PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board
One Ashburton Place, Room #1018A, 10th Floor | Boston, MA | 02108
Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#:	**21-04**	
Notice Date:	February 10, 2021	
Submission Deadline:	March 3, 2021	At 2:00 PM
Project Number:	AXQD189512	
Project Title:	Relocate Main Gate Complex	
Project Location:	Barnes Air National Guard Base, 175 Falcon Dr, Westfield, MA 01085	
Awarding Agency:	Massachusetts Air National Guard (MANG)	
Estimated Construction Cost:	$5,500,000	
Fee for: Schematic Design/Certifiable Study	$54,000	
Final Design	To be Negotiated	

Contract Type:

X Study & Design Services

Prime Firm Requested:

X Architect
Landscape Architect
Engineer
Interior Designer
Programmer
Construction Manager
Other:

Immediate Services Authorized:

X Schematic Plans ad Outline Specifications
X Certifiable Building Study
Other:

It is intended that the following continued services will be required of the selected Designer's team following completion of the certified study and notification of the Board in accordance with M.G.L. c. 7C.

X Design Development Plans and Specifications
X Construction Plans and Specifications
X Administration of Construction Contract
Other:

AGENCY INFORMATION

The 104th Fighter Wing is a numbered organization of the Massachusetts Air National Guard, stationed at Barnes Air National Guard (ANG) Base, Westfield, MA, co-located at the Westfield-Barnes Regional Airport. The 104th Fighter Wing has been flying F-15Cs since 2007, when the Wing inherited the Aerospace Control Alert (ACA) mission to provide 24/7/365 homeland air defense of the entire Northeast United States of America.

The Wing is comprised of over 1,000 ANG Airmen and staffed by nearly 400 full-time employees to conduct the Wing's mission, including flying operations, aircraft maintenance, medical services, and base support functions. The Wing is situated on approximately 225 acres housing over 50 occupied facilities.

The 104th Civil Engineer Squadron and Base Civil Engineer office will act as the Owner's Representative on the design of a new Entry Control Facility (ECF) and Main Gate Complex.

PROJECT OVERVIEW

The 104th Fighter Wing requires an adequately sized and fully functional entry control point, road, and gatehouse that complies with the Department of Defense (DoD) antiterrorism/force protection (AT/FP) requirements of Unified Facilities Criteria (UFC) 4-010-01, DoD minimum antiterrorism standards for buildings, UFC 4-010-02, DoD Minimum Standoff Distances for Buildings (FOUO), and UFC 4-022-01, Security Engineering: Entry Control Facilities/Access Control Points. The gatehouse will be a single-story facility with one (1) guard booth, two (2) islands, a security gate, and overhead canopy. The commercial vehicle search area will be a simple-foundation with pre-engineered siding and a metal roof and two (2) overhead doors sized for commercial traffic. The entrance road and pavements will include two (2) inbound lanes and one (1) outbound lane and associated traffic calming features, rejection lanes, and parking for the gatehouse. Supporting facilities include passive barriers, active vehicle denial barriers, over-speed detection, wrong-way detection, exterior lighting, security fencing at the entry control area and installation boundary, and new underground utilities.

The current entry control facility (ECF) does not meet the criteria for UFC 4-010-01, DoD minimum antiterrorism standards for buildings, UFC 4-010-02, DoD Minimum Standoff Distances for Buildings (FOUO), and UFC 4-022-01, Security Engineering: Entry Control Facilities/Access Control Points. Specifically, the ECF does not have appropriate characteristics, including: size/length of the approach zone, access control zone, response zone, rejection area, segregated commercial vehicle search area, overwatch, active and passive barriers.

