PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

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

DSB List#:	23-09	
Notice Date:	May 17, 2023	
Submission Deadline:	June 7, 20223	At 2:00 PM
Project Number:	MIL2201	
Project Title:	Camp Edwards Readiness Center	
Project Location:	Camp Edwards, MA	
Awarding Agency:	Division of Capital Asset Management and Maintenance (DCAMM)	
Estimated Construction Cost:	$24,300,000	
Fee for Draft Study	$600,000	
Fee for Certifiable Study	To be Negotiated	
Fee for Schematic Design	To be Negotiated	
Fee for 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 Draft Study

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

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AGENCY INFORMATION

Massachusetts Army National Guard (MAARNG)

The Massachusetts Army National Guard (MAARNG) has a history of centuries' long service to the Commonwealth of Massachusetts and the Nation. It is unique in that it has both State and Federal missions. It is made up of approximately 6,300 Army National Guardsmen and 300 civilians, all overseen by The Adjutant General (TAG). The Federal Mission is "…to provide well-equipped, well-trained Soldiers to support National Security Objectives and interests." The State Mission is as follows: "Provide the Governor with trained, equipped and organized units to assist civil authorities in the preservation of life and property." This involves being able to rapidly deploy critical capabilities to the Incident Commander for a manmade or natural disaster, and to significantly reinforce first responders with a follow-on force comprised of large numbers of highly trained professionals.

The MAARNG has a portfolio of 50 major facilities and 14 ancillary structures in 37 communities throughout the Commonwealth. Armories (now called Readiness Centers) provide space for military class weapons storage, assembly space, classrooms and training facilities, and administrative offices.

Division of Capital Asset Management and Maintenance (DCAMM)

DCAMM 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[1].

PROJECT OVERVIEW

The project involves the study, design and construction of an approximately 60,000 SF Readiness Center and associated structures to be constructed at Camp Edwards on Cape Cod. Readiness Centers and ancillary buildings are classified by the MAARNG as primary facilities and are to be designed to achieve a minimum lifespan of 50 years. The Readiness Center will also require a Backup/Emergency Generator, an Unheated Storage Building, a Controlled Waste Facility, and a Flammable Materials Facility.

This project is critical to the Guard's mission to provide facilities that will adequately serve the two units currently sharing space with the Camp Edwards Facility Engineering. The new Readiness Center is required to properly station, train, and administer increased units located on Camp Edwards. According to Federal guidelines, there is an 82% deficiency in the required space need, inhibiting the ability to provide adequate space for administrative uses, storage, assembly, or parking. The requirements for a Readiness Center on the installation have increased due to restructuring and redeployment of units within the MAARNG and Camp Edwards.

[1] https://www.mass.gov/orgs/division-of-capital-asset-management-and-maintenance

A well-prepared military force is fundamental to the state and national security. Federal training standards specify what is required to meet the preparedness goals. Meeting these standards is essential to the health, safety and competency of each soldier in fulfilling their role.

The purpose of the study phase of this project is to confirm program assumptions and develop site layout while developing detail for site and building systems, materials, and costs. The designer will be required to become familiar with the MAARNG's Readiness Center design requirements (NG-Pam 415-12). Sustainable design features are to be incorporated to the maximum extent possible. Construction specifications will also incorporate sustainable design features where possible for inclusion during project construction. The design and construction of the proposed Readiness Center will comply with Unified Facilities Criteria (UFC) 4-010-01. Site concepts will be reviewed by MAARNG for Anti-Terrorism/Force Protection (AT/FP) compliance.

GENERAL SCOPE OF WORK

DCAMM, working with MAARNG seeks expert professional services for the study and final design for a new Readiness Center to be located at Camp Edwards on Joint Base Cape Cod located in Sandwich, Massachusetts.

The immediate scope of work for the Readiness Center will include but not be limited to the following:

- An analytical review of MAARNG Readiness Center Operations and Requirements;
- Review of any previous studies;
- A detailed analysis of the identified project site;
- Evaluation of current and projected programmatic needs;
- A finalized program and project scope;
- A review of best practices nationwide in the design of modern Readiness Centers including current trends and use of technology;
- A review of the latest relevant sustainable design practices and measures to improve building resilience, energy performance and environmental comfort;
- Development of a decarbonization strategy for the building and site;
- Development of conceptual design alternatives;
- Evaluation of Buy America Build America Impacts on the Project;
- Development of a preferred alternative and finalized program, budget and schedule.

The project will include study services initially, with the intent to continue into schematic design, design development, construction documentation and construction administration services for the recommended option identified by this Study, using a Construction Manager at Risk (CMAR) process.

In support of DCAMM's 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.

Key Design Objectives

Create Flexible / Adaptable Spaces

The facility should be designed for maximum flexibility to adapt to evolving needs and future changes in use, while addressing the specific requirements of the military. The Designer must be aware of current and emerging trends in designing for rapidly evolving technology-enabled environments.

