



## PUBLIC NOTICE OF DESIGNER SELECTION

### Designer Selection Board

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

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DSB List#:	23-17	
Notice Date:	September 27, 2023	
Submission Deadline:	October 18, 2023	At 2:00 PM
Project Number:	DCR202013	
Project Title:	Stoneham Maintenance Yard - Comprehensive Facility Plan	
Project Location:	164 Pond Street, Stoneham, MA	
Awarding Agency:	Division of Capital Asset Management and Maintenance (DCAMM)	
Estimated Construction Cost:	N/A	
Fee for Comprehensive Facility Plan	\$225,000	
Fee for Draft Study	To be Negotiated	
Fee for Schematic Design and Certifiable Study	To be Negotiated	
Fee for Final Design	To be Negotiated	

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#### Contract Type

☒ Study & Design Services

#### Immediate Services Authorized

☒ Other: Comprehensive Planning Services

#### Prime Firm Requested

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

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

☒ Draft Study  
☒ Certifiable Study  
☒ Schematic Plans and Outline Specifications  
☒ Design Development Plans and Specifications  
☒ Construction Plans and Specifications  
☒ Administration of Construction Contract

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## AGENCY INFORMATION

### **The Department of Conservation and Recreation (DCR)**

DCR manages over 150+ Massachusetts's state parks which are composed of over 450,000 acres. These protected lands include urban parks, mountains, freshwater beaches, saltwater beaches, forests and more. The agency is committed to preserving, maintaining, and strengthening the Commonwealth's natural resources through responsible design and management practices. DCR strives to implement forward-thinking sustainable design and land management plans to ensure healthy, maintainable sites and recreational facilities for all.

### **The 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.

## PROJECT OVERVIEW

### **General Scope of Work**

DCAMM, in collaboration with DCR, seeks professional services for the preparation of a focused, pragmatic long-range plan, utilizing information already compiled as part of a recent facility assessment, to outline an implementation strategy for capital improvements at the Stoneham Maintenance Yard to meet DCR's evolving needs ("the Comprehensive Facility Plan" or CFP).

The immediate scope of work will include, but is not limited to, the following:

1. Review, confirm, and evaluate space needs, based on programming needs from the 2022 Facility Assessment as well as user interviews and data collection as needed.
2. Assess site capacity to accommodate various schemes, including interior building space as well as outdoor facilities, site infrastructure and parking, and circulation requirements.
3. Review and confirm existing conditions assessment, including code analysis, site, systems, and current uses.
4. Prepare conceptual design options for site improvements, building renovations and new construction to meet program needs and site decarbonization goals.
5. Prepare an order of magnitude cost estimate for the proposed improvements, broken out by project components, for use in determining project priorities.
6. Identify a phased implementation approach for the full build-out of the campus, which prioritizes an improvement schedule based on anticipated budgetary considerations.
7. Identify a priority project for implementation based on the CFP and available funding.

Please note: As part of the 2022 Facility Assessment (described in a subsequent section), an initial concept for phasing and project scopes were identified. It will be the responsibility of the selected team to review and verify the assumptions made to ensure a cost-effective outcome that meets the needs of the agency.

It is anticipated that the selected Designer will, budget permitting, proceed into the Study Phase for certain projects identified in the Comprehensive Facility Plan. The fees for these future projects will be negotiated with the selected Designer separately.

### **Project Objectives**

The objectives of the Comprehensive Facility Plan are to identify the most cost-effective scenarios to achieve long-term needs for DCR in this location and to implement improvements to better accommodate the programs currently on site. While new construction may be required, the CFP should evaluate reuse and/or renovation opportunities to maximize space efficiency within budget limitations.

The project approach can be defined as follows:

Using work already compiled and prepared as part of the 2022 Facility Assessment as a base, prepare a Comprehensive Facility Plan for the Stoneham facility and site to accommodate the full spectrum of existing programs and services through a long-range, cost effective, phased implementation strategy.

