooftop mechanical units and elevators need to be approved and purchased immediately following award of the contract?*
* *If regular access routes (including accessible routes for people with disabilities) within and/or adjacent to the facility must be closed during construction are alternative routes planned accordingly?*

With the assumption that this study will be finished, reviewed, and approved by DCAMM in a timely manner, usually two weeks, the contract for the projected is expected to be awarded by *[enter month and year].*

**Section 7 – Appendices**

Appendix A: Accessibility Scoping

DCAMM Scoping Form for MAAB Compliance

DCAMM Accessibility Checklist The “Accessibility Summary” document from a recent FCA or an Accessibility Audit done by others (DCAMM or consultant) can be used in place of the DCAMM Accessibility Checklist.

MAAB Variance *[if applicable]*

*[Ensure that the forms are completed and dated]*

**Appendix B: DCAMM Outline Specification for the Scope of Work**

**Appendix C: Full Cost Estimate**

**Appendix D: PNF Form** *[if applicable]*

Appendix E: Code Reports and Testing Reports

*[if applicable]*

Appendix X: *[Title]*

*Additional Appendices: [As applicable, include the following documents and/or detailed reports prepared by sub-consultants:*

* *Schematic Design Cutsheets and other equipment information.*
* *Manufacturers’ quotes.*
* *Incident reports and maintenance reports]*
1. Executive Order 594 for existing building requires that projects examine and prioritize: 1) alternatives to fossil fuels, 2) transition to biofuels if location uses oil, 3) facilitate transition from fossil fuels, 4) upgrade envelope where possible, 5) facilitate renewable energy systems, 6) protect critical infrastructure from climate risks, and 7) support the installation of EV charging equipment See: <https://www.mass.gov/info-details/leading-by-example-executive-order-594-decarbonizing-and-minimizing-environmental-impacts-of-state-government> [↑](#footnote-ref-2)