Program Components. Include:

1. Gate House (300 SF). The Gate House shall consist of enhanced force protection measures for Security Forces personnel. It shall match the architectural aesthetic of the installation, primarily insulated metal panel over brick veneer.
2. Overhead Protection (1,200 SF). The Overhead Protection shall cover two (2) lanes of POV checkpoints and be pre-fabricated sunshades, to match the architectural aesthetic of the installation.
3. Commercial Vehicle Inspection Bay (1,200 SF). The Commercial Vehicle Inspection Bay shall a pre-engineered building with roll-up vehicle doors, capable of inspecting large tractor trailers, away from the POV checkpoints.
4. Security Fencing & Passive Vehicle Barriers. Security fencing and barriers shall meet AT/FP requirements and additionally include over-speed and wrong-way detection.
5. Active Vehicle Denial Barriers. Denial Barriers shall be designed in accordance with AT/FP and UFC criteria for type and location.
6. Emergency Power Generation.
7. Road (including sidewalks, curbs and gutters).
8. Site Utilities (Power, Natural Gas, Water, Sewer, Telecommunications).
9. Low Impact Development and On-Site Storm Water Management.
10. Exterior Lighting.

Key Design Objectives. The design objective is to provide a complete and useable complex that provides an AT/FP-compliant ECF and facilitates ease of access to the installation for employees and visitors. Meet the Maximum Construction Cost (MCC) of $4,785,000 and Options/Additive Bid Items (ABI) as 10% of the MCC.

Project Location & Site Plan

Figure 1. Project Location

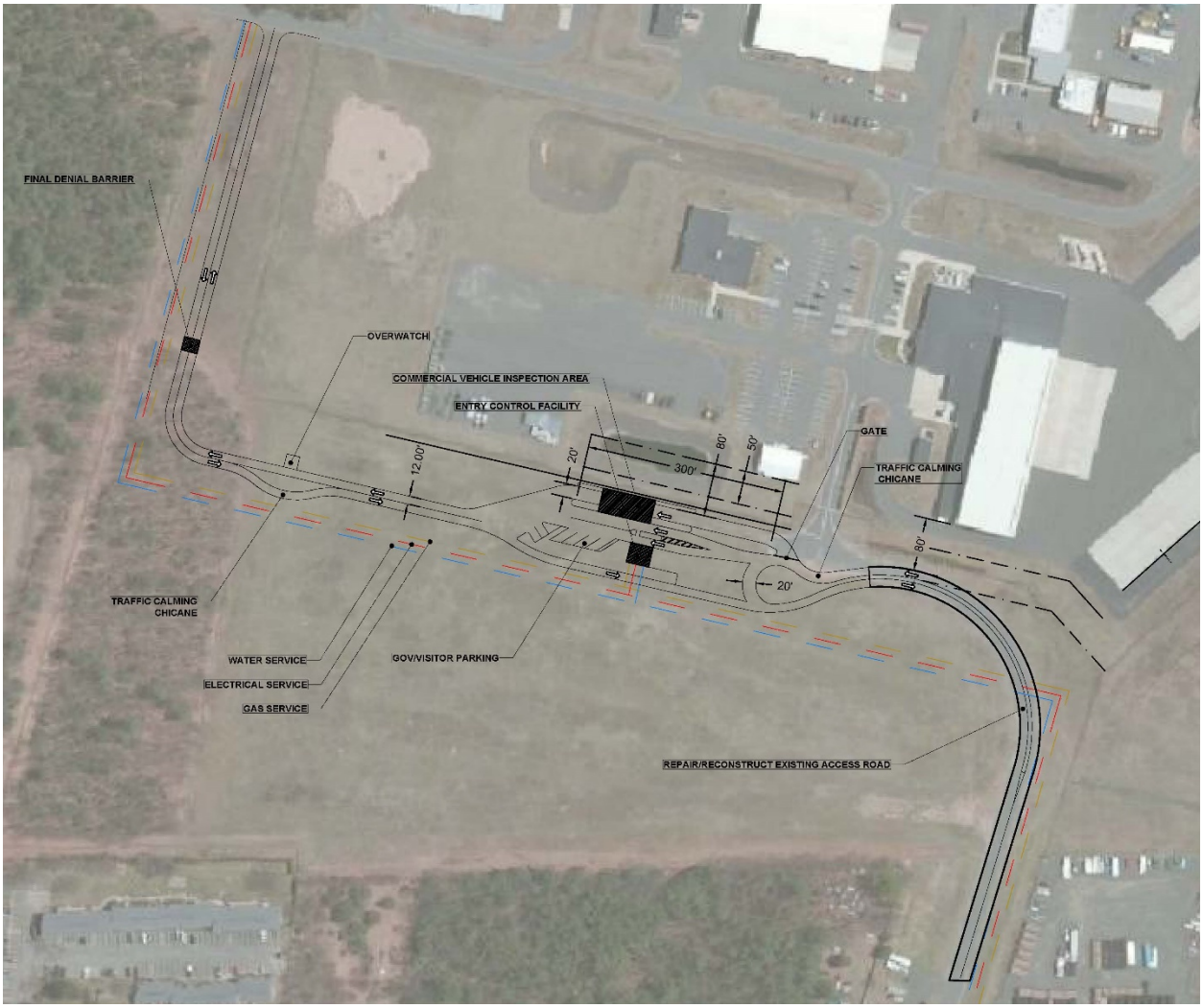
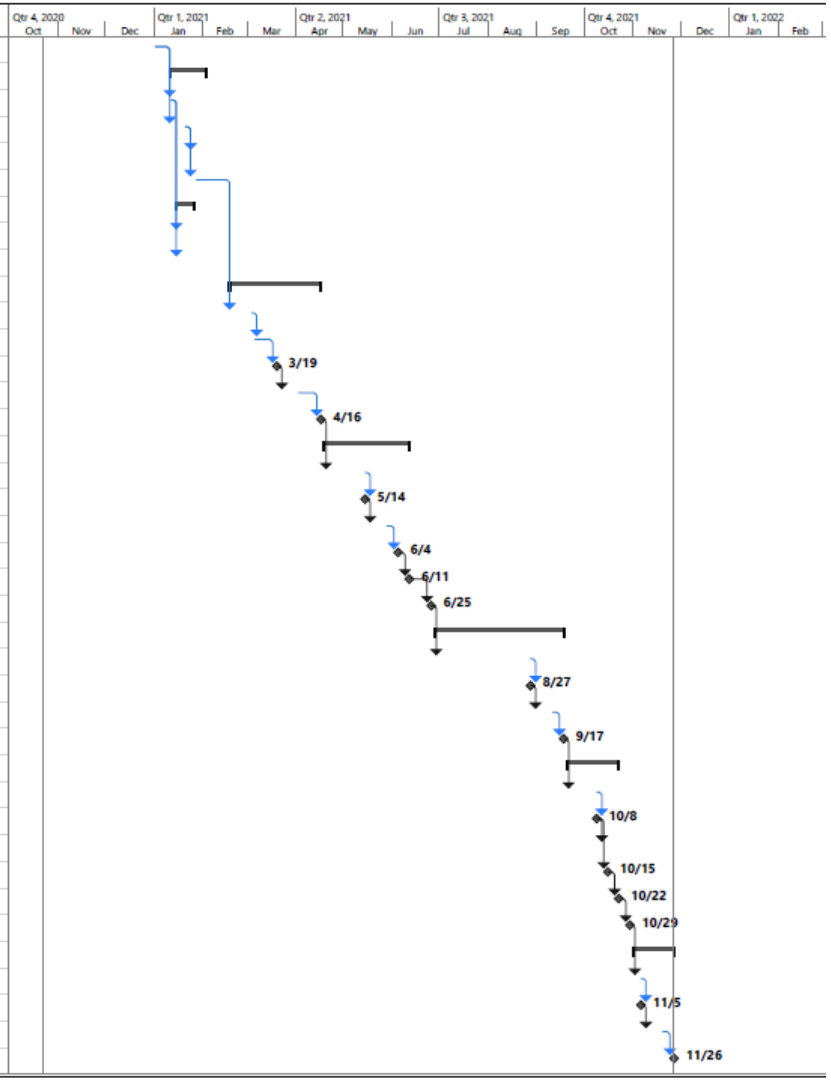


Figure 2. Concept Site Plan

Existing Conditions. The current site is undeveloped. In the tree-line, to the NW corner, there is a protected type of scrub oak that requires environmental protection. Utilities are accessible on the Airport Access Road, including power, water and sewer. Telecommunications is available from multiple points for connectivity to the installation's network.

Proposed Project Schedule. A concept design schedule is provided below. Total schedule is approximately 10-1/2 months for design.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		Award to A/E	1 day	Fri 1/1/21	Fri 1/1/21	
2		**Project Planning & Coordination**	**17 days**	**Mon 1/11/21**	**Tue 2/2/21**	
3		Project Kickoff Meeting	1 day	Mon 1/11/21	Mon 1/11/21	1FS+5 days
4		Prepare & Submit Project Work Plan	8 days	Mon 1/11/21	Wed 1/20/21	1FS+5 days
5		Field Sampling Plans/APP	9 days	Thu 1/21/21	Tue 2/2/21	4
6		Work Plan Approvals	5 days	Thu 1/21/21	Wed 1/27/21	4
7		**Investigative Servcies**	**8 days**	**Fri 1/15/21**	**Tue 1/26/21**	
8		Design Team Field Investigation	8 days	Fri 1/15/21	Tue 1/26/21	3FS+3 days
9		Survey (On-Site)	2 days	Fri 1/15/21	Mon 1/18/21	3FS+3 days
10		**Type A-1 Submittal (15%)**	**42 days**	**Thu 2/18/21**	**Fri 4/16/21**	
11		Design Charette Prep	10 days	Thu 2/18/21	Wed 3/3/21	6FS+15 days
12		Design Charette	2 days	Thu 3/4/21	Fri 3/5/21	11
13		Submit Draft Charette Report	0 days	Fri 3/19/21	Fri 3/19/21	12FS+10 days
14		Government Review Period	10 days	Mon 3/22/21	Fri 4/2/21	13
15		Submit Final Charette Report	0 days	Fri 4/16/21	Fri 4/16/21	14FS+10 days
16		**Type A-2 Submittal (35%)**	**40 days**	**Mon 4/19/21**	**Fri 6/11/21**	
17		A-2 Developmental Period	20 days	Mon 4/19/21	Fri 5/14/21	15
18		Type A-2 Submission	0 days	Fri 5/14/21	Fri 5/14/21	17
19		Government Review Period	10 days	Mon 5/17/21	Fri 5/28/21	18
20		Type A-2 Submission Review Meeting	0 days	Fri 6/4/21	Fri 6/4/21	19FS+5 days
21		Type A-2 Presentation	0 days	Fri 6/11/21	Fri 6/11/21	20FS+5 days
22		NTP to Type B Services	0 days	Fri 6/25/21	Fri 6/25/21	21FS+10 days
23		**Type B-1 Submittal (65%)**	**60 days**	**Mon 6/28/21**	**Fri 9/17/21**	
24		Design Period	45 days	Mon 6/28/21	Fri 8/27/21	22
25		Type B-1 Submission	0 days	Fri 8/27/21	Fri 8/27/21	24
26		Government Review Period	10 days	Mon 8/30/21	Fri 9/10/21	25
27		Type B-1 Submission Review Meeting	0 days	Fri 9/17/21	Fri 9/17/21	26FS+5 days
28		**Type B-2 Submittal (95%)**	**25 days**	**Mon 9/20/21**	**Fri 10/22/21**	
29		Design Period	15 days	Mon 9/20/21	Fri 10/8/21	27
30		Type B-2 Submission	0 days	Fri 10/8/21	Fri 10/8/21	29
31		Government Review Period	10 days	Mon 10/11/21	Fri 10/22/21	30
32		Type B-2 Submission Review Meeting	0 days	Fri 10/15/21	Fri 10/15/21	30FS+5 days
33		Type B-2 Presentation	0 days	Fri 10/22/21	Fri 10/22/21	32FS+5 days
34		NTP to Type B-3 Submittal	0 days	Fri 10/29/21	Fri 10/29/21	33FS+5 days
35		**Type B-3 Submitall (100%)**	**20 days**	**Mon 11/1/21**	**Fri 11/26/21**	
36		Design Period	5 days	Mon 11/1/21	Fri 11/5/21	34
37		Type B-3 Submission	0 days	Fri 11/5/21	Fri 11/5/21	36
38		Quality Control Review	10 days	Mon 11/8/21	Fri 11/19/21	37
39		Final Type B-3 Submission (Stamped)	0 days	Fri 11/26/21	Fri 11/26/21	38FS+5 days



Project: Project1
Date: Fri 10/23/20

Task	Project Summary	Manual Task	Start-only	Deadline	
Split	Inactive Task	Duration-only	Finish-only	Progress	
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress	
Summary	Inactive Summary	Manual Summary	External Milestone		

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In support of MANGs mission to create and manage forward thinking sustainable buildings, design teams are expected to identify and integrate carbon reduction strategies and resilience improvement opportunities associated with this project. This includes, but is not limited to, low/no carbon fuel sources, high efficiency measures, incorporating climate change resilience standards and adhering to agency climate change vulnerability assessments and resilience recommendations.

For these purposes, resilience is defined as: Ensuring that state facilities can be operated or adapted to resist and recover from the effects of hazards in a timely and efficient manner. This includes ensuring the preservation, restoration, or improvement of its essential structures and functions for the duration of its life cycle.

SCOPE OF WORK

The tasks identified below are representative for the purposes of this advertisement and are by no means fully inclusive. The A/E design process will align with the Air National Guard (ANG) Engineering Technical Letter (ETL) 10-03, ANG Design Objectives and Procedures. The current version is located at this hyperlink: https://www.wbdg.org/ffc/ang/engineering-technical-letters-angetl/angetl-10-03.

Task 1 - Study/Schematic Design Phase Services (Type A)
- Task 1.1. Type A-1 Concept Proposal (15%)
- Task 1.2. Type A-2 Concept Development (35%)

Task 2 - Design Phase Services (Type B)
- Task 2.1. - Type B-1 Contract Document Development (65%)
- Task 2.2. - Type B-2 Prefinal Design (95%)
- Task 2.3. - Type B-3 Final Design (100%)

Type 3 - Construction Administrative Actions (Type C)

Task 1 - Study/Schematic Design Phase Services (Type A)

Task 1 will be divided into two (2) submittals. Task 1 duration is estimated at 110 days. Task 1 includes all required investigative services, including, but not limited to surveys and field investigations. Prior to commencement of the effort, the A/E will provide a design schedules to be approved by the Base Engineer.

Task 1.1. Type A-1 Concept Proposal (15%).

The A/E will develop a Basis of Design document, up to three (3) concepts, and preliminary cost estimates for each alternative. At the approval of the Base Engineer, the A/E may conduct a thorough Design Charrette. The intent of this submittal is to reach approximately 15% design. This submittal can be provided electronically. The Basis of Design is the ANG deliverable that incorporates the Design Intent and Design Narrative, including project requirements, project scope, site considerations, and description of proposed systems and components. A thorough description of the Basis of Design document is located in ANGETL 10-03, Attachment 1.

Deliverables (see ANGETL 10-03, Attachment 8):
- Basis of Design
- Three (3) Concept Plans
- Preliminary Cost Estimates

Task 1.2. Type A-2 Concept Development (35%).

The A/E will develop an updated Basis of Design and an updated concept drawing set of the chosen alternative. This will include a site plan, floor plan, elevation, building sections, narratives of building systems, and an updated cost estimate. Additionally, all site investigation data and reports should be submitted at this time, including but not limited to soil borings, field investigation reports, and survey data and analysis. Additional documents, including Anti-Terrorism/Force Protection (AT/FP) and Sustainability Worksheets are required.

Deliverables (see ANG ETL 10-03, Attachment 9)

- Basis of Design
- Concept Plan
- Preliminary Cost Estimate, with Options/Additive Bid Items
- Updated Project Schedule
- AT/FP Documentation
- Sustainability Worksheet

Task 2 - Design Phase Services (Type B)

Task 2 will be divided into three (3) submittals. Task 2 duration is estimated at 110 days. Task 2 includes all required design efforts for producing drawings and specifications ready for solicitation of the construction contract. Prior to the commencement of Task 2, the A/E shall provide an updated design schedule.

Task 2.1. Type B-1 Contract Document Development (65%)

The A/E will develop the technical specification and design drawings to 65%. The A/E will provide an updated design schedule and ensure the project meets the Maximum Construction Cost.

Deliverables (see ANG ETL 10-03, Attachment 10)

- Draft Technical Specifications
- Detailed Construction Cost Estimate
- Drawings in 65% Detail
- Updated Basis of Design

Task 2.2. Type B-2 Prefinal Design (95%)

The A/E will incorporate design review comments for Task 2.1 and provide updated technical specifications and design drawings up to 100%.

Deliverables (see ANG ETL 10-03, Attachment 11)

- Final Specification including Division 01
- Final Detailed Drawings for All Disciplines (100%-level)
- Final Detailed Construction Cost Estimate
- Updated Basis of Design
- Updated Sustainability Worksheet

Task 2.3. Type B-3 Final Design (100%)

This submittal incorporates all final corrections and approved specifications/drawings for bid.

Deliverable (see ANG ETL 10-03, Attachment 12)

- Corrected Final Drawings for All Disciplines
- Final Specifications including Division 01
- Corrected Detailed Construction Cost Estimate
- Final Sustainability Worksheet

Type 3 - Construction Administrative Actions (Type C)

Designer shall provide the following services to include but not be limited to: construction supervision services, inspection services, testing, shop drawing review, request for information (RFI) review, submittal review, change order cost estimates and management services.

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB website https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf.The specific Personnel and Project Experience required is listed below.

PERSONNEL

1. Architect **(Prime Firm)**
2. Mechanical Engineer (M/P/FP)
3. Electrical Engineer
4. Structural Engineer
5. Civil Engineer
6. Landscape Architect
7. Specifications Consultant
8. Cost Estimator (independent consultant required)
9. MA Building Code Consultant (Note: Unified Facilities Criteria will also be complied with)
10. Hazardous Materials Consultant

- The title "Architect" refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; and
- The title "Landscape Architect" refers to design professionals, licensed or unlicensed, that exhibit through their application that they possess acceptable experience to provide design services in the field of landscape architecture as needed for the project; and
- The title "Engineer" refers to design professionals that maintain a current registration in any one of the engineering categories governed by the Massachusetts Board of Registration of Professional Engineers and of Land Surveyors.

EXPERIENCE FACTORS

Applications will be evaluated based upon the requirements of M.G.L. C. 7C, § 49 and the work listed on DSB Application Form Sections 4 and 5 which illustrate current qualifications in the following areas:

1. Documented experience in the development of anti-terrorism/force protection (AT/FP) facility solutions, including vehicle protection, security gates, and military installation entrances.

2. Documented experience in the development of paved roads, including traffic calming features and incorporations of utilities, low-impact development, complete streets methodology.

3. Documented experience in work on federal and state military installations.

SUPPORTING DOCUMENTS

The scope of work for this project is supported by the materials listed below.

References:
Unified Facilities Criteria: https://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc
UFC 1-200-01 DoD Building Code
UFC 1-200-02 High Performance and Sustainable Building
UFC 4-010-01 DoD Minimum Standoff Distances for Buildings
UFC 4-010-02 DoD Minimum Standoff Distances for Buildings (FOUO)
UFC 4-022-01 Security Engineering: Entry Control Facilities/Access Control Points

Air National Guard Engineering Technical Letters (ANGETL): https://www.wbdg.org/ffc/ang/engineering-technical-letters-angetl

ANGETL 10-03 ANG Design Objectives and Procedures
ANGETL 15-01 ANG Design Policy
ANGETL 15-01-03 SCIF & AT/FP Guidance

On-Hand Documents:
Utility Distribution Plans (Power, Telecommunications, Water, Sewer, Stormwater, Natural Gas)
2019 Proposed Intersection Traffic Study

PROJECT REQUIREMENTS

Project requirements, general conditions and/or requirements of this public notice include, but are not limited to:

Affirmative Marketing

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Although [public entity type] are not explicitly required to establish a minimum combined MBE/WBE participation goal for the Contract in accordance with M.G.L. C.7C, § 6 and Executive Orders 526, 559 and 565, [the public entity] is encouraged to adopt language about MBE/WBE participation as well as other diversity programs in its Contract.

Along with the MBE and WBE participation which reflect ownership status set forth below, the Designer Selection Board and **Massachusetts Air National Guard (MANG**) are interested in learning about the applicant firm's approach and commitment to diversity in its HR policy, its overall business practices and in assembling this project team. Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, when appropriate, including work it would typically provide in house, partnering, offering opportunities to qualified firms with which it or its consultants have not previously worked or firms that may have less experience working on public projects, and other means that provide additional opportunities for MBE and WBE firms in new ways.

Applicants, as prime firm and team lead, may include in their application, under Section 5, a Diversity Focus Statement directly addressing their approach to enhancing diversity in assembling the team for this project, including a clear description of each working relationship, and in their overall HR and business practices. The Designer Selection Board strongly encourages teams composed of firms that expand the overall breadth of different firms working on [public entity name] projects.

Further information about the MBE/WBE Program appears in the "Participation by Minority Owned Businesses and Woman Owned Businesses," in the current Commonwealth of Massachusetts Contract for House Doctor at Attachment F, and on the Supplier Diversity Office website: http://www.mass.gov/sdo.

Energy & Sustainability

Executive Order 484: Leading by Example – Clean Energy and Efficient Buildings

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 484 (EO 484) or the most recent Leading by Example Executive Order: see https://www.mass.gov/doc/executive-order-484-mass-register-1077/download.

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 goals of the relevant Executive Orders are documented in the consensus solution, implementation plan and estimated construction cost.

LEED Certification

If applicable, as determined by **MANG**, the project designated under this contract shall be certified 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/Accessibility

Universal Design

Design solutions provided under this contract are expected to meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. **MANG** welcomes innovative design strategies that are usable by the widest range of people operating in the widest range of situations without special or separate design.

Accessibility

The Designer's team must comply, at a minimum, with 521 CMR, The Rules and Regulations of the Architectural Access Board (http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/opsi/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations.html), as well as the 2010 ADA Standards for Accessible Design (http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm). When the requirements of these two laws differ the Designer's team shall comply with the one that provides the greater degree of accessibility. The Designer's team is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act (http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm) to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable. **MANG** 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.

Policies & Procedures

Financial Statement

M.G.L. c. 7C, §51 requires that on public design contracts where the total design fee is expected to exceed $30,000 and for the design of a project for which the estimated construction cost is expected to exceed $300,000 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 to the **MANG**.

DCAMM Procedures

The Designer must be familiar with the procedures established in DCAMM's Designer Procedures Manual dated August 2008 (https://www.mass.gov/files/documents/2017/12/19/designers-procedures-manual-aug08.pdf). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (http://www.mass.gov/dcam).

Workshops

MANG and the Designer's team 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 members of the Designer's team will be required at all workshops.

Environmental and other supplemental services

Development of any hazardous materials assessments, specifications, and documents will be provided through the Hazardous Materials Consultant design team member identified above. **MANG** reserves the right to obtain supplemental services through independent consultants who will collaborate with the Designer's team. These supplemental services may include, but are not limited to, asbestos inspection and monitoring, and indoor air quality testing and monitoring.

Construction Specifications

The Designer shall utilize the DCAMM Standard Specification or Unified Facilities Criteria.

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 https://www.mass.gov/files/documents/2017/12/19/cost-estimating-manual.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/pubbldgconstr/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

MANG will include an independent third-party building commissioning agent 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 and the Designer's team during planning, design and construction to evaluate design proposals and make recommendations to ensure the maintainability and operational efficiency of the new building.

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 CM 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).

CONTRACT REQUIREMENTS

Contract for Study, Final Design, and Construction Administration Services

DCAMM uses one standard *Contract for Study, Final Design and Construction Administration Services* (January 2019) (Contract). If selected for study services, the applicant agrees to execute the Contract or its successor, without revisions or modifications. *No costs shall be incurred or work performed before all contract documents are properly executed and a project Notice to Proceed is issued in accordance with the terms of the Contract.*

If this Notice indicates that the Schematic Design/Certifiable Building Study fee is to be negotiated, following successful fee negotiations, the Contract will be amended to incorporate a scope and fee for schematic design and certifiable study services. If study certification pursuant to M.G.L. c. 7C is completed, the Contract may be amended to incorporate the design and construction administration scope of services and fee. At the conclusion of the study, if the applicant is requested by DCAMM to perform final design services, the applicant agrees to amend the Contract's scope of services to include final design and construction administration services (Attachment G – Design Phase Scope of Services), and the certified study, and any other documents as necessary. Designers awarded the Contract for Study and/or schematic design are not guaranteed to be awarded the Design Phase.

Study Phase: DCAMM has established a goal of **four (4) months** to complete a Study, including Schematic Design.

Design Phase: DCAMM has established a goal of **four (4) months** to complete design (DD and CD). The schedule for construction administration services will be established (if applicable, in consultation with the CM) as part of the study phase.

The Contract is available on the DCAMM website at: https://www.mass.gov/doc/contract-for-study-final-design-and-construction-administration-services-0/download.

Also available is a template Design Phase Amendment, which includes a sample form of Attachment G – Design Phase Scope of Services. https://www.mass.gov/doc/design-phase-amendment-to-contract-for-study-final-design-and-construction-administration/download.

Applicants are advised that certain documents are required as a condition of contract execution, including, without limitation, evidence of 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 (i.e., minimum coverage of $250,000 up to $5,000,000 per claim depending on the construction cost). Evidence of pollution liability coverage in compliance with the Contract requirements may be carried by the Hazardous Materials Consultant identified above. All other coverage must be carried by the Designer.

CONDITIONS FOR APPLICATION

Before a Designer can apply for a project within DSB jurisdiction, they must file a written "disclosure statement" in accordance with M.G.L. c. 7C, § 48. The statement provides the basis for the DSB informational database and verifies that the Designer meets certain general qualification and ownership requirements detailed in M.G.L. c. 7C, §§ 44 and 48. To help firms meet this requirement, the Designer Selection Board provides an online registration system that can be accessed at https://www.mass.gov/service-details/new-dsb-online-registration-process. Firms must register on this platform to submit the required disclosure statement; paper disclosure statement submissions are no longer accepted. As part of applying for a particular project, firms must verify that the information provided remains accurate and up-to-date or, if necessary, submit updated information.

APPLICANTS PLEASE NOTE

The Designer Selection Board is transitioning to a new online system for all of its operations on the AUTOCENE Enterprise Automation Platform. We encourage everyone in the design community to enter all their information and start getting used to this powerful new product! As of September 30, 2020, we will no longer be accepting jurisdictional applications through our old application system and all new applications must be completed within Autocene. New users can request credentials through the system login screen: https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx?ReturnUrl=%2fFORMVERSESERVER-DSB%2fWebApp%2fHome.aspx.