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<sup>1</sup> recommendations.

### **Site Overview**

The DCR Stoneham Maintenance Yard at 164 Pond Street sits on a wooded lot of approximately 12.6 acres, surrounded by the northmost part of the Middlesex Fells Reservation in Stoneham, Massachusetts. The site currently consists of seven structures with a single, adjacent, two-way access road. The structures on site were built between 1950 and 1970 and are in fair to poor condition. Some structures have undergone capital improvements since original construction (i.e., reconfigurations or upgrades to lab and office space, roof replacements or repairs, and general maintenance upgrades), however, no building has undergone a comprehensive renovation. Overall, given the facility's age as well as changing functional needs of the agency over time and the Commonwealth's fossil fuel reduction goals, all buildings need significant investment in the form of renovation or replacement. In 2022, three structures (an operations garage and two unoccupied, unheated storage buildings) were deemed beyond repair and were demolished.

To date, buildings have been constructed on an as-needed basis; the earliest buildings and operations areas were built near the entry road ("lower level"). Buildings constructed in the decade to follow were built further from the road, on the upper elevation of the site ("upper level"). The elevation change between the two levels is approximately 6'6". Over time and as functional needs have arisen, other structures and work

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<sup>1</sup> 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.

zones have filled in empty areas on site. The existing facilities and site do not efficiently meet the current needs of the DCR and will not be able to meet future needs without significant improvements.





Annotated Site Plan, Stoneham Maintenance Yard | Image Source: Google Maps

## **Program Overview**

The following divisions of DCR work from this site: Operations, Engineering, Fleet Maintenance, Carpentry, Parts Warehouse, Materials Testing Laboratory, and Seasonal Workers. In addition to DCR, two other state agencies have presence on the site in a limited capacity. They are: MassDOT, for emergency snow removal deployments, and the Massachusetts State Police, for supplies/storage related to their statewide K-9 program. At times, the Stone Zoo, located across Pond Street uses the site for overflow parking.

The existing buildings range in size from 1,200 sf to 13,000sf. It is anticipated that all existing programs will need to be maintained on site. Existing program spaces include:

- Indoor Facility Programs
  - Staff Support Spaces
    - Meeting and Conference Rooms
    - Lockers and Toilet / Shower rooms
    - Kitchenettes
  - Administrative offices and open workspaces
    - Archival Resources
    - Plan/Plotter Rooms
  - Materials Testing Lab
  - Facilities Maintenance and Storage
  - Vehicle Maintenance Garage
  - Supplies and Equipment Storage
  - Vehicle Storage
  - Carpentry Shop
- Outdoor Facility Programs
  - Fueling (Gas & Diesel) Station
  - Salt and Sand Shed
    - Brine Storage
  - Outdoor work areas
  - Outdoor storage laydown
  - Compost Operations
  - Parking for state vehicles, employee vehicles and guest parking (overflow for Stoneham Zoo on nights & weekends)
  - Materials storage (landscape), hazardous materials storage, catch basin debris

## **2022 Facility Assessment**

In 2022, HKT was hired to perform a Facility Assessment for the DCR Stoneham Maintenance Yard at the Middlesex Fells site. It is expected that this 2022 Facility Assessment will be reviewed and confirmed by the awarded team to determine a path forward for capital improvements to meet DCR's goals for the site.

From the facility assessment and programming conducted by HKT in 2022, the following recommendations and goals for capital improvements were identified. It is expected the selected team will confirm and expand upon the recommendations below.

- Demolish all buildings and site structures and construct two new buildings, with the first phase being one new lower-level building (closer to the street) and the second phase one upper-level building. The lower-level building will house operations, engineering, and the lab. The upper-level building will house warehouse and storage functions and fleet maintenance.
- Reorganize site and circulation, including addition of a loop road that exits at a new point on Pond Street and site security to regulate after-hours overflow parking.
- Construct of additional site elements such as salt shed, covered storage, fuel depot and materials storage areas in either phase.
- Restore natural site features and landscape.
- Project goals:
  - Create a safe, healthy, and appealing workspace for all current and future staff members.
  - Be sensitive to surrounding environment, neighbors, and uses.
  - Identify a pathway to eliminate the use of fossil fuels on site as well as to construct a facility that meets low-impact design standards, specifically targeting construction methods and durable, low-maintenance materials. Design for climate resilience, anticipating the effects of extreme storm events, heat, drought, sea level rise and other impacts; meet Executive Order 594, which mandates zero-net construction by 2050, and go beyond it where possible and practicable.
  - Design a flexible facility that is adaptive to DCR's evolving needs, such as climate action and response, electrification of fleet, changing workplace preferences, and changing staff demographics.
  - Employ Universal Design guidelines going beyond ADA and MAAB requirements for a welcoming environment and meet the diverse and changing needs of users across age, ability, language, ethnicity, and economic circumstance.

## SCOPE OF WORK

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

### COMPREHENSIVE FACILITY PLAN

#### *Confirmation of 2022 Facility Assessment to Establish Phased Approach*

Task 1 -- Project Start-up & Work Plan

Task 2 – Existing Conditions and Program Confirmation & Analysis

Task 3 – Evaluation of Alternatives

Task 4 – Preferred Alternative & Draft Report

- This will include a phased implementation approach for the entire site.

### COMPREHENSIVE FACILITY PLAN (CFP)

#### *Confirmation of Facility Assessment to Establish Phased Approach*

### Task 1: Project Start-Up and Work Plan

**Objective:** Confirm anticipated scope of work and establish clear, commonly understood objectives and a methodology for project execution.



Project Start-Up and Work Plan tasks and deliverables include, but are not limited to, the following items.

**Tasks:**

- 1.1 DCAMM Administrative Meeting
- 1.2 CFP Kick-off
- 1.3 CFP Work Plan

**Deliverables:**

- Meeting Agendas and Minutes (DCAMM Administrative Meeting and CFP Kick-off)
- CFP Kick-off Presentation
- CFP Phase Work Plan (Draft and Final) for approval by Deputy Director of Planning. Draft to be submitted within two weeks following CFP Kick-off. The Work Plan typically includes:
  - Workplan Approvals
  - Project Overview (with Design Excellence Goals)
  - Project Contact List
  - Budget and Fee
  - Project Schedule
  - Quality Control Plan
  - Detailed Tasks Lists

Refer to [DGP Section 7 Reference Materials](#)<sup>2</sup> for a PDF of the Work Plan Template. The DCAMM Project Manager will provide the Designer an edited Work Plan template specifically for the CFP, which will include detailed lists of tasks for the Designer to draft the CFP Work Plan.

## Task 2 – Existing Conditions and Program Confirmation & Analysis

**Objective:** Review all documents provided by DCAMM and User Agency. Assess, analyze, and document the programmatic, siting and building requirements for accommodating the services and activities identified by the User Agency. Assess existing conditions of the site and buildings providing sufficient information to identify the problems and opportunities, so that all major implications for future requirements and design can be accurately judged. Identify any gaps in material needed to make informed decisions and recommend any additional work to be done. Additional testing (soil, hazardous materials, geotechnical etc.) should be considered in this phase and proposed as an additional service.

Confirmation and/or revision of 2022 Facility Assessment is expected during this phase and should include plans for meeting the Commonwealth's decarbonization goals.

Program Development, Existing Conditions, Cost, and Schedule Analyses tasks and deliverables include, but are not limited to, the following items.

**Tasks:**

- 2.1 Existing Documentation Review
- 2.2 Program Review and Confirmation; Site/building utilization analysis

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<sup>2</sup> <https://www.mass.gov/doc/designer-guidelines-and-procedures/download>

- 2.3 Review and confirm existing conditions from 2022 Facility Assessment
  - 2.3.1 Site Analysis
  - 2.3.2 Building Analysis
- 2.4 Cost Analysis: Review, verify, and evaluate cost summary put forward in the 2022 Facility Assessment; develop order of magnitude cost/sf analysis based on right-sized programs; provide a current assessment of the construction cost escalation rate for similar buildings in Massachusetts.
- 2.5 Project Schedule: Update the project schedule provided in the Work Plan; Provide preliminary information regarding permitting requirements for both site and building work.
- 2.6 Program and Existing Conditions Report (based on 2.1 and 2.2)
- 2.7 Problem Restatement (as required)

**Deliverables:**

- Meeting Minutes
- Meeting Presentations
- Program Development and Existing Conditions Report (Draft and Final).

### **Task 3: Evaluation of Alternatives for the CFP**

**Objective:** Identify and analyze three to four meaningful alternative project implementation / site design concepts for establishing the Comprehensive Facility Plan; unless otherwise discussed, one of the alternatives should be the preferred option proposed in the 2022 Facility Assessment. Emphasis should be placed on developing reasonable, economical, and practical solutions to evaluate. Each alternative should satisfy the standards and policies. The types of alternatives to be considered should be reviewed and approved by DCAMM and the User Agency before they are developed in any detail. An evaluation matrix with thoughtful criteria for reviewing options is key to this Task.

Development & Evaluation of Alternatives tasks and deliverables include, but are not limited to, the following items.

**Tasks:**

- 3.1 Alternatives : Each alternative should include
  - 3.1.1 A narrative summary
  - 3.1.2 A site plan (including circulation, parking, and universal design features)
  - 3.1.3 A diagrammatic description of recommended phasing
  - 3.1.4 The recommended approach to site and building sustainability, energy efficiency and climate resilience
  - 3.1.5 Order of magnitude costs
  - 3.1.6 Implementation schedule and phasing
- 3.2 Alternatives Evaluation
- 3.3 Global Workshop
- 3.4 Alternatives Documentation & Preferred Alternative

**Deliverables:**

- Meeting/Workshop Minutes
- Meeting Presentations
- Alternatives Report – Alternatives, Evaluation Matrix, Preferred Alternative (Draft and Final).

## CFP Task 4: Preferred Alternative & Draft Report

**Objective:** Based on an agreed-upon alternative, develop and document the Preferred Alternative CFP with corresponding cost and implementation schedule.

Preferred Alternative tasks and deliverables include, but are not limited to, the following items.

### Tasks:

- 4.1 Finalize Program
- 4.2 Site and Building Development
- 4.3 Sustainability & Resilience Analysis
- 4.4 Cost Analysis
- 4.5 Project Schedule / Permitting Requirements
- 4.6 Preferred Alternative Documentation

### Deliverables:

- Meeting Minutes
- Global Workshop Presentation & Meeting Minutes

### Preferred Alternative Report (Draft and Final).

**Note: The fee associated with the Certifiable Study Tasks 1-5 described below will be negotiated during the CFP, following the determination of a priority project scope. The Designer's contract will be amended to incorporate the final fee and scope for Study Tasks 1-5. Authorization to proceed into the tasks below will be based on review of available funding sources and alignment with initial project goals.**

## CERTIFIABLE STUDY

### Study Task 1: Project Start-Up and Updated Work Plan

**Objective:** Confirm with the Design Team, DCR and DCAMM the scope of work related to the prioritized project/s identified in the CFP and establish clear, commonly understood objectives and a methodology for the project execution.

Project Start-Up and Work Plan tasks and deliverables include, but are not limited to, the following items:

### Tasks:

- 1.1 Study Kick-off
- 1.2 Study Work Plan

### Deliverables:

- Meeting Agendas and Minutes (DCAMM Administrative Meeting and Study Kick-off)
- Study Kick-off Presentation
- Study Phase Work Plan (Draft and Final) for approval by Deputy Director of Planning. Draft to be submitted within two weeks following Study Kick-off. The Work Plan typically includes:
  - Workplan Approvals
  - Project Overview (with Design Excellence Goals)

- Project Contact List
- Budget and Fee
- Project Schedule
- Quality Control Plan
- BIM Execution Plan
- Detailed Tasks Lists (Tasks 1-7)

## Study Task 2: Program Development & Existing Conditions Documentation/Analysis

**Objective:** Review all documents provided by DCAMM and DCR. Assess, analyze, and document the siting and building requirements for accommodating the services and activities in the building. Based on information gathered for the CFP, assess existing conditions associated with the prioritized project/s providing sufficient information to identify the problems and opportunities so that all major implications for the anticipated work can be accurately judged.

Program Development and Existing Conditions Analysis tasks and deliverables typically include, but are not limited to, the following items:

### Tasks:

- 2.1 Existing Documentation Review
- 2.2 Program Development
- 2.3 Site and Building Analysis
- 2.4 Cost Analysis
- 2.5 Project Schedule
- 2.6 Program Development and Existing Conditions Report
- 2.7 Problem Restatement (if required)

### Deliverables:

- Meeting Minutes
- Meeting Presentations
- Program Development and Existing Conditions Report (Draft and Final).

## Study Task 3: Development & Evaluation of Alternatives

**Objective:** Identify and analyze three to four meaningful alternative design concepts for implementing the proposed project scope; these alternatives should build on what was developed in the CFP, with more meaningful development of the concept, focusing on particular alternatives for design of the proposed project.

Development & Evaluation of Alternatives tasks and deliverables include, but are not limited to, the following items:

### Tasks:

- 3.1 Alternatives
- 3.2 Alternatives Evaluation
- 3.3 Global Workshop
- 3.4 Alternatives Documentation & Preferred Alternative
- 3.5 CM Procurement (if applicable)

**Deliverables:**

- Meeting/Workshop Minutes
- Meeting Presentations
- Alternatives Report – Alternatives, Evaluation Matrix, Preferred Alternative (Draft and Final).

**Study Task 4: Preferred Alternative**

**Objective:** Based on an agreed-upon building alternative, develop, and document the Preferred Alternative with corresponding cost and implementation schedule. Cost reconciliation may be required to bring the preferred alternative in line with the project budget.

Preferred Alternative tasks and deliverables will include, but not be limited to, the following items:

**Tasks:**

- 4.1 Finalize Program
- 4.2 Site and Building Development
- 4.3 Sustainability & Resilience Analysis
- 4.4 Cost Analysis
- 4.5 Project Schedule (including permitting, phasing, and logistics)
- 4.6 Commissioning
- 4.7 Preferred Alternative Documentation

**Deliverables:**

- Meeting Minutes
- Global Workshop Presentation & Meeting Minutes
- Preferred Alternative Report (Draft and Final).

**Study Task 5: Draft Study Report**

**Objective:** Prepare a Study Report Table of Contents and draft report incorporating, coordinating, and narrating appropriate content for the previous tasks 1-4. The report document shall be sufficiently detailed to summarize all relevant aspects of the proposed project program and design concept. However, the report must also be easy to navigate, formatted to find key information, and present material only once to avoid errors and repetition.

Draft Study Report tasks and deliverables will include, but not be limited to, the following items.

**Tasks:**

- 5.1 Table of Contents
- 5.2 Draft Study Report

**Deliverables:**

- Draft Table of Contents
- Draft Study Report

**Note: Authorization to progress to the Schematic Design phase will be based on a review of available funding sources for the total project cost and alignment with initial project goals. The fee associated with the tasks below will be negotiated during the study phase, following the determination of the precise building program. The Designer's contract will be amended to incorporate the final fee and scope for the Schematic Design/Certifiable Study phase.**

## Study Task 6: Schematic Design

**Objective:** Schematic Design (SD) phase shall develop the Study outcomes to the next level of detail and specificity to verify the cost and ensure that the project is maintaining the established budget and project goals. Prepare and submit a SD Package.

It is anticipated that the duration of the SD Phase will be approximately 3-4 months. If this duration may be shortened or needs to be extended, DCAMM and the User Agency should discuss such changes.

SD tasks and deliverables include, but are not limited to, the following items:

### Tasks:

- 6.1 Stakeholder Engagement
- 6.2 Construction Manager Coordination (if CMAR)
- 6.3 Meetings
- 6.4 Schematic Design Package
- 6.5 Schematic Design Package checklist (Refer to [DGP Section 7 Reference Materials](#)<sup>3</sup> for the checklist. Checklist to be reviewed with DCAMM PM prior to submittal. Checklist to be submitted with SD package to ensure QA/QC has been completed)
- 6.6 File a Project Notification Form (PNF) with MA Historical Commission (MHC)
- 6.7 Initiate Final Design Services and Fee Negotiation (if Study Designer is requested to submit a proposal for Design Phase services)

### Deliverables:

- Meeting Minutes
- Meeting Presentations
- Schematic Design checklist
- Schematic Design submission (Draft and Final)
- Reconciled cost estimate (per Cost Estimating Manual)
- Schedule for duration of project
- Project Notification Form (PNF) [PNF Form](#)
- Project Summary for State Building & Plumbing Inspectors and Fire Chief review
- Draft Design Phase Fee Proposal and DRAFT Attachment G (if requested)

Refer to [DGP Section 7 Reference Materials](#)<sup>4</sup> for General Drawing Requirements for all Submittals.

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<sup>3</sup> <https://www.mass.gov/doc/designer-guidelines-and-procedures/download>

<sup>4</sup> <https://www.mass.gov/doc/designer-guidelines-and-procedures/download>



## Study Task 7: Certifiable Report

**Objective:** Update the draft Study Report based on further development of the project following SD. Prepare a certifiable report incorporating, coordinating, and narrating appropriate content for the tasks above. Appendices should be used to provide more detailed data and information.

Certifiable Report tasks and deliverables include, but are not limited to, the following items:

### Tasks:

- 7.1 Table of Contents
- 7.2 Draft Certifiable Report
- 7.3 Final Certifiable Report
- 7.4 Study Report Checklist (Refer to DGP Section 7 Reference Materials<sup>5</sup> for the checklist. Checklist to be reviewed with DCAMM PM prior to submittal. Checklist to be submitted with Study Report package to ensure QA/QC has been completed)
- 7.5 Executive Presentation

### Deliverables:

- Meeting Minutes
- Meeting Presentations
- Briefing Presentation
- Study Report Checklist
- Certifiable Report and Schematic Design Package (Draft and Final)
- Executive Presentation (Draft and Final)

Refer to [DGP Section 7 Reference Materials](#)<sup>6</sup> for the required Study Preface text.

## APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on [the DSB Website](#).<sup>7</sup> The application must include resumes for the consultants associated with the specific Personnel and Project Experience listed below. Include resumes for all personnel.

### 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

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<sup>6</sup> <https://www.mass.gov/doc/designer-guidelines-and-procedures/download>

<sup>7</sup> <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>

8. Cost Estimator (independent consultant required)
9. MA Building Code Consultant
10. Hazardous Materials Consultant
11. Environmental Consultant

- The title “Architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; and who can display requisite experience in long-range master planning and pragmatic implementation strategies in study, design, and construction administration; 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.
- 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; and
- The title “Environmental Consultant” refers to environmental professionals that can demonstrate requisite experience in environmental regulations planning and design;

## 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.	<p>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:</p> <ol style="list-style-type: none"> <li>a. 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</li> <li>b. specify the firm’s approach toward assembling the team for this project, both with internal staff and the inclusion of Minority Owned Business Enterprise (MBE)/Woman Owned Business Enterprise (WBE)/Veteran Owned Business Enterprise (VBE) firms; and</li> <li>c. 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.</li> </ol>
2.	<p>The Lead on the Comprehensive Facility Plan shall demonstrate strong experience and expertise in preparation of pragmatic, cost-efficient campus master plans for maintenance, education, and/or training facilities and campuses, which involve both indoor and outdoor</p>

	programming and address all aspects of site planning including site infrastructure, access and circulation, and sustainable site development practices.
3.	The Team shall demonstrate clear understanding of best practices for planning, design, and construction of maintenance facilities at similar scales, including but not limited to vehicle maintenance, materials laboratories, storage for supplies and equipment. Prime having experience with Chapter 149/149A (CM at risk) public procurement and construction preferred.
4.	Project-leads for both the Prime and their consultants (principals and project managers) shall demonstrate experience in successful team leadership--both internal to the design team in organization and management, and external to facilitate reaching consensus-built solutions. These individuals should also demonstrate interest and capacity for this project as a priority.
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.

- [DCR - Resource Management Plan Including Middlesex Fells Reservation](#)
- [DCR - Middlesex Fells Facility Assessment and Schematic Design - Volume 1](#)
- [DCR - Middlesex Fells Facility Assessment and Schematic Design - Volume 2 \(1 of 2\)](#)
- [DCR - Middlesex Fells Facility Assessment and Schematic Design - Volume 2 \(2 of 2\)](#)
- [DCR - Middlesex Fells Site Survey](#)

## PROJECT REQUIREMENTS

### DCAMM Designer Guidelines and Procedures

The Designer must be familiar with the guidelines and procedures established in [DCAMM's Designer Guidelines and Procedures](#)<sup>8</sup> (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**

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<sup>8</sup> <https://www.mass.gov/info-details/designer-guidelines-and-procedures>

Projects undertaken under this contract shall comply with the applicable requirements of [Executive Order 569 \(EO 569\)](#)<sup>9</sup>: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)<sup>10</sup> 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**

The Designer’s team is expected to utilize the [Goals of Universal Design](#)<sup>11</sup> solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)<sup>12</sup> 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](#)<sup>13</sup> 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**

AMP law, c. 7C, s.6 applies to two categories of projects 1) DCAMM projects, and 2) state funded municipal projects. All other governmental agencies or entities are asked and given the choice/option to adopt AMP goals. While client agencies are not required to adopt MBE and WBE goals, DCAMM strongly encourages agencies to set goals to further Commonwealth’s AMP goals.

### **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

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<sup>9</sup> <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

<sup>10</sup> <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

<sup>11</sup> <https://idea.ap.buffalo.edu/about/universal-design/> as guidance for applying Universal Design

<sup>12</sup> <https://www.mass.gov/orgs/architectural-access-board>

<sup>13</sup> [http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)

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 **5.4% MBE and 10.4% 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 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](https://www.mass.gov/orgs/supplier-diversity-office-sdo).<sup>14</sup>

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.

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<sup>14</sup> <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

## 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**

Development of any hazardous materials assessments, specifications, and documents will be provided through the Hazardous Materials / Environmental team members 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.

Comprehensive Facility Plan Phase: for the immediate services authorized, DCAMM has established an anticipated goal of **four (4) - six (6)** months.

The Contract is available on the DCAMM website, located [here](#).<sup>15</sup> Also available is a template [Design Phase Amendment](#)<sup>16</sup>, 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](#).<sup>17</sup> 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](#).<sup>18</sup> New users can request credentials through the system [login screen](#).<sup>19</sup>

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<sup>15</sup> <https://www.mass.gov/doc/contract-for-study-final-design-and-construction-administration-services-0/download>

<sup>16</sup> <https://www.mass.gov/files/documents/2017/11/06/contract-for-study-final-design-and-construction-admin-services.pdf>

<sup>17</sup> <https://www.mass.gov/service-details/dsb-online-registration-process>

<sup>18</sup> <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

<sup>19</sup> <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>