Integrate Resilient Design

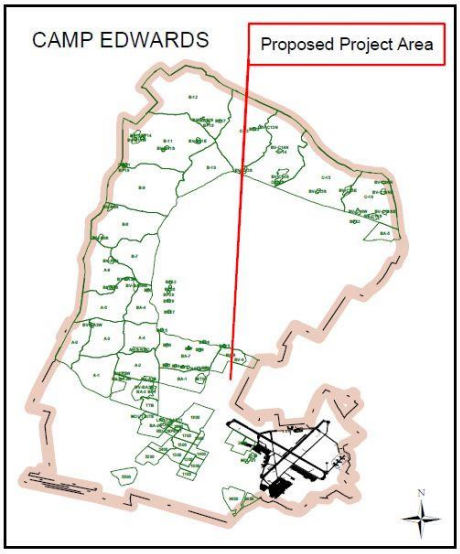
Due to Camp Edwards and the Joint Base Cape Cod's coastal location, climate resiliency will be critical to the design of the Project. The design team is expected to incorporate resiliency strategies and adhere to agency climate change vulnerability assessments and resiliency recommendations. The latest technologies for flood proofing are to be seamlessly integrated into the design.

Realize a Sustainable, High-performance Building

In support of the Commonwealth and DCAMM's commitment to sustainable design, the Project should strive to achieve zero net energy and achieve the highest USGBC LEED certification feasible. The design team is expected to identify and integrate carbon reduction strategies including, but not limited to low/no carbon fuel sources, high efficiency measures, and renewable energy sources such as geothermal and solar. Civil and landscape design should emphasize water conservation, integrated storm water management, and low-maintenance and ecologically appropriate planting design. Identification of a preliminary Operations and Maintenance plan (including commissioning) to maintain building efficiency into the future should also be considered. Sustainable design goals should be established as part of the Study and be met or exceeded in Final Design.

PROJECT LOCATION AND BACKGROUND

The new Readiness Center will be constructed on a 6.3 acre parcel at Camp Edwards on Cape Cod. Camp Edwards comprises 15,000 acres within the 22,000-acre Joint Base Cape Cod (JBCC) and serves as the primary pre-mobilization training site for the Massachusetts Army National Guard and Reserve Component units in the Northeast.



JBCC is unique in that it is the largest piece of contiguous undeveloped real estate on the Upper Cape, and serves as training location and home for five military commands – the Massachusetts Army National Guard at Camp Edwards; the Massachusetts Air National Guard at Otis Air National Guard Base; the 253rd Combat Communications Group, also at Otis Air National Guard Base; the 6th Space Warning Squadron phased array radar site at Cape Cod Air Force Station; and the U.S. Coast Guard at Air Station Cape Cod.

As a major natural resource, JBCC also encompasses an environmental component, with programs committed to the cleanup and protection of the groundwater, land and the Massachusetts Army National Guard Environmental Team , which manages programs to maintain and improve training lands, protect natural and cultural resources, plan and design installation improvements, and manage and minimize hazardous materials and hazardous waste generated at Camp Edwards.

Camp Edwards is a major training site and serves not only Massachusetts but the entire New England region. Additionally, it provides training for first responders and law enforcement entities and is home to the Regional Training Institute, the oldest state-run Officer Candidate School in the country.

The primary mission is to prepare soldiers for combat missions overseas, as well as missions to serve and protect the homeland within the US. Training facilities at Camp Edwards include a Tactical Training Base, used to simulate an overseas Forward Operating Base, urban operations training facilities, small arms ranges, convoy training, and state-of-the-art simulators. The facilities are also available for use by civilian first responders. Camp Edwards is also home to a National Guard aviation battalion with utility helicopter and air traffic control companies, three engineer units and the Regional Training Institute.

PROGRAM COMPONENTS

The Camp Edward Readiness Center will consist of the following main elements, with associated approximate square footage allotments:

Primary Facilities	
Readiness Center	52,000 SF
Unheated Storage Building	7,500 SF
Controlled Waste Facility	330 SF
Flammable Materials Facility	220 SF
Backup/Emergency Generator	1 EA
Rigid Pavement for Military Equipment Parking (MEP)	9,100 SY
Electric Power, Photovoltaic	1 EA
Supporting Facilities	
Rigid Concrete Paving	1,000 SY
Flexible Paving	7,900 SY
Security Fencing	1,400 LF
Curbing Rigid	1,700 LF
Sidewalks	970 SY

Other requirements include provision of:

- Exterior Security Lighting
- Detached Facility Sign
- Exterior Fire Protection
- Gas / Electric / Water Service
- Wastewater Service
- Storm Water Drainage
- Refuge Collection Facility
- Information Systems
- Site Improvements
- Anti-Terrorism/Force Protection

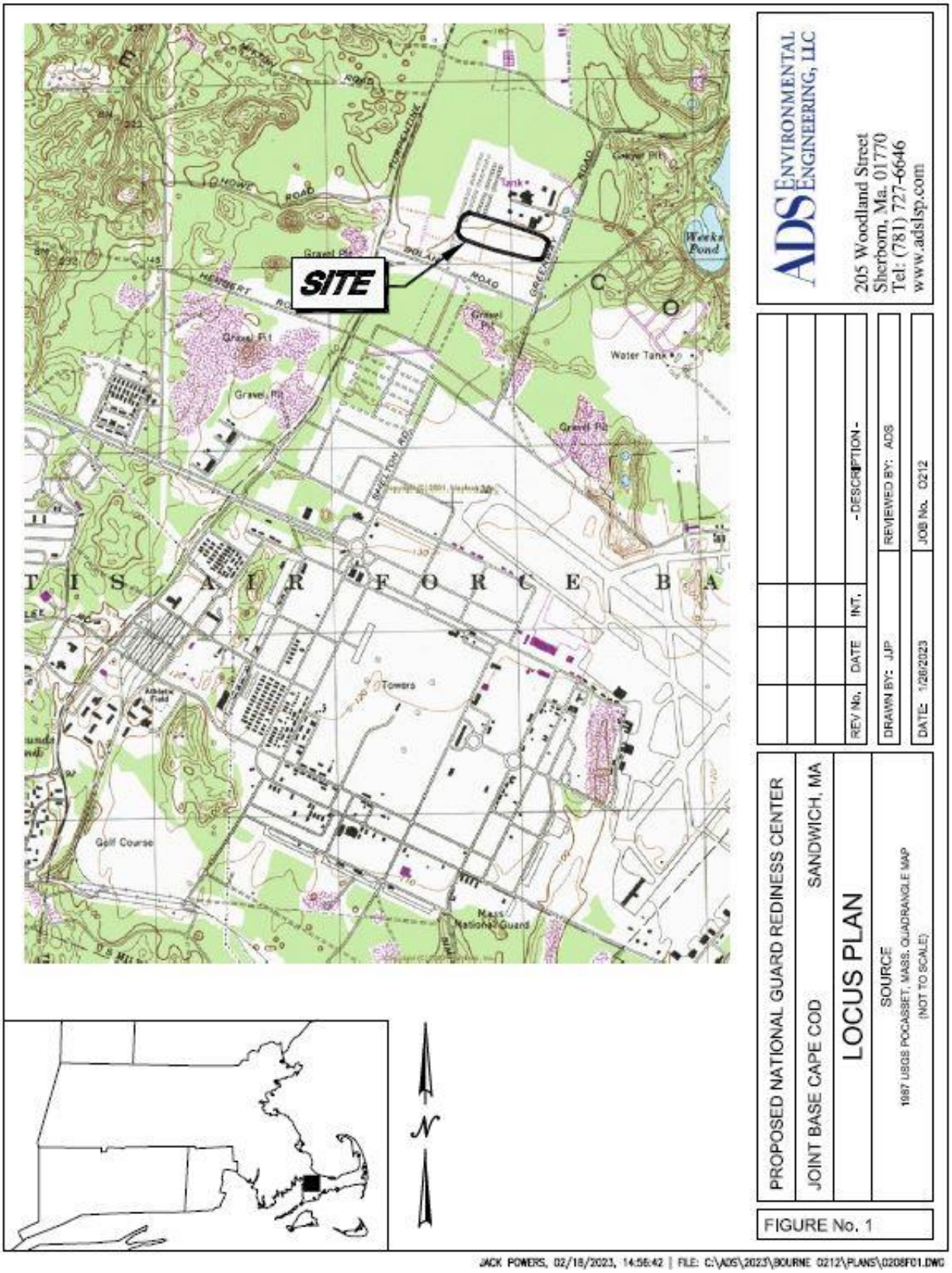
Preliminary breakdown of spaces identified through preliminary planning exercises during the Master Planning process include:

- Shared Spaces (i.e., Assembly Hall, Classroom, Multipurpose Training spaces, etc.)
- Unit Support Spaces (i.e., Unit Administration and Storage Spaces – dedicated space for each unit)
- Building Core (i.e., Mechanical Rooms, Toilets / Showers, etc.)

Exact needs, space types and square footages will require confirmation by the Guard as part of the Program Development, in conjunction with the allowances set forth in the National Guard Pamphlet (NGPAM) 415-12 (2015) Army National Guard Facilities Allowances.

The new Readiness Center will support two units – the 181st Engineering Company (with 112 personnel) and E Company of the 126th Aviation Battalion (consisting of 73 personnel). The 185 personnel representing the two units will utilize the facility during drill weekends one weekend a month, in

addition to two-week annual training, in support of domestic responses/operations and other short duration training requirements. There will be 8 full-time staff at the facility who are typically on-site Monday through Friday. The Readiness Center will accommodate approximately 205 military vehicles and trailers.



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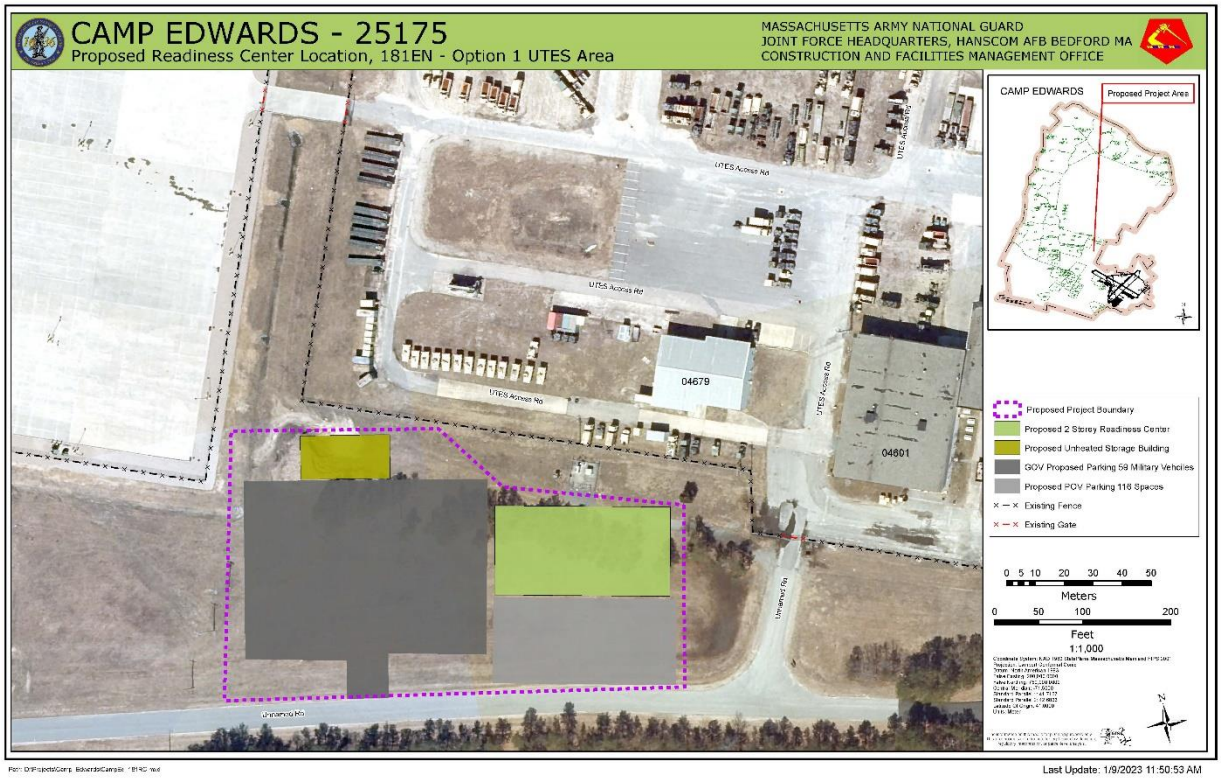
Aerial view of site *(source: Environmental Condition of Property Preconstruction Site Selection Survey – Proposed National Guard Readiness Center, February 2023)*



Aerial view of site *(source: Massachusetts Army National Guard – Camp Edwards Proposed Readiness Center Location, January 2023)*


Site facing east


Site facing west

SCOPE OF WORK

The tasks identified below are representative for the purposes of this advertisement 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

- Attend a DCAMM administrative conference to review all project requirements and DCAMM administrative and project management policies, procedures and protocols.
- Conduct study conference/workshop with DCAMM and MAARNG working group to review project goals and objectives, planning process, schedule of milestones, information and data requirements, etc. All Designer team members (including subconsultants) will be introduced to the user group, and their roles and responsibilities described. The Designer should assume bi-weekly working sessions throughout the duration of the study phase unless otherwise notified. Meetings may be held in-person, online or in hybrid format.
- Compile a data request, identifying any additional information needed.

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, schedule and fee breakdown for

this Study. Both DCAMM and the Designer will review and approve this Work Plan. All study services authorized by any notice-to-proceed must comply with the workplan approved by the DCAMM Director of Planning, which will be incorporated into the Designer's contract upon written approval. During the course of the Study, new opportunities or constraints may be uncovered and require a re-thinking of original intentions. If necessary, a memo will be issued outlining any revisions to the Work Plan that might be required. The Work Plan at a minimum will include:

- Statement of understanding of the vision, goals/objectives, scope, budget, and schedule for the project;
- Statement of climate and energy, "best in class" energy (site) use intensity, 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;
- Confirmation of team members' roles and their expected participation including MBE/WBE participation;
- Evaluation of the preliminary Estimated Construction Cost (ECC) developed by DCAMM; and
- Detailed 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;
- Stakeholder Engagement Plan: The selected Designer is expected to establish a roadmap for engagement of all stakeholders throughout the process as well as a strategy for reaching consensus. The dates and times for project milestones should be included in the Engagement Plan.
- Bi-weekly online working sessions, at a minimum, are expected throughout the duration of the study with DCAMM and the MAARNG; in-person client interviews and workshops to be scheduled as needed.
- Proposed Payment Schedule.

Both DCAMM and the Designer will review and approve this Work Plan. The DCAMM Planning Director must give final approval and sign off on the Work Plan before any further work can be commenced.

All study services authorized by any notice-to-proceed must comply with the approved Work Plan, which will be incorporated into the Designer's contract upon written approval by the Director on Planning. During the course of the Study new opportunities or constraints may be uncovered and require a re-thinking of original intentions. If necessary, a memo will be issued outlining any revisions to the Work Plan that might be required.

Task 1 Deliverables

- Presentation materials and meeting minutes from the administrative and kickoff meetings
- Project Directory including stakeholder list
- Stakeholder Engagement Plan
- Data Request
- Work Plan identifying project goals, key dates, deliverables, project schedule and proposed payment schedule
- All deliverables must meet Army MILCON checklist guidelines (checklist provided)

Task 2 – Operations and Program Evaluation / Existing Site Analysis

During this phase of the study, the emphasis will be on developing an understanding of MAARNG operations and confirming and refining the previously developed program, undertaken as part of the Guard's project request in 2019 under DD Form 1391. This provides an opportunity to evaluate how the different units operate now, and how the Guard envisions operations going forward. This data will inform the alternatives developed in Task 3.

2.1 Operations and Program

New Readiness Center facilities reflect the National Guard's modernized approach to providing unit support and training of personnel. The Designer, with its consultant(s), will be expected to coordinate the planning and study effort, review operations at relevant facilities, and confirm all program requirements for the new facility. The Designer will be expected to coordinate the planning and study effort, review Army National Guard operations at any identified relevant facilities, and confirm all program requirements. The Designer's Project Manager is expected to outline and facilitate a collaborative process for meaningful stakeholder engagement for the duration of the study. Key stakeholders include: DCAMM's Office of Planning, Office of Design and Construction, Office of Energy and Sustainability, and Statewide Accessibility Initiative, as well as leadership and staff from the Massachusetts Army National Guard. The Designer will clarify a method for engaging stakeholders, which may include regular workshops with staff, to confirm utilization/efficiencies.

The pre-established program is based on spaces outlined as currently deficient and/or absent as outlined in the Federal standards in NG-Pam 415-12. The Designer will undertake an analysis of the existing program relative to right-sized standards as well as identify any future program requirements as necessary. The Designer will provide a narrative that justifies program needs and develop a preliminary tabular program expressed in net square feet with net to gross ratios and gross square feet requirements. This will also include typical room layouts and adjacency diagrams indicating key relationships and technical requirements. The program will be reviewed and endorsed DCAMM, the State Quartermaster, , the Construction and Facilities Management Officer, Massachusetts Army National Guard (MAARNG), and others as directed by the MAARNG before proceeding to the development of alternatives. The Designer will:

- Schedule and facilitate a tour (s)/site visit(s) of other recently constructed Readiness Centers to become familiar with the building type and assist the Massachusetts Army National Guard (MAARNG)and DCAMM in the planning process;
- With applicable subconsultant(s), analyze the MAARNG's current and future needs relative to their programmatic evolution, best practices for modern planning for buildings of this type and applicable regulations;
- Interview the State Quartermaster, the Construction and Facilities Management Officer and Massachusetts Army National Guard (MAARNG)representatives to gain a thorough understanding of their mission, operations, programs, staffing, functional and technical requirements and any other relevant planning-design considerations;

- Summarize the operations analysis which will be included in the Preliminary Planning Report, described in the Task 4 deliverables;
- Provide a narrative which documents and presents a justification for all programmatic needs and requirements;
- Develop detailed tabular space program broken down by individual functional areas and sub-areas and identifying all net useable square footage based on NG-Pam 415-12, and all gross space requirements. Evaluate the program with respect to National Guard Bureau(NGB) allocation standards as well as the established budget;
- Provide typical room layouts and spatial adjacency diagrams indicating key relationships, and technical requirements; and
- Outline a basis of design consistent with MA climate goals and options for building systems requirements, including high performance envelope, right-sized systems, and using low carbon fuels for meeting thermal loads.
- Review all prior/relevant studies done for the Readiness Center;
- Review any additional relevant documentation as provided by DCAMM/MAARNG;
- Articulate how the design of the new Readiness Center can incorporate sustainable best practices; document concerns related to resilience and provide a proposal to comply with Executive Order 592 and the new Massachusetts Energy Code. Review requirements needed to meet LEED Silver certification (at a minimum) and understand if/how this may inform building design.
- Determine any missing/needed information and develop a method for obtaining the information in a timely manner.

2.2 Site Existing Conditions

The site is located on a vacant parcel of land adjacent to and abutting the Unit Training Equipment Site (UTES) at Camp Edwards. Prior to 1960, the land was used for a small firing range, and during the period between 1960 – 1973, it was part of the Boeing Michigan Aeronautical Research Center (BOMARC), an air defense missile installation property. Following the deactivation of BOMARC, the buildings and surface utility corridor were removed, and repurposed for the UTES facility which is responsible for the service and maintenance of 300 – 350 military vehicles used to Camp Edwards Army National Guard training activities.

In addition to identifying specific site investigations that will need to be undertaken, the designer will be responsible for considering pedestrian circulation, accessibility, vehicular circulation and parking for military and POV (privately owned vehicles) , topography, infrastructure, open space, possible regulatory requirements, and potential build-out capacity.

As part of this task, the designer will:

- Identify if a recent topographical survey has been done and update that information as needed
- Undertake a resiliency investigation and evaluate site vulnerability to flood, storm surge, rising sea level, increased precipitation and temperature fluctuations. Identify strategies to fix known problems and minimize risk (use Resilience Checklist & Resilient MA Action Team RMAT tool found at https://resilientma.mass.gov/rmat_home/designstandards/

- Review the February 2023 Environmental Condition of Property Preconstruction Site Selection Survey – Proposed National Guard Readiness Center and identify additional soil and hazmat testing requirements.

2.3 Cost

- Develop an order of magnitude cost for the space program to assist in prioritization.
- Provide a current assessment of the construction cost escalation rate for similar buildings in Massachusetts.
- Assess cost impact of Buy America Build America program.

2.4 Schedule

- Prepare preliminary design and construction schedule and/or phasing plan. Show in detail permitting and regulatory reviews required and their impact on timeline.

Task 2 Deliverables

- Operational Analysis / Preliminary Program / Site Analysis report (for all tasks above) for the new Readiness Center including project goals, background information, opportunities, requirements, constraints, as well as any other relevant information. The report should include a summary of finding, issues and factors with the potential to have an impact on design alternatives and costs.
- Draft tabular program cross referenced with NG-PAM 14-5 allotments.
- Complete annotated list of all documentation provided to the Designer by DCAMM and/or the MAARNG, as well as a list of additional documentation or information required to complete this Study.
- Site Analysis including
    - Narrative description and list of potential issues
    - Site Plan
    - Site Survey (if available)
    - Site Utility Plan
    - Annotated photographs documenting site conditions
- PowerPoint presentations for project workshops and meetings
- Meeting minutes

Task 3 – Development & Evaluation of Alternatives

This phase of the study will focus on developing and analyzing a minimum of three conceptual building and site design alternatives that meet all programmatic needs and project goals. Each alternative will also include a preliminary approach to locating building systems and accommodating required space needs for each system. This project will be subject to Buy America / Build America (BABA), so the designer should become familiar with these requirements and begin thinking about how to achieve them as the alternatives are developed.

Program

- Building: Create and analyze a minimum of three meaningful alternatives for implementing the recommended program.
- 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.
- Include in each alternative:
  - Site plan, site planning diagrams, illustrative floor plans, building sections, elevations, digital three-dimensional views.
  - Pros and cons analysis of alternatives based on criteria established by the Designer, MAARNG and DCAMM.
  - Project schedule for design through construction including required permits and associated required regulatory review which could impact the schedule
  - Order of magnitude costs.
- Develop a matrix to evaluate each option.

Cost

- Provide an order of magnitude cost for the alternatives.
- 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 could impact the schedule.
- Evaluate schedule options and issues.

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.

Task 3 Deliverables

- Documentation of findings with appropriate narrative describing alternative concepts and preferred option, analysis and workshop outcome.
- PowerPoint workshop presentation.
- Comparative matrix illustrating pros and cons regarding MAARNG and DCAMM goals for the project program, scope, costs, and construction schedule.
- Well-organized, clearly written and well-illustrated technical memorandum on costs, including comparable costs and assessments, possible approaches for cost control, and results of workshops.
- Meeting minutes.

Task 4 – Preferred Alternative

During this phase of the Study, the Designer will outline the preferred project strategy and plan for its implementation distilled from the alternatives and as directed by DCAMM and MAARNG 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

- Finalized detailed tabular program listing all programmed and support spaces.
- Revised relationship diagram depicting important adjacencies.
- Updated 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 the new construction.
- Produce a site plan to scale showing building footprint(s) and all proposed site, civil, and landscape work included in the estimate.
- Develop pre-schematic floor plans, exterior elevations, blocking and stacking diagrams, 3D views of key interior spaces and exterior perspectives.
- Provide architectural, MEP systems, and site narratives.
- Provide a building code analysis, review of permits and compliance requirements.
- Provide an outline specification for preferred alternative.
- Provide 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; Architectural, MEP systems, and site narratives.
- Develop a working list of materials that adhere to the requirements of Buy America / Build America, to be furthered in the Schematic Design Phase.

Cost

- Detailed cost estimate per the DCAMM cost estimating manual.
- Provide pricing narrative for all architectural, MEP, structural, civil and landscape work, reconciled with the CM (if applicable).
- Develop a strategy for meeting the budget if costs exceed allowable amount.

Schedule

- Develop a schedule of design and construction, provide Gantt chart illustrating durations
- Develop an implementation schedule including required permitting, reviews, required move coordination, and other critical logistics.

<u>Task 4 Deliverables</u>

- 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 2-4 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 clearly organized with a table of contents, well-written and illustrated.

Task 5 Deliverables

- Draft study Report incorporating all revisions as directed by DCAMM for final DCAMM review and approval. This will consist of a narrative report that clearly outlines all program, scope, budget, and schedule of the preferred alternative.
- All drawings, tables, charts, and narrative required to record decisions and support the preferred alternative. Drawings, tables, and charts may be reformatted to make sure they are easily readable within an 8.5 x 11" portrait report format.
- "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.

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 Guidelines and Procedures[2] (dated March 2023).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, MAARNG, Designer's team and, if applicable, CM.
- Finalize building code analysis.
- Finalized site analysis.
- Coordinate with DCAMM's accessibility consultant to ensure the building is designed to address Universal Design goals/ MAAB / ADA standards and best practices.
- Participate in a Universal Design 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 access consultant at least two weeks prior to the UD workshop.*)
- Identify sources for procurement in support of Buy America / Build America requirements.
- Integrate energy conservation and carbon reduction opportunities into project design.

[2] https://www.mass.gov/doc/designers-procedures-manual

- 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, finalize detailed cost estimate and conduct a cost estimating reconciliation workshop 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 under Chapter 149A; and
- Coordinate with the Construction Manager and the Commissioning Agent.

Task 6 Deliverables

- Design Premise upon which the design scheme is based, including sketches which illustrate indoor and outdoor program functional relationships, access, and future expansion, if required.
- Working list of building materials to be procured under the requirements of Buy America / Build America.
- Commissioning Plan describing the scope of the commissioning services incorporated.
- Basis of Design for high efficiency and low/no fossil fuel MEP systems.
- An energy model and Life Cycle Cost Analysis, Mass LEED plus analysis, narrative describing energy efficiency and low-carbon design of MEP systems and envelope in support of Executive Order 594.
- Envelope design and target performance.
- 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
    - 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 with floor heights, including basement spaces identifying program spaces and relationship to site configurations
    - Four exterior elevations from the main orientation points of view indicating the relationship to site configurations
    - A three-dimensional axonometric or perspective showing the general massing of the project within the site context
    - Two rendered eye-level perspective drawing

    - 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; and
    - Sheet size to be half-size

- Preliminary Outline of Project Specifications (Outline Spec)
- Detailed cost estimate in Uniformat II Level 3 per the DCAMM Cost Estimating Manual[3], reconciled with the CM
- Project implementation schedule Gantt chart
- All submittals must meet Army MILCON checklist requirements
- All submittals must meet the requirements outlined in the Designer Guidelines and Procedures[4] (dated March 2023).

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).

Task 7 Deliverables

- Draft report compiling and revisiting the products of Task 2 – 6 for review and comment by DCAMM and MAARNG.
- 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 strategy and will include: the executive summary; program and final tabular program, project narrative; project justification and rationale for selection of the preferred alternative; schematic design package; final Universal Design goals and Accessibility analysis, operations, MEP and site narratives; code analysis; energy costs, sustainable and resilient design approach; a construction cost estimate and narrative; an operating cost analysis; and a proposed project schedule (Gantt chart).
- An appendix to the Final Report may include:
    - MILCON Checklist V9 for Design-Construction
    - Official survey drawings
    - Room data sheets, full cost estimates, meeting minutes, presentations, specifications, etc.
    - Geotech / Hazmat / Environmental Reports
- Three (3) printed copies of the Executive briefing presentation for the preferred solution.,

[3] https://www.mass.gov/doc/cost-estimating-manual
[4] https://www.mass.gov/doc/designers-procedures-manual

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB Website[5]. The specific Personnel and Project Experience required is listed below.

Personnel

1. Architect (Prime Firm)
2. Landscape Architect
3. Civil Engineer
4. Mechanical Engineer (M/P/FP)
5. Electrical Engineer
6. Structural Engineer
7. Specifications Consultant
8. Cost Estimator (independent consultant required)
9. MA Building Code Consultant
10. Environmental Consultant
11. 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; and
- The title “Environmental Consultant” refers to design professionals that can demonstrate requisite experience in environmental regulations planning and design; and
- The title “Hazardous Materials Consultant” refers to design professionals that can demonstrate requisite experience in the identification and management of hazardous materials, and hazardous waste.

[5] https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf

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. 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.

2. Military design and construction experience. Understanding of relevant Unified Facilities Criteria (UFC), Buy America / Build America and other design criteria. Recent, demonstrated experience in the programming, design, and completed construction of projects of comparable type, scale and complexity, including Ch.149A (CM-at-Risk). Projects cited as relevant experience should be those where key proposed prime team personnel have had major roles and responsibilities with Ch. 149A projects.
3. Successful track record of the project team's commitment to design excellence in the built environment, demonstrating innovative design solutions that balance aesthetics, function and efficiency on projects.
4. 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.

- MAARNG Master Plan Report Volume 1
- CPED 10% Design 2018
- Camp Edwards Program Comparison – SMMA
- Environmental Site Assessment - Proposed National Guard Readiness Center
- 2022 Annual Report State of the Reservation
- MILCON Checklist for Design-Construction (v9)
- Camp Edwards - 25175 Proposed Readiness Center Location
- Unified Facilities Criteria (UFC) | WBDG - Whole Building Design Guide

PROJECT REQUIREMENTS

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

DCAMM Designer Guidelines and Procedures

The Designer must be familiar with the guidelines and procedures established in DCAMM's Designer Guidelines and Procedures[6] (dated March 2023) which provides direction and guidance to Designers who work on DCAMM Projects. This document replaces the August 2008 Designers Procedures Manual and incorporates the Guidelines for the Preparation of Studies for Building Projects.

The document is intended to set clear expectations, improve productivity, enhance communication, and ensure consistency to help Designers translate DCAMM requirements more efficiently into successful design solutions. Designers are expected to adhere to all applicable aspects of the Designer Guidelines and Procedures, including the following areas:

- **ENERGY, SUSTAINABILITY, AND CLIMATE ACTION**
  Projects undertaken under this contract shall comply with the applicable requirements of Executive Order 569 (EO 569)[7]: Establishing an Integrated Climate Change Strategy for the Commonwealth, and Executive Order 594 (EO 594)[8] Leading by Example – Decarbonizing and Minimizing Environmental Impacts of State Government. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project's impact on the environment, and 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.

- **BUILDING COMMISSIONING**
  DCAMM or the Awarding Agency 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.

- **ACCESSIBILITY AND UNIVERSIAL DESIGN**

[6] https://www.mass.gov/info-details/designer-guidelines-and-procedures
[7] https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth
[8] https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government

The Designer's team is expected to utilize the Goals of Universal Design[9] solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the Architectural Access Board[10] as well as the 2010 ADA Standards for Accessible Design. The Designer's team is expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act[11] to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

In addition to the general project requirements found in the Designer Guidelines and Procedures document, the Designer must be familiar with the procedures, 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 DSB and the Awarding Agency 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 DSB strongly encourages teams composed of firms that expand the overall breadth of different firms working on Awarding Agency projects. See also the Evaluation Factors listed above.

In accordance with M.G.L. C.7C, §6 and Executive Orders 565 and 592, the **Division of Capital Asset Management and Maintenance (DCAMM)** has established minimum MBE and WBE participation goals of **5.5% MBE and 10.6% 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

[9] https://idea.ap.buffalo.edu/about/universal-design/ as guidance for applying Universal Design
[10] https://www.mass.gov/orgs/architectural-access-board
[11] http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm

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 participation program appears in the "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for House Doctor Services at Exhibit F, and a list of firms currently MBE or WBE certified appears on the Supplier Diversity Office website.[12]

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 Supplier Diversity Office 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 in Section 5 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 - Ch. 108 of the Acts of 2012; Executive Order 565
The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises ("SDVOBE") and VBEs 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.

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.

Policies & Procedures

CM at Risk
The construction of this project will be performed utilizing a construction manager at-risk (CM) 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.

Environmental and Other Supplemental Services

[12] https://www.mass.gov/orgs/supplier-diversity-office-sdo

Development of any hazardous materials assessments, specifications, and documents will be provided through the Hazardous Materials Consultant design team member identified above. **DCAMM** or the Awarding Agency 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.

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 DCAMM or the **Awarding Agency**.

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 an anticipated goal of **nine [9] months** to complete a Study, including Schematic Design.

Design Phase: DCAMM has established a goal of **eight [8] 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, located here.[13] Also available is a template Design Phase Amendment[14], which includes a sample form of Attachment G – Design Phase Scope of Services.

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 DSB provides an online registration system that can be accessed here.[15] 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

Applicants are required to use the Designer Selection Board Online Portal.[16] New users can request credentials through the system login screen.[17]

[13] https://www.mass.gov/doc/contract-for-study-final-design-and-construction-administration-services-0/download
[14] https://www.mass.gov/files/documents/2017/11/06/contract-for-study-final-design-and-construction-admin-services.pdf
[15] https://www.mass.gov/service-details/dsb-online-registration-process
[16] https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx
[17] https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx