PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108
Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#:	22-20
Notice Date:	July 27, 2022
Submission Deadline:	Aug 17, 2022 At 2:00 PM
Project Number:	DYS2201
Project Title:	DYS Taunton – Southeast Regional Youth Service Center
Project Location:	Taunton, MA
Awarding Agency:	Division of Capital Asset Management and Maintenance (DCAMM)
Estimated Construction Cost:	$21,700,000 (Preliminary)
Fee for Draft Study	$275,000
Fee for Certifiable Study/Schematic Design	To be Negotiated
Fee for Final Design	To be Negotiated

Contract Type:

X Study & Design Services

Immediate Services Authorized:

X Draft Study

Prime Firm Requested:

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

It is intended that the following continued multi-discipline design and ancillary services will be required of the selected Designer's team following completion of the draft and/or certifiable study and notification of the Board in accordance with M.G.L. c. 7C.

X Certifiable Study/Schematic Design
X Design Development - Plans and Specifications
X Construction Plans and Specifications
X Administration of Construction Contract
X Other:

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AGENCY INFORMATION

DCAMM, The Division of Capital Asset Management and Maintenance is an agency within the Executive Office for Administration and Finance (ANF) responsible for capital planning, major public building construction, facilities management, and real estate services for the Commonwealth of Massachusetts. The agency was created by the Legislature in 1980 to promote quality and integrity in the management and construction of the Commonwealth's capital facilities and real estate assets.

EOHHS

The Executive Office of Health and Human Services (EOHHS) is the largest secretariat in the state government and is comprised of 12 agencies, in addition to two Soldiers' homes and the MassHealth program. EOHHS efforts are focused on facilities that serve to maintain the health, resilience, and independence of ~~the~~ one in every four residents of the Commonwealth. ~~t~~

DYS

The Massachusetts Department of Youth Services (DYS) is a multi-faceted agency that serves youth committed to its care who have pending juvenile court matters and youth committed to its custody by the juvenile courts for treatment and rehabilitation. The mission of DYS is to foster positive outcomes for youth, build safer communities and collaborate for an equitable and fair justice system.

DYS programs address the unique educational, psychological and health needs of youth placed in its care and custody across a continuum of supervised services. Dividing the state geographically into five administrative regions, DYS, directly or through contracted providers, operates (as of January 2022) 38 residential programs of varying security levels. In addition, 22 district offices strategically situated in each region provide comprehensive supervision and support services to DYS committed youth and their families in the communities they serve. The DYS's Goss facility at the Taunton State Hospital Campus serves the Southeast Region.

DMH

Massachusetts Department of Mental Health (DMH) assures and provides access to services and supports the mental health needs of individuals of all ages, many with limited capabilities; enabling them to live, work and participate in their communities. The ultimate objective of such spaces should

PROJECT OVERVIEW

Taunton State Hospital (TSH) campus is a state facility operated and maintained by the Department of Mental Health where the Department of Youth Services Southeast Region is an assigned lessee. Located on Hodges Avenue in Taunton, MA, the scenic campus covers approximately 154 acres along the Mill River. Established in 1854 as the second state asylum in Massachusetts, much of the original part of the facility based on the Kirkbride Plan model has now been demolished. In December, 1993, the property was added to the National Register of Historic Places, as a Historic District (NRHP reference No 93001484) where the designation remains valid.

Today, the TSH campus accommodates facilities catering to a variety of EOHHS's Agency program needs including psychiatric beds; a Women's and Men's Recovery from Addiction Programs (WRAP, MRAP) in the Chambers Building; 3 hardware secure DYS client programs:(detention, treatment, and revocation) function in the Goss Building, the Southeast Regional administrative offices in the Murray Building, are both under purview of the Department of Youth Services; and a substance abuse program administered by High Point Treatment Center. There is also a greenhouse on the campus that is staffed by patients and sells a variety of plants and seasonal produce to the public.

Goss Building

The Goss Building was initially designed and functioned as a residential psychiatric hospital in 1962. The 60-year-old structure now presents numerous, significant challenges in its current use as a DYS's Southeast Region juvenile justice facility. Youth bedrooms are small and narrow, with education, treatment, counseling and rehabilitation program service spaces being restricted to the size and configuration of only the remaining available floor area spaces. The building is five-story, "Double Tee" shaped in plan, including a small centrally located supervisory administration area and two flanking wings on each floor. The building has reinforced concrete framed walls and floor structure with brick exterior and slate roof. This building, as others of similar appearance and construction on the campus setting, is owned by the Commonwealth of Massachusetts, directly maintained under legislature-funded care and control of Massachusetts Department of Mental Health (DMH).

Program & Utilization

Presently the Goss Facility is operated as a "hardware secure facility" in support of the rehabilitation of high-risk male youth committed to the care and custody of DYS. A hardware secure facility houses programs where youth movement is restricted by locked interior and perimeter doors where the youth are physically escorted when transitioning to different sections of the building. There is one youth residential program (treatment, detention, and revocation) on floors two through four, with each program confined to a single floor; associated facility operations support, surveillance-security services, and other building space utilization are as described below:

Ground Floor	Main Entrance and building support services. Secured pathway access operation to Gym by DYS clients is currently maintained by DMH.
First Floor	Vacant (Recently used as swing space during construction)
Second Floor	Detention (Pre-trial) waiting for Court Appearance
Third Floor	Revocation (youth with new charges, dual status, returning/repeat detainees)
Fourth Floor	Treatment (Typical stays are 6-24 months with some exceptions)

The second-floor configuration contains sleeping quarters on the right wing (East) of the floor with classrooms on the left wing (West). This alternates for floors three, and four to eliminate stacking of the residents' rooms to mitigate noise and deter passing of contraband.

Each of the three programs has a Department of Early Education and Care (DEEC) licensed capacity for 15 adolescent male clients. In addition, the Goss Facility is home for the region's detention coordinators and transportation officers. The facility has also been designated as an emergency evacuation site to support other agency programs should the need arise. The first floor houses the transportation and detention coordinator staff. The EEC license is currently for 15 young people per unit for a total of 45 beds.

All three programs are considered integral parts of the Department's limited inventory for accommodating hardware secure programs. Collectively, the Goss Facility supports the overall continuum of care by providing a vital resource for all five of the Department's regions. Due to its proximity to major transportation routes, the Taunton location is considered readily accessible for young people and their families, and other collateral partners and stakeholders.

Existing Facility Conditions

Per Goss Building Comprehensive Needs Assessment Studies (Rowse Architects, 2022), the building suffers from major deficiencies requiring immediate "Building Envelope" repairs and corrective measures. Because of age, neglected maintenance, legacy of design, and occupant comfort and expectations, the following areas are either lacking or considered sub-standard: no central air conditioning, inadequate heating system (extremely warm areas vs. extremely cold), numerous complaints of discolored potable water and inadequate hot water, outdated fire protection, frequent water leaks behind walls and blocked roof drains connected to below-grade storm drains, insufficient electrical grid to power building infrastructure, especially ventilation systems and equipment, and to support the needs of DYS client programs (Please refer to the "supporting documents" section to access the full report).

In addition to physical building envelope and other infrastructure deficiencies, there are significant program needs that are not met due to limitations of the existing building configuration. Program deficiencies include:

- Lack of functional client support spaces (conference rooms, reception, visitation spaces, space for counseling, vocational training spaces, library, media room etc.)
- Absence of proper institutional food preparation area
- Presence of Accessibility challenges and need for updating building code-compliance issues.

- Absence of direct client access to gym; limited opportunity to access indoor/outdoor exercise facilities due to shared use of spaces; increased staff effort required to escort and accommodate transition of clients for scheduled use of un-attached gym

Through previous studies, EHS has determined that the existing Goss building is unsuitable for renovation for the residential, rehabilitation, and educational aspects of the DYS program.

General Scope of Work:

The Project will include study services for a Draft Study initially, with the intent to continue onto schematic design and a certifiable building study, design development, construction documentation and construction administration services for the recommended option identified by the resulting study, employing a Construction Manager at Risk (CMAR) as a recognized construction industry project delivery process. In summary, the Study work scope shall include the following:

- Review existing documentation, including previous studies (see Supporting Documentation section of this ad)
- Study the facilities conditions, existing program, and space utilization of Murray Building that currently houses the DYS SE Regional office and related administrative functions.
- Finalize program and project scope within authorized budget.
- Develop a minimum of three conceptual design alternatives and select a preferred alternative
- Develop a preferred alternative and finalize design, program, budget, and schedule

More comprehensive detailed breakdowns of the study tasks are included in “Scope of Work” Section

Proposed Building Program Summary

- Intake and Release (Secure enclosures, vehicular Sally Port)
- Housing
- Client Services (Health Services, Clinical and Counseling Services, Sensory Rooms)
- Client Programs
    - Education
    - Vocational Education
    - Indoor (Gym) and Outdoor Recreation areas with direct access
    - Religious Services
- Public Reception and Visitation
- Essential Support Services
    - Food Services
    - Maintenance
    - Mechanical spaces
    - Laundry
- Administration & Staff Support
    - Staff Support
    - Facility Administration
    - Regional Administration[1]
    - Central Control / Security Surveillance and Safety (access control)
- Exterior Spaces
    - Exterior exercise space-
    - Courtyards –

[1] Alternatives to include the option of both integrating regional offices elsewhere on the campus within the new facility, as well as reconfiguring and renovating existing offices within the Murray Building.

- Athletic Play Surface /Lawn sprinklers / Artificial turf?
- Transport Vehicle Parking
- Loading dock Bulk Delivery Receiving Food Service
- Waste Handling / dumpsters
- Outdoor Maintenance Equipment Shed (to store Lawn, Snow Equipment)
- Parking- Security area lighting

Project Goals

1. **Promote a sense of community without compromising safety and security**
   Create a safe and secure environment that focuses on support, healing, and learning, rather than on structure and restraint. Clients in the care of DYS are justice-involved youth who typically have a history of childhood adversity, having suffered significant trauma during their young lives. The charge of DYS is to "protect the public and prevent crime by promoting positive change in the lives of youth committed to their custody". Because of its mission, safety and security is of tantamount importance in the design, siting, operation and maintenance of DYS facilities, both for the clients and the neighboring community. Rather than appearing as prisons, they should use the design vernacular of academic institutions to reinforce learning, cooperation, and personal growth.

2. **Facilitate flexibility and cross-functionality with customizable multi-use spaces**
   Best practices in detention, revocation, and treatment will continue to evolve over the lifetime of the building. While we cannot anticipate the future, the designer should be familiar with evolving programmatic and space planning trends in the design of youth hardware-secure facilities both nationally and internationally. To the greatest extent possible, the design should lend itself to potential conversion of specific program areas or future expansion based on strategic inputs from DYS, EHS, and DCAMM leadership.

3. **Integrate sustainability and wellness goals**
   "Executive Order 594 – Leading by Example: Decarbonizing and Minimizing Environmental Impacts of State Government" sets goals and requirements that will accelerate the pace for decarbonization of fuels used to heat and cool state facilities. To the extent feasible and supported by the project budget, the proposed building should help to demonstrate new technologies and strategies necessary to meet reduced emission standards. Such systems should be well integrated with the space planning goals of providing sufficient natural daylight, access to nature and to the outdoors, and meeting privacy needs.

4. **Further Universal Design**
   Universal Design allows for equal access to a building and its services by all people without the need to draw attention to their individual physical or mental differences. A building that achieves Universal Design is inclusive in its approach and benefits the entire population. Universal design also ensures that all users will continue to be able to negotiate their way

around a facility safely even as their physical abilities change due to age or if they are temporarily or permanently incapacitated.

5. **Complement the historic character of Taunton State Hospital Campus**
   The new DYS Facility is to be the first major addition to existing campus buildings in over a hundred years. While we do not expect the new building to replicate the aesthetic and stylistic character of early 20th century institutional architecture, the scale, proportion, and materiality for the new building should acknowledge and complement the historic site on which it is situated, while establishing a forward-looking presence within the campus. Special attention should be given to the role of landscape in mediating the relationship between the new building, older historic structures, and the pedestrian experience.

6. **Provide opportunities for incorporating art within and outside the facility:**
   Youth in DYS facilities have a strong affinity for visual and performing arts. In addition to providing conventional learning program space to accommodate those components, the new facility's architecture should recognize the importance of fostering the arts among its residents. All DYS facilities shall make every opportunity to incorporate and integrate art seamlessly throughout their facilities. Art should not simply be an iconic "one-liner" but it should also be incorporated in the design of required components of the facility such as mural designs for floors and walls, textured relief designs in concrete panels for walls, artistically-designed fencing, etc. and anywhere else that it can be seamlessly incorporated into the structure because of the inherent importance it plays in furthering the agency goals.

   Those who are exposed to art and participate in art programs, "show heightened academic standing, a strong capacity for self-assessment, and a secure sense of their own ability to plan and work for themselves and their communities." – Massachusetts Cultural Council.

7. **Create a learning environment that supports skill building, facilitates peer learning, and promotes personal growth**
   Conceive educational spaces that are supported by effective connectivity and are adaptable to rapidly evolving educational and vocational technology tools. Beyond classroom instructions, spaces such as auditoriums and digital production studios not only offer an outlet for artistic expression but can offer a path for potential careers allied with the arts in areas such as production design, lighting design, and sound mixing. Such spaces should also be complemented by outdoor and indoor spaces for quiet reflection and sensory support.

Campus History

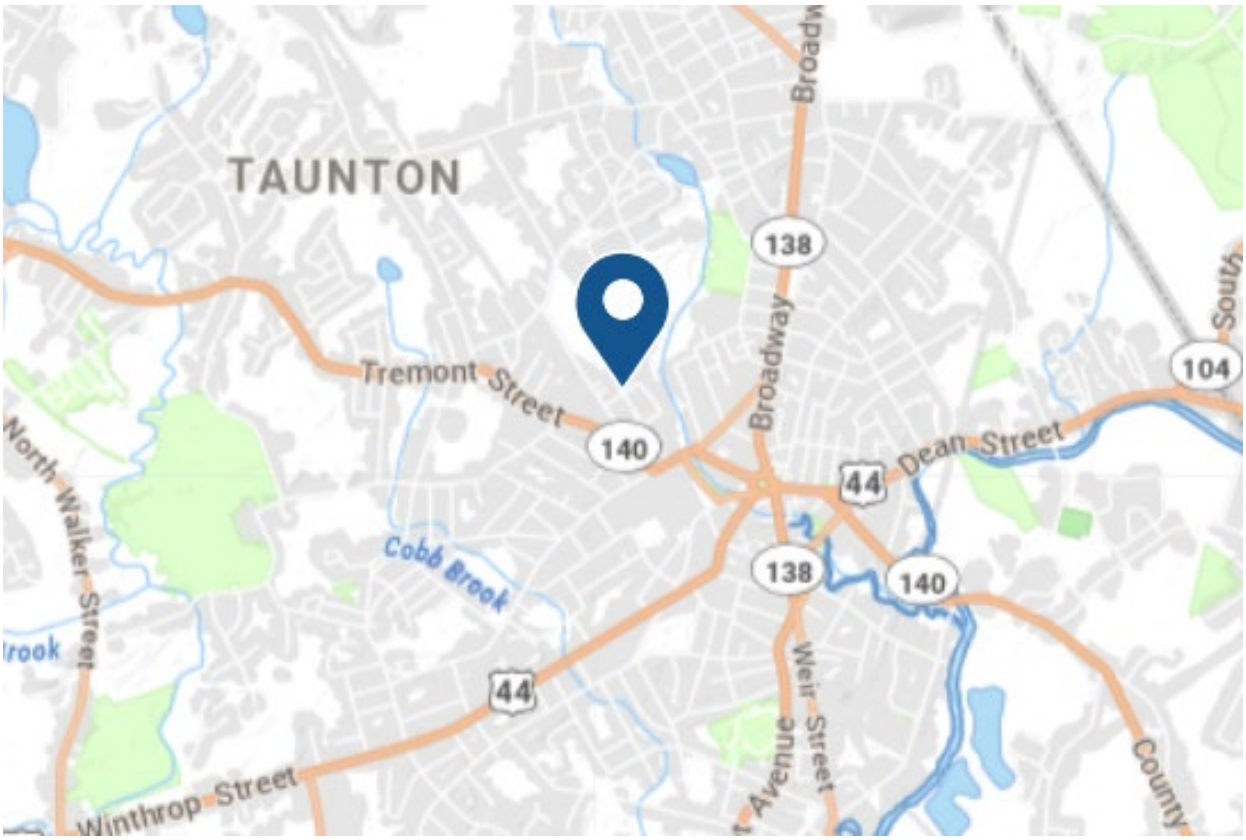
Taunton State Hospital was built in 1854 as the Commonwealth's second asylum. Once recognized as state-of-the-art example for mental healthcare facilities, Kirkbride buildings have long been relics of an obsolete therapeutic method known as Moral Treatment. In the latter half of the 19th century, these massive structures were conceived as ideal sanctuaries for the mentally ill and the environment served an active role in their recovery. Careful attention was given to every detail of their design to promote a healthy environment and convey a sense of respectable decorum. Located in secluded rural areas with expansive grounds, in bucolic, sanitorium-like settings these insane asylums appeared palatial from the outside. However, increasing affected populations and inadequate facility funding led to neglect, resulting in deteriorated conditions, thus compromising their idealistic promise.

Within decades of when the Kirkbride model was first conceived, new treatment methods and hospital design concepts emerged. The Kirkbride model with its Moral Treatment plan was eventually discarded. Many existing Kirkbride buildings were maintained as a prominent edifice at the institutions where they began, but by the end of the 20th century most had been completely abandoned or demolished. A few have managed to survive into the 21st century, and remain intact, still in use, but many of those that do survive now sit as abandoned and decaying structures—their mystique of past grandeur is intensified by their derelict condition.

Taunton State Hospital (TSH), like other Kirkbride Asylums, existed as a total 'village' – the patients grew and raised their own food, tended to livestock, where many supervisory staff and their families also lived on premises. The facility's sole purpose was to provide a refuge for the mentally ill, away from society, and offer them engaging, productive activities as treatment. Most patients lived at the hospital for years, many throughout their lives. As treatment approaches changed so did the hospital. The 'village' concept disappeared and along with it the farms, and staff living on the grounds. Staff cottages were converted to Group Living Environments (GLE) or interim group homes for patients being discharged from the mental hospital. Other buildings were re-purposed storage, or staff housing (ie: Gifford – nursing staff housing) or were converted to administrative office buildings.

Early Campus Expansion

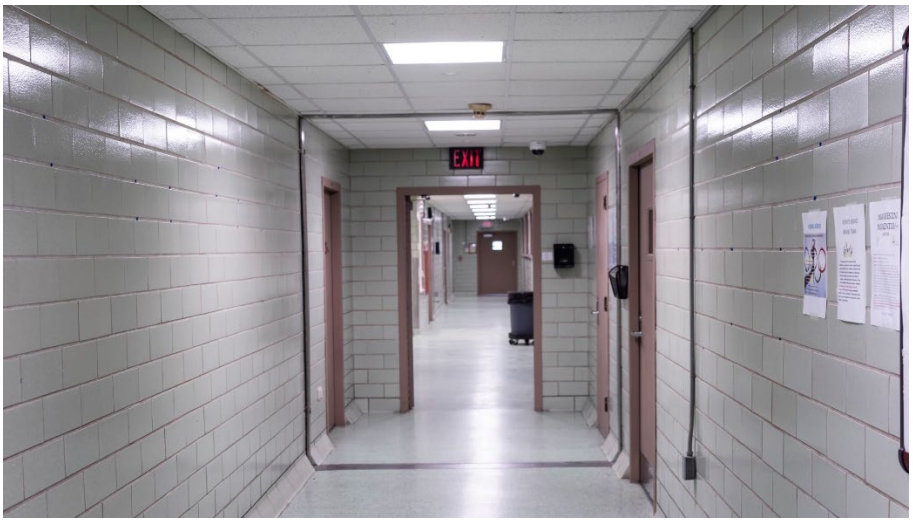
Expansions to the original Taunton State Hospital complex were made between 1870 and 1906. Then, from the late 1930's the (TSH), property was further developed to include additional buildings separate from the main complex. In 2006 there was a fire in the Kirkbride complex that ultimately resulted in the demolition of 29 buildings in 2009/2010.


TAUNTON
Tremont Street
140
Broadway
138
44
Dean Street
104
Cobb Brook
North Walker Street
Winthrop Street
Weir Street

Building Entrance

View from Chambers Rd

View from Chambers Rd looking at Glass and Chambers Building

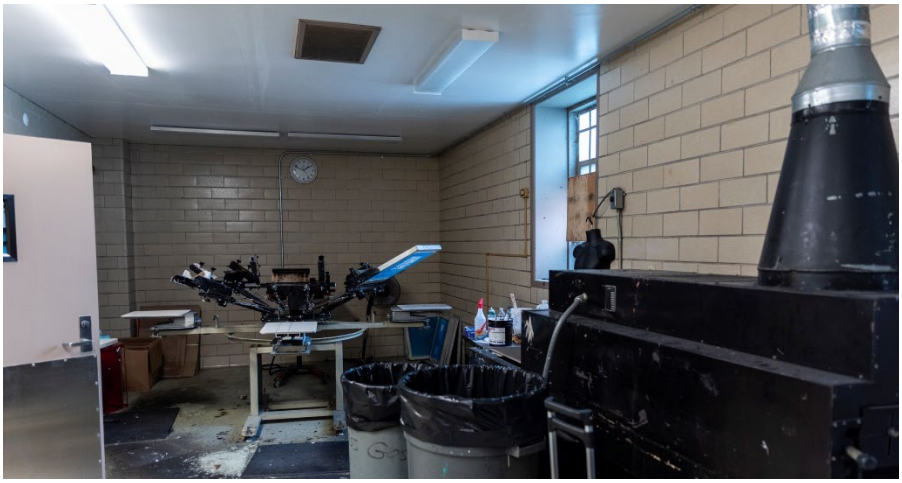


Typical interior hallway

Detention room

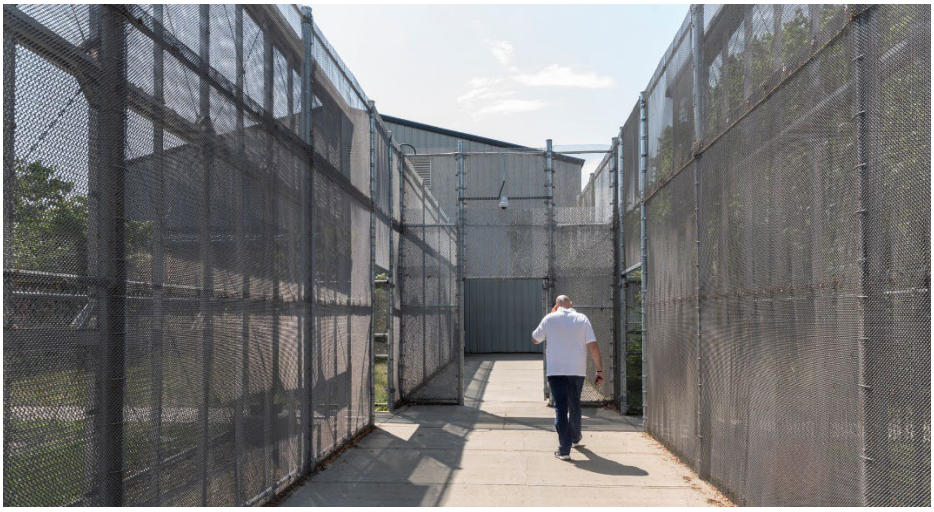
Cafeteria with limited-service kitchen

Fitness room

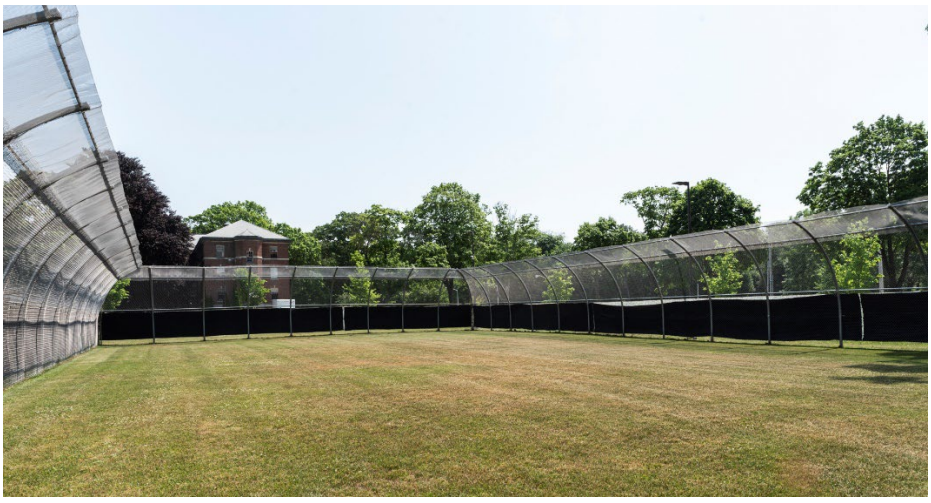


Screen printing workshop

Gymnasium



Secure fenced access to gym across Chambers Rd



Outdoor recreational area adjacent to the gym

SCOPE OF WORK

The tasks identified below are representative for the purposes of this solicitation and are by no means fully inclusive.

Task 1 - Project Start Up & Work Plan
Task 2 - Program Development & Existing Conditions Documentation and Analysis
Task 3 - Development & Evaluation of Alternatives
Task 4 – Preferred Alternative
Task 5 – Draft Study Report
Task 6 -- Schematic Design
Task 7 - Certifiable Building Study Report

Task 1 – Project Start Up & Work Plan

Project Start Up

- Design team shall attend a DCAMM administrative conference to review all project requirements and DCAMM administrative and project management policies, procedures and protocols.
- Thereafter, design team shall convene a study conference/workshop with DCAMM and user agency working group to review and clarify project goals and objectives, planning process, schedule milestones, information and data requirements, etc. All Designer team members (including subconsultants) will be introduced to the various user groups within the facility and their roles and responsibilities described. The Designer should assume bi-weekly working sessions throughout the duration of the study's information gathering phase unless otherwise notified. Meetings may be held in-person, on-location, virtual or in hybrid format.
- Designer team shall develop and institute an acceptable format for request for information (RFI) sheets, identifying any additional information needed for compiling data to be presented in a structured format

Work Plan

Upon contract signing, the Designer, with DCAMM, will generate a Project Work Plan that will provide a detailed scope of work (SOW) including all required tasks, deliverables, a schedule with milestones and fee breakdowns of hourly rates of design team participants, by discipline for each study task. DCAMM, DYS, and the Designer will review and approve this Work Plan. All study services, phases or tasks authorized by any notice-to-proceed shall comply with the workplan approved by the DCAMM Director of Planning. Upon written approval all such study services, phases or tasks will be incorporated into the Designer's contract. During the course of the Study, new opportunities or constraints may be introduced and will require a re-thinking of original intentions. If necessary, a memo will be issued outlining any revisions to the Work Plan that may be required. The Work Plan at a minimum will include:

- Statement of the Designer's understanding of the conceptual vision, goals/objectives, scope, budget, and schedule for the project.
- Statement of environmental and energy conservation, "best in class" energy (site) use intensity, utilization of zero-net energy, low or no carbon fuels, and/or climate resilience goals. Specific metrics (such as, Energy Utilization Index – EUI) may be included as appropriate.
- Identification of team members' discipline roles and their expected participation including MBE/WBE participation.
- Evaluation and understanding of the preliminary total project cost (TPC) as developed by DCAMM;
- Presentation of a Detailed tabular schedule of meetings and workshops through the study phase including key attendees, draft topics agendas, projected time frames for design and construction, and permitting timeline.

Deliverables

- Maintaining and distributing meeting minutes from the administrative and study meetings
- Developing and maintaining a Project Directory including stakeholder list
- Work Plan identifying project goals, key dates, deliverables, and project schedule

Task 2 – Program Development, Site Analysis, and Existing Conditions Review

During this phase of the study, the emphasis will be on collecting and analyzing data and documentation which will inform the alternatives developed in Task 3.

Program

The Designer, with its consultant(s), will develop and establish a narrative statement of DYS's program requirements. This will include an analysis of the existing program needs relative to industry standards, code requirements, and anticipated program requirements. The Designer will provide a rationale and justification for program needs as well as a develop a tabular program matrix expressed in net square feet with net to gross ratios and gross square feet requirements, and typical room layouts and adjacency diagrams indicating key relationships and technical requirements. The program study should not only cover the DYS residential programs but also include the DYS SE Regional office currently located in the Murray Building. The program will be evaluated, reviewed and endorsed by **EOHHS, DYS**, and DCAMM before proceeding to the development of alternatives. The Designer will:

- Schedule and facilitate site visit(s) of comparable facilities to assist DYS and DCAMM in the planning process;
- Utilizing necessary subconsultant(s), analyze and assess the agency's current and future needs relative to their programmatic evolution, best practices for modern planning for buildings of this type, applicable codes, regulations, future trends and goals for consolidation; with the understanding that visual sightlines shall be maintained in common gathering areas and corridors at all times.
- Interview **EOHHS** and DYS representatives to gain a thorough understanding of their agency's mission statements, programs, staffing, functional and technical requirements and any other relevant planning and design considerations.
- Provide a narrative that documents and presents a justification for all programmatic needs and requirements.
- Develop detailed matrix of space program needs with breakdown by individual functional area and sub-area, identifying all net useable square footage, and all gross space requirements. Confirm program is sufficiently detailed to ensure its accommodation in the proposed building(s). Evaluate the program with respect to institutional standards and educational licensure expectations as well as commitment to the established budget;
- Provide typical room layouts and spatial adjacency diagrams and safe transition patterns, indicating key relationships, addressing safety/security as well as technical requirements; and
- Outline a basis of design consistent with Commonwealth's climate goals that incorporates high performance building envelope, employs energy efficient building systems, and consumes low carbon fuels for meeting thermal loads.

Site Analysis, Case Studies, and Existing Conditions Review

- Existing Documentation Review and Analysis
    - Review documentation provided by DCAMM and identify any additional material or information needed to complete this Study.
    - Collaborate with DCAMM staff who represent the Statewide Accessibility Initiative and with an Access Consultant assigned by DCAMM to perform an update audit of site and/or existing buildings that might be renovated and integrated with the new facility.
- Existing Gym Building & Murray Building: Utilization & Facilities Conditions Analysis
    - architectural and engineering teams shall perform a visual survey, supplemented by destructive testing (which may include sampling and testing of known or suspected hazardous materials), if necessary, to confirm building conditions and to support accurate conceptual pricing.
    - Evaluate existing envelope condition and opportunities to reduce envelope heat loss and right-size mechanical systems. "Facilities Conditions Analysis" should include a Utilities Condition Assessment i.e. current condition and capacity of existing on-site water, sewer and electrical utility distribution systems.
    - Determine existing building site energy use intensity (kBTU/sf of building use, excluding Iston-site solar generation) and set target for the project;
    - Building Operations: Interview DCAMM Energy Team, facility and maintenance staff, and local code officials for input on condition, use and operation of building. Review operations and maintenance procedures with DCAMM facilities staff and identify areas of potential improvement and alignment with current best practices.
- Case Studies
    - Visit and review DYS' Northeast Youth Service Center in Middleton that opened in 2017
    - Identify existing features DYS wants to see in new building
    - Identify facility improvements and additional design intervention since building occupancy
- Energy, Sustainability, and Resiliency
    - Provide strategies to comply with Executive Order 594 or the current Massachusetts Leading by Example Executive Order, LEED criteria, and other applicable performance data requirements. Develop a project base case profile for climate change action (including low/no carbon fuels), energy and water use;
    - Provide an evaluation of vulnerability to seismic incidence, flood, storm surge, rising sea level, increased precipitation, temperature and identify strategies to address known environmental impact , wet land/conservation order conflicts to avoid risk (use Resilience Checklist and resilience design standards @ resilientma.org).
    - Develop analytical framework for measuring construction and operating cost impacts during study and design phases, include but not limited to life cycle costs, utility incentives, alternative compliance payments, demand response payment and other incentives.
    - Detail all relevant deficiencies or concerns and propose approaches for resolution to be incorporated in the alternatives developed in Task 3
    -

- Permitting
    - Provide a complete code analysis, relevant to anticipated permit application date, including a comprehensive Chapter 34 analysis. Identify necessary permits, reviews and interactions with regulatory agencies and factor into detailed timeline for project delivery.
    - DCAMM will utilize its accessibility consultants to provide technical assistance and oversight for accessibility compliance during the study, design and construction process. The Designer is responsible for coordinating all work with DCAMM's accessibility consultant.

Cost

- Provide a current assessment of the construction cost escalation rate for similar buildings in Massachusetts.
- Recommend potential options to reconcile preliminary costs with project budget for review by DCAMM.

Schedule

Prepare preliminary design and construction schedule and/or phasing plan. Show in detail permitting and regulatory reviews required and their impact on timeline. Outline an approach to maintain 24/7/365 operation of the existing building(s).

Deliverables

- Complete annotated list of all documentation provided to the Designer by DCAMM.
- List of additional documentation or information identified by Designer as required to complete this Study.
- Facilities Conditions Assessment for Gym Building and Murray Building
- Base document set including:
- Site Plan
- Dimensioned floor plans, elevations and sections
- Photographs documenting conditions of the building and site.
- Clearly organized and illustrated existing condition report (for all above tasks) combining the analysis of site, building program, case studies, code analysis, budget, and schedule, with completed workshop material and meeting minutes collated in an appendix. This report should include a summary of findings, issues and factors expected to have an impact on design alternatives and costs.
- PowerPoint presentations for project workshops and meetings, as needed.
- Meeting minutes.

Task 3 – Development & Evaluation of Alternatives

This phase of the study will focus on developing and analyzing a minimum of three meaningful alternatives for this project. These scenarios will define and prioritize the deficiencies in the building and site and identify the best and most cost-effective approach to address them and achieve the goals of this study. Develop a matrix based on agreed upon criteria to evaluate each option.

Program

- Create and analyze a minimum of three meaningful alternatives for implementing the recommended program and/or in phases, including swing space and backfill
- Provide blocking and stacking diagrams and illustrate internal adjacencies and collaboration opportunities for each.
- Indicate any site issues. Include circulation diagrams and indicate accessible paths of travel.

Scope – Site and Buildings

- Present a matrix that illustrates a pros and cons analysis of alternatives regarding criteria (including program options, floor plan layouts, materials, and level of finish, etc.) established by the Designer, MAS, DCAMM and Commonwealth-contracted consultants or contractors, which may include (if applicable) the construction manager at risk procured for the project (CM)
- Identify and define priority projects for near- and long-term implementation, this list may include phased projects, swing space and backfill.
- If required, coordinate with Massachusetts Historical Commission to prepare and submit Project Notification Form.

Cost

- Provide Rough Order of Magnitude (ROM)cost estimate for each recommended alternative.
- Conduct a workshop to review project costs and resource allocation strategy.

Schedule

- Further develop the project schedule for design through construction including required permits and associated required regulatory review which can impact the schedule.
- Evaluate schedule options and issues, including swing space needs, backfill and timing.
- Perform necessary constructability and schedule analysis by building systems to identify delays for long-lead equipment and potential material or building component supply chain issues. Schedule related tasks shall be addressed routinely and reported by the design team during various stages as the design is refined.

Project Review Workshop

- A workshop led by the Designer (Project Review Workshop), will be scheduled to provide all project participants and stakeholders an opportunity to comment on the key issues identified by the Study and to review the alternative concepts and preferred option selected from the work in Task 3. An appropriate presentation should be prepared for the Project Review Workshop and

the selected alternative refined and documented per the outcome of the Project Review Workshop.

Deliverables

- Documentation of findings with appropriate narrative describing alternative concepts and preferred option, analysis and workshop outcome. PowerPoint format for workshop presentation. Well-organized, clearly written and well-illustrated technical memorandum or mini-report, as appropriate.
- Prioritized list of projects illustrating construction and funding schedule.
- Comparative matrix illustrating pros and cons regarding MAS and DCAMM goals for the project program, scope, costs, construction schedule, and potential implementation impact.
- Technical memorandum on costs, including comparable costs and assessments, possible approaches for cost control, and results of workshops.
- Meeting minutes.

Task 4 – Preferred Alternative

Outline the preferred project strategy and plan for its implementation distilled from the alternatives and as directed by DCAMM and MAS and, if applicable, as informed by the CM. Include comments from the Project Review Workshop(s) and cost workshops. Prepare the following package as part of the certification documentation:

Program

- Narrative outlining all components to be included in the building and rationale for inclusion.
- Finalized detailed tabular program listing dedicated program, common areas and support spaces.
- Revised relationship diagram depicting important adjacencies.
- Revised room data sheets with room layouts as required for illustration, equipment lists and performance requirements.

Scope – Site and Building

- Narrative that clearly outlines the preferred strategy for renovation, new construction, and/or phased projects, swing space requirements and backfill as well as the rationale for their selection, including a detailed approach to maintaining the 24/7/365 operation of the existing building(s).
- Site plan to scale showing proposed building location, footprint(s)site features, site planning diagrams demonstrating relationship between building perimeter, entrances, parking, landscape elements, utilities, etc.
- Site plan elements and details shown shall be reflected in the cost estimate
- Pre-schematic floor plans, exterior elevations, blocking and stacking diagrams, 3D views of key interior spaces and exterior perspectives
- Architectural, MEP systems, and site narratives
- Building code analysis, review of permits and compliance requirements

- Outline specification for preferred alternative
- Basis of design for integration of envelope and MEP systems, Executive Order 594 compliance, LEED target level, LEED checklist, EUI target, and energy and water use estimates;, and site narratives.

Cost

- Detailed cost estimate per the DCAMM cost estimating manual

Schedule

- Detailed review of applicable codes, permits and compliance requirements.
- Implementation schedule including required permitting, reviews, construction phasing, required move and swing space coordination, backfill and other critical logistics, enabling projects, etc.

Deliverables:

- Concise PowerPoint presentation explaining preferred option
- Narrative report that clearly outlines all program, scope, budget, and schedule of the preferred alternative, as well as the rationale for selection.

Task 5 – Draft Study Report

A draft study report that will include compiling and revisiting the products of the Tasks above for review. Draft documentation of the Study process will include all drawings, tables, charts, and narrative required to record decisions and support the preferred alternative. This document must be legible, clearly organized including a table of contents, have well-written narrative text with attributed references and labeled graphics and illustrations.

Deliverables

"Draft Study Report" shall mean a professional, detailed report that includes all the analyses, findings, and relevant background information compiled from all Tasks performed and services as the basis for design. Documents to be transmitted electronically in a format and software acceptable to DCAMM.

Note: The fee associated with the Tasks below will be negotiated during the study phase, following the determination of the building program. The Designer's contract will be amended to incorporate the final fee and scope for the Schematic Design/Certifiable Study phase.

Task 6 - Schematic Design

Prepare and submit a Schematic Design package in full accordance with DCAMM's Designer's Procedures Manual. Tasks under the Schematic Design Phase include, but not limited to:

- Coordinate initial Schematic Design conference;
- Review and update Workplan as necessary;
- Conduct progress workshops with DCAMM, User Agency, Designer's team and, if applicable, CM;
- Finalize building code and site analysis.
- Coordinate with DCAMM's accessibility consultant (MAAB) and participate in a Universal Design (UD) workshop
  (Note that the UD workshop will be conducted by the DCAMM access consultant but shall be scheduled by the Designer at a time they feel will be most beneficial in the design process. Designer to provide schematic level design information and drawings to MAAB access consultant at least two weeks prior to the UD workshop.);
- Coordinate with DCAMM's accessibility consultant to ensure the building is designed to address Universal Design goals/ MAAB / ADA standards and best practices.
- Identify energy efficiency and carbon reduction opportunities.
- Conduct a life cycle cost analysis (including the integration of envelope and MEP systems), operational costs including maintenance, utilities, alternative compliance payments and demand response payments.
- Resilience assessment and design strategies
- Participate in cost estimating activities, including, if applicable, cost reconciliation review with the CM and/or other Commonwealth-contracted consultants/contractors;
- Participate in the evaluation and selection of the Construction Manager (CM) in the statutorily required Designer role; and
- Coordinate with the CM.

Deliverables

- Design Premise: Premise upon which the design scheme is based, including sketches which illustrate indoor and outdoor program functional relationships, access, and future expansion;
- Commissioning Plan: A scope of the commissioning services to be incorporated.
- Basis of Design for high- efficiency and low/no fossil fuel MEP systems.
- Envelope design and target performance.
- Mass LEED target level and checklist (or other required certification as required by Executive Order);
- Life cycle cost analysis.
- Resilience assessment and design strategies including the Resilience Checklist and results of resilient design standards (resilientma.org)
- Drawings:
    - Site plans: Site plans of project addressing impact of accessibility, zoning, context, utilities, environment, parking, drainage calculations, planting, and other related program criteria.

- Floor plans–Spaces: Floor plans of all levels identifying all program spaces, including security.
- Floor Plans–Levels: Floor plans of all levels indicating the building's general mechanical, electrical, plumbing, and structural systems.
- Site Prep Plans–Demolition and/or Current Conditions: (If applicable) Demolition and/or existing conditions floor plans prepared for all disciplines.
- Floor Plans–Site Relationship: Four elevations from the main orientation points of view indicating the relationship to site configurations.
- Floor Plans–Program Spaces and Site Configurations: Two cross-sections *(longitudinal sections?)* with floor heights, including basement spaces identifying program spaces and relationship to site configurations.
- Designer's Studies: A three-dimensional representation, axonometric, perspective drawing or an aerial photographic *(bird's eye)* view of the Designer's Study model to convey the general massing of the project; a computer-generated model in context is preferable.
- Floor Plans–Scales: The plan, section, and elevation drawings shall be 1/4" = 1'0". If the building is large or irregular in shape and will not adapt to the use of match lines 1/8" = 1'0" scale may be approved for submission.
- Sheet size to be half-size.

Task 7 – Certifiable Building Study Report

Prepare draft study report compiling the products of all tasks. Incorporate comments from draft report into a final report for certification, including an executive summary and project narrative. Submit one copy for final DCAMM review and comment prior to final submission in digital and spiral-bound hard copy formats (three copies maximum).

Deliverables

- Draft report compiling and revisiting the products of Task 2, 3, 4, 5, and 6 for review and comment by DCAMM and DYS
- Final Report that incorporates comments from the draft report for certification in required digital and hard copy formats. The report package should provide a sufficiently detailed information package that describes all relevant aspects of the proposed and includes: the executive summary; program and final tabular program, project narrative; schematic design package; final Universal Design goals and Accessibility analysis, operations, MEP and site narratives; code analysis; energy costs modeling, sustainable and resilient design approach; a phased construction cost estimate and narrative; an operating cost analysis; and a proposed project construction schedule w/ defined milestones(Gantt chart).
- Executive briefing Power Point presentation.

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. Landscape Architect
3. Interior designer
4. Civil Engineer
5. Mechanical Engineer (M/P/FP)
6. Electrical Engineer
7. Structural engineer
8. Specifications Consultant
9. Cost Estimator (independent consultant required)
10. MA Building Code Consultant
11. Historic Preservation Consultant
12. 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 that maintain a current registration with the Massachusetts Board of Registration of Landscape Architects; and the title “Landscape Professional” refers to an individual who may not hold a certificate of registration from the Board of Landscape Architects, but can prove requisite experience, education and training that enable them to perform the landscape design services outlined herein; 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.
- If listed above, the term “Interior Designer” refers to firms that shall demonstrate competence by holding a nationally recognized certification.

Evaluation 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	Demonstrated expertise in designing trauma-informed spaces for youth that address educational, psychological, and health needs. Established track record of innovative design approaches that satisfy strict safety, security, and anti-ligature requirements while at the same time challenges the impersonal institutional conformity that often characterize such spaces.
2	Demonstrated expertise in designing new buildings in historically significant campuses and experience with Chapter 149A projects. Ability to innovate while being responsive to existing context
3.	Proven track record of integrating architecture and landscape design to • facilitate healing without compromising on safety and security needs. • preserve and complement the historic milieu • further sustainability and campus resiliency goals.
4.	The Prime firm, through their Diversity Focus Statement (in Section 5), shall demonstrate their firm's implementation of Equity, Diversity, and Inclusion (EDI) principles within its organization and within the design profession. The Statement shall: • document the firm's track record for meeting and exceeding EDI goals, including the demonstrated track record of the Prime firm for meeting DCAMM or other agency diversity goals, highlighting in particular prior projects that have met or exceeded these goals • specify the firm's approach toward assembling the team for this project, both with internal staff and the inclusion of M/W/VBE firms • detail the experience of the working relationships among the team, including a description of the roles and responsibilities among the team members assigned to this project.
5.	Key team members will have demonstrated experience in leading and facilitating projects which target high efficiency and climate resiliency in design and systems, including knowledge of Passive House and Net Zero building design principles, resilient design, considerations of site-specific resilience enhancements, decarbonization of fossil fuel systems, the integration of architectural elements and mechanical systems, and strategic electrification.

SUPPORTING DOCUMENTS

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

- Goss Building – Comprehensive Needs Assessment (Rowse Architects, 2022)
- Property Condition Report, DYS Taunton / Goss Building (Sebesta Blomberg January, 2014)
  Goss Building - Comprehensive Needs Assessment

PROJECT REQUIREMENTS

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

Affirmative Marketing

MBE/WBE Participation

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Along with the MBE and WBE participation goals which reflect ownership status set forth below, the Designer Selection Board and DCAMM 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, should 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 DCAMM projects. See also Evaluation Factors.

In accordance with M.G.L. C.7C, §6 and Executive Orders 526 and 565, the **Division of Capital Asset Management and Maintenance (DCAMM)** has established minimum MBE and WBE participation goals of **5.3% MBE and 10.3 % WBE** of the overall value of the study and final design contracts for this Contract/project. Applicants must utilize both MBE and WBE firms whose participation meet these separate participation goals set for the Contract. The separate MBE and WBE participation goals must be met within the list of requested prime and sub-consultants and those MBE and WBE firms with which they team. MBE and WBE firms providing extra services, such as surveying or testing, can also contribute to the MBE and WBE participation on the project.

All applicants must indicate in their applications how it or its consultants will meet these goals and will be evaluated on that basis. Further information about the MBE and WBE Program appears in the "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for House Doctor Services at Attachment F, and a list of firms currently MBE or WBE certified appears on the Supplier Diversity Office website: https://www.mass.gov/orgs/supplier-diversity-office-sdo

Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified may use their participation toward meeting the goal for the certification they hold and will be required to bring participation by additional firm(s) that holds the

necessary SDO certifications to meet or exceed the goals on this Contract. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE and WBE goals. Consultants to the prime can team within their disciplines in order to meet the MBE and WBE goals, but must state this relationship on the organizational chart (Section 6 of the application form). Please note that only firms that are currently Massachusetts Supplier Diversity Office certified as MBE or WBE can be credited toward meeting project MBE or WBE goals.

Additional Diversity Programs:

Veteran Owned Business Participation Benchmark – Chapter 108 of the Acts of 2012; Executive Order 565

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises ("SDVOBE") and Veteran-Owned Business Enterprises ("VBE") on its design projects. The benchmark for combined SDVOBE and VBE participation on DCAMM and other Executive Branch agencies design projects is 3% of the contract price as set forth in the standard DCAMM Contract for House Doctor Services referenced herein.

In addition the Commonwealth encourages the participation of Disability-Owned Business Enterprises (DOBEs) and Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBEs) firms on its design projects (see Executive Order 565 -No. 565: Reaffirming and Expanding the Massachusetts Supplier Diversity Program | Mass.gov.

Energy, Sustainability and Climate Change Adaptation

Executive Order 569: Establishing an Integrated Climate Change Strategy for the Commonwealth

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 569 – see https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth. Project teams will need to complete the DCAMM Resilience Checklist and the design requirements of the Resilient MA program (resilientma.org).

Executive Order 594: Leading by Example – Decarbonizing and Minimizing Environmental Impacts of State Government

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order "594" (EO 594) or the most recent Leading by Example Executive Order (https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government).

Building studies may include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EOEAA 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.

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. **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. The design team is expected to utilize the 8 Goals of Universal Design as guidance for applying Universal Design and accommodating people of all abilities.

Accessibility

The Designer's team must comply, at a minimum, with 521 CMR, The Rules and Regulations of the Architectural Access Board https://www.mass.gov/orgs/architectural-access-board as well as the 2010 ADA Standards for Accessible Design https://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm 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. **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. The Designer will incorporate the work of the accessibility consultant into their construction documents. If an accessibility consultant is assigned, then the House Doctor must review and incorporate the accessibility consultants' findings into their proposed work. Assignment of an accessibility consultant does not relieve the House Doctor, designer, or their code consultant of their obligation to make sure all accessibility requirements are met on the project.

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 **Awarding Agency**.

DCAMM Procedures

The Designer must be familiar with the procedures established in DCAMM's Designer Procedures Manual https://www.mass.gov/doc/designers-procedures-manual (dated August 2008) 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).

Electronic Project Management Information Systems

Consultants will be required to use DCAMM's electronic web-based project management information system as a repository for project correspondence, documentation, project budgeting, and scheduling. No special software is required.

Workshops

DCAMM 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. **DCAMM** 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.

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 https://www.mass.gov/doc/bim-list-of-services/download

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 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.

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. c. 149A. It is anticipated that the CM will be on board during the Schematic Design phase of the 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 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* (October 2020) (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 **eight (8) months** to complete a Study, including Schematic Design.

Design Phase: DCAMM has established a goal of **ten (10) 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 has transitioned 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! The board no longer accepts 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.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx.