



## 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)

DSB List#:	24-14	
Notice Date:	July 24, 2024	
Submission Deadline:	August 14, 2024	At 2:00 PM
Project Number:	DSBHD-04	
Project Title:	Statewide Master Planning Services	
Project Location:	Statewide	
Awarding Agency:	Division of Capital Asset Management & Maintenance	
Estimated Construction Cost:	Varies per Project: Not to exceed authority delegated pursuant to M.G.L. c. 7C §5, for an individual project.	
Contract Term	Up to six (6) years	
Maximum Fee Per Contract (based on the scope of the work and services authorized, shall not exceed)	<b><u>\$3,000,000</u></b>	

**Contract Type:** This contract will be a "House Doctor" contract. Multiple projects of the type described in the Project Overview and Scope of Work may be assigned, and fee increments approved, up to the maximum fee per contract. Selection by the DSB under this advertisement does not guarantee that a contract will be executed with any given firm. DCAMM will enter into House Doctor contract(s) with selected firm(s) at its sole discretion, based on DCAMM's needs. DCAMM may award up to **eight (8)** contracts, each with a total value of \$3,000,000 to qualified designers under this contract. The Awarding Authority may assign a House Doctor with which it has signed a contract to perform individual project(s) of the type described in this advertisement directly for another Commonwealth entity.

#### Prime Firm Requested

- Architect
- Landscape Architect
- Engineer
- Interior Designer
- Programmer
- Construction Manager
- X** Other: Master Planner

#### Immediate Service Authorized

- Draft Study
- Certifiable Building Study
- Schematic Plans and Outline Specifications
- Design Development Plans and Specifications
- Construction Plans and Specifications
- Administration and Construction Contract
- X** Other: Master Planning Services

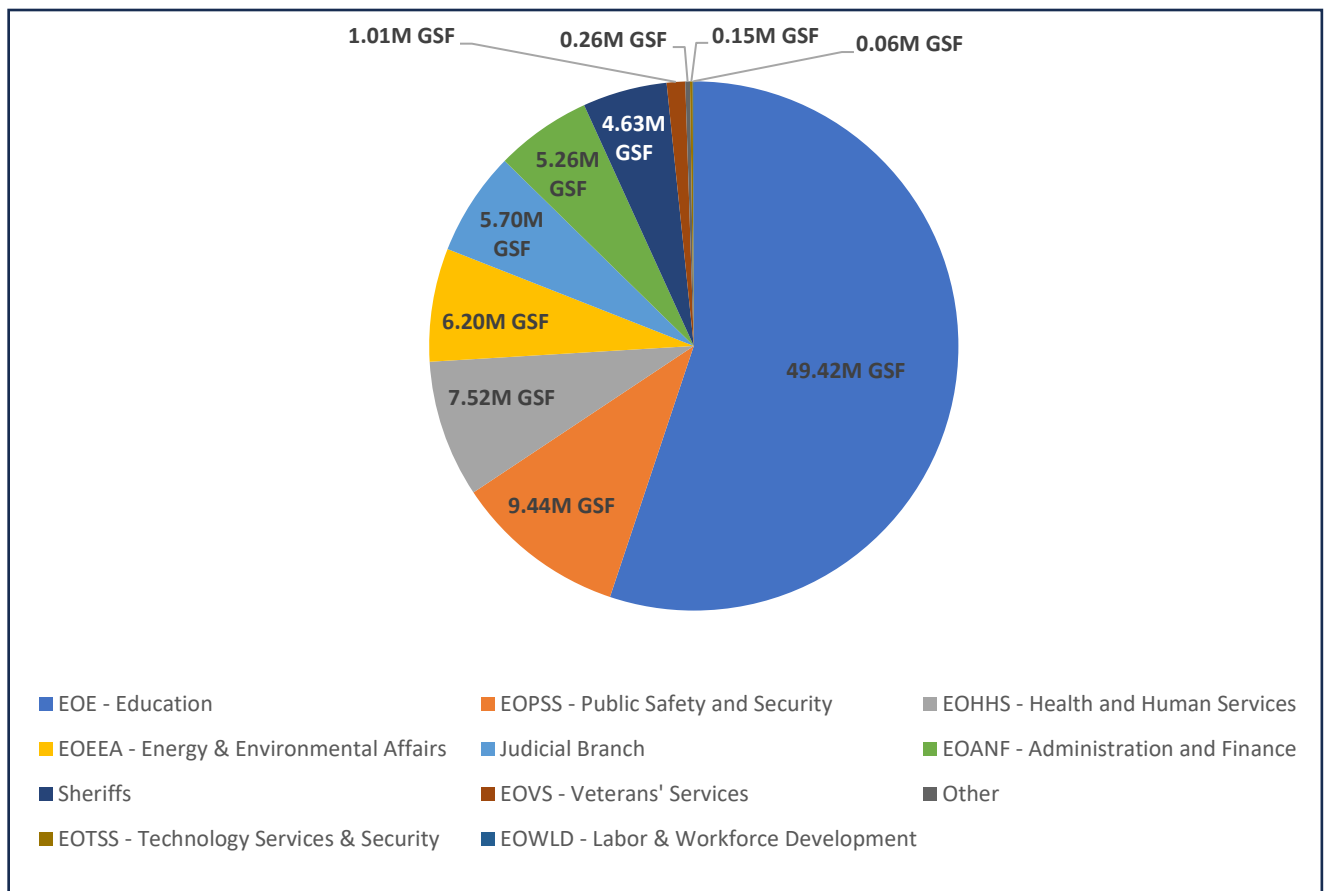
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## AGENCY INFORMATION

The Division of Capital Asset Management and Maintenance (DCAMM), an agency within the Executive Office for Administration and Finance (A&F), is 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.

DCAMM oversees the Commonwealth's capital assets, totaling over 61 million square feet. The agency manages over \$2 billion in capital projects, working with state agencies on the full cycle of their strategic facility needs. DCAMM directly manages 5.5 million square feet of state buildings, and for those buildings not managed by DCAMM, we assist our client agencies using comprehensive and cost-effective maintenance and management strategies and standards.



*Portfolio of Commonwealth Buildings / Total Gross Square Feet (GSF) by Secretariat*

The Office of Planning is the strategic, long-term planning and development unit within DCAMM. It initiates and manages all pre-design development activities for state building projects and public development initiatives. In fulfilling this function, the planning teams work closely with the institutional leadership of DCAMM's client agencies, elected and appointed officials, stakeholder groups, and

collaborative partners to prepare master plans, agency capital development plans, feasibility studies, architectural programs, conceptual building designs, and budget and spending proposals. More information on each of the agencies that DCAMM collaborates with on state-owned building projects is outlined below.

Master Plan assignments may include one or more of the following agency types listed below:

### **Higher Education**

The Commonwealth's public higher education system is an essential part of addressing the increasing need for prepared workers at all levels and improving economic stability and growth throughout the state. The Massachusetts higher education system comprises 29 institutions, including 5 University of Massachusetts campuses, 9 State Colleges and Universities, and 15 Community Colleges which serve approximately 230,000 students (unduplicated headcount). These institutions of higher education (IHEs) include over 780 major buildings (45 M GSF), almost 500 of which are state owned major buildings.

### **Public Safety**

The Executive Office of Public Safety and Security (EOPSS) is responsible for the policy development and budgetary oversight of its secretariat agencies, boards, and commissions that ensure the safety of residents and visitors in the Commonwealth. EOPSS's 13 agencies and departments include the Massachusetts State Police (MSP), Massachusetts Emergency Management Agency (MEMA), Department of Fire Services (DFS), Department of Correction (DOC), Massachusetts National Guard, and others. These agencies include approximately 432 major buildings (8.5 M GSF), almost all of which are Commonwealth owned.

The Sheriffs are comprised of 14 Sheriff's Offices throughout the Commonwealth. The Sheriffs operate jails and correctional facilities and provide county wide law enforcement. Located on 13 campuses, the Sheriff's offices are comprised of 126 major buildings (4.4 M GSF), almost all of which are Commonwealth owned.

### **Health and Human Services**

The Executive Office of Health and Human Services (EOHHS) promotes the health, resilience, and independence of residents of the Commonwealth. They are comprised of 11 agencies including the Department of Public Health (DPH), the Department of Mental Health (DMH), the Department of Developmental Services (DDS), the Department of Youth Services (DYS), and many others. The agencies include 293 Commonwealth owned buildings (over 7 M GSF). These includes 4 public health hospitals, 2 psychiatric hospitals, 11 mental health centers, 10 juvenile detention programs, 2 campuses providing residential services to individuals with developmental disabilities, and the Massachusetts State Public Health Laboratory in Jamaica Plain. Additionally, EOHHS agencies own over 100 group homes.

## **Veterans Services**

The Executive Office of Veterans Services (EOVS) oversees programs and services for Massachusetts veterans. They manage 20 buildings (almost 1M GSF) at the state's two Veterans Homes in Holyoke and Chelsea as well as the Memorial Cemeteries in Agawam and Winchendon.

## **Judiciary**

DCAMM works with the Executive Office of the Trial Court (EOTC) to manage 93 active court facilities, 76 of which are owned and operated by the Commonwealth or counties, and the others housed in leased space. The courts portfolio is approximately 5.7 million gross square feet of space, in communities across the Commonwealth. The assets include large justice centers that serve regions in the state, which house multiple courts departments, such as the Superior Court, District Court, Juvenile Court, Housing Court, Probate & Family Court, Land Court, the Boston Municipal Court, as well as smaller local court facilities that house individual departments.

## **Energy and Environmental**

With a focus on the environment, this portfolio of buildings includes over 3 million square feet. The Environmental Agencies include the Department of Conservation and Recreation (DCR), the Department of Environmental Protection (DEP), the Department of Agricultural Resources and the Department of Fisheries, Wildlife and Environmental Law Enforcement (DFW). The environmental portfolio includes some of our most high-performance buildings including a zero-net energy facility for DFW and a LEED platinum lab building for DEP.

## **Administration & Finance (ANF)**

DCAMM's ANF assets include the Massachusetts State House and Commonwealth office buildings.

# **OVERVIEW**

DCAMM, seeks to procure House Doctor services from design professionals with broad experience in master planning to support DCAMM's capital asset management and facilities maintenance mission for a variety of system, campus and/or facility types.

DCAMM has committed to the following overarching goals for all master planning projects. Projects awarded under this contract must support the following goals:

## **Highest and Best Use of Space**

Projects shall reflect data driven assessment of efficiency and appropriateness of space and land use to

- Identify opportunities for right-sizing to guide capital planning and prioritization of projects;
- Identify opportunities for the potential re-use of surplus and underutilized land including, but not limited to, for housing (refer to Executive Order No. 623: Identifying Opportunities for the Use of Surplus and Underutilized Land for Housing ( <https://www.mass.gov/executive-orders/no-623-identifying-opportunities-for-the-use-of-surplus-and-underutilized-land-for-housing>)).

## **Sustainability, Resiliency and Decarbonization**

Projects shall support Executive Order 594:Leading by Example (<https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>) and the Commonwealths goals for energy efficiency, climate resiliency, and transitioning to carbon free systems. Projects will evaluate the site(s) for potential risks and vulnerabilities related to environmental factors and climate change to identify high level resiliency and mitigation requirements.

## **Accessibility and Universal Design**

All projects shall be approached through an equitable and inclusive lens and encourage participation and use by diverse user groups and stakeholders.

## **TASKS**

House Doctor tasks may range from comprehensive system-wide strategic plans to campus master plans to those limited to specific components of master planning services. Tasks may include but not be limited to the following:

### Strategic Planning

- Sector/system-wide planning and capital prioritization.
- Campus capital investment planning, project budgeting and financial analysis.
- Evaluation and/or an update of previously completed Master Plans or Building Studies.
- Development and/or confirmation of project vision, including research related to best practices nationally on modernization of building systems and space utilization.

### Stakeholder Engagement

- Facilitation of discussions with stakeholders to clarify vision and programmatic aspirations.
- Workshops to gain additional feedback and review findings as required.

### Space and Operations Analysis

- Space (and FF&E if required) inventory.
- Space utilization analysis focused on facility right-sizing to determine appropriate. capacity needs, including operational alternatives in lieu of building expansion or feasibility for space and operational consolidation.
- Evaluation of space quality/type/configuration for intended use and alignment with modern planning standards.

### Programming

- Program development.
- Translation of the programmatic data into building volumes and areas and fit testing on site.

### Site Documentation, Analysis & Assessment

- Confirmation and documentation of existing site parameters and conditions.

- Determination of highest and best use of the available land to accommodate future campus needs and/or potential development opportunities.
- Assessment/layout of structures, utilities, vehicular and pedestrian circulation, gradient and drainage.
- Landscape Master Planning and /or Guidelines.
- Mobility Analysis:
  - Transportation analysis;
  - Vehicular and pedestrian access and circulation; and
  - Parking Planning.
- Accessibility Assessment.
- Security Assessment.

#### Building Existing Conditions Assessment and Documentation

- Review existing documentation to assess overall building conditions.
- General site inspection.
- Building envelope, interiors and infrastructure assessment.
- Assessment and prioritization of deferred maintenance, if applicable.
- Code compliance assessment.
- Facility/Space Suitability Assessments (evaluation of space quality for intended use).

#### Site Planning

- Building type studies and illustrative pattern books based on precedents and emerging best practices to inform future development.
- Conceptual test-fit studies informed by program requirement, existing site conditions, market needs, budget constraints, and preferred building types.
- Design guidelines for future redevelopment.

#### Implementation Planning

- Capital investment planning.
- Order-of-Magnitude cost estimating and budgeting, timelines and prioritization for Strategic Plans, Campus Master Plans and Facility Master Plans.

Possible project types include, but are not limited to: strategic plans, system-wide or campus capital prioritization, campus master plans, and building master plans. **DCAMM will assign tasks based on demonstrated experience with the type and scope of the assignment.**

## APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on [the DSB Website](#).<sup>1</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. Master Planner (Prime Firm)
  2. Landscape Architect
  3. Space Utilization Specialist
  4. Cost Estimator (independent consultant required)
  5. MA Building Code Consultant
  6. Wayfinding/Mobility Consultant
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- The title “Master Planner” refers to design professionals, with a registered architect on their team, 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 “Space Utilization Specialist” refers to design professionals who can display requisite experience in space utilization assessment and planning; and
  - The title “Wayfinding/Mobility Consultant” refers to design professionals that can demonstrate requisite experience in developing wayfinding and mobility strategies and solutions that help building visitors and occupants navigate complex environments.

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<sup>1</sup> <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 House Doctor, 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:
  - a. document the firm's track record for meeting and exceeding EDI goals, including the demonstrated track record of the House Doctor for meeting diversity goals, highlighting in particular prior projects that have met or exceeded these goals;
  - 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
  - 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.
2. The Principal in Charge and the assigned Project Manager will have extensive professional experience in facilitating integration of multi-disciplinary teams in master planning efforts.
3. Key team members will have demonstrated experience in planning and space needs assessments across one or more of the industries and building types identified in this DSB Ad. Applicants are encouraged to demonstrate discipline and task specific experience.
4. Key team members will have demonstrated experience in leading and facilitating highly interactive processes that require extensive stakeholder engagement, with a proven track record of consensus building, presentation, inclusive participation and outreach skills.

## PROCUREMENT REQUIREMENTS

Procurement requirements for this public notice include, but are not limited to:

### DCAMM Designer Guidelines and Procedures

The House Doctor must be familiar with the procedures established in [DCAMM's Designer Guidelines and Procedures](https://www.mass.gov/info-details/designer-guidelines-and-procedures)<sup>2</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

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

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 \(EO 569\)](#)<sup>3</sup>: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)<sup>4</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.

- **ACCESSIBILITY AND UNIVERSAL DESIGN**

The planning team is expected to utilize the [Goals of Universal Design](#)<sup>5</sup> or other inclusive design strategies in planning efforts. Planning efforts must conform to 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)<sup>6</sup> as well as the [2010 ADA Standards for Accessible Design](#). The Designer’s team is expected to understand and reflect in its planning efforts the civil rights obligations of the Commonwealth under [Title II of the Americans with Disabilities Act](#)<sup>7</sup> to provide equal access to programs, services, activities and to demonstrate compliance with ADA scoping 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 DCAMM are interested in learning about the applicant firm’s approach and commitment to diversity in its HR policy, its overall business practices and in assembling this project team. Firms are encouraged to be creative in assembling their teams by considering dividing the work of

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<sup>3</sup> <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

<sup>4</sup> <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

<sup>5</sup> <https://www.buffalo.edu/access/help-and-support/topic3/GoalsOfUniversalDesign.html>

<sup>6</sup> <https://www.mass.gov/orgs/architectural-access-board>

<sup>7</sup> [http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)

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.

House Doctor applicants 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 DCAMM projects. See also the Evaluation Factors listed above.

In accordance with M.G.L. C.7C, §6 and Executive Orders 565 and 592, DCAMM has established minimum MBE and WBE participation goals of **6.0% MBE and 11.3% WBE** of the overall value of the study and final design contracts for this Contract.

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>8</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>8</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 design projects is 3% of the contract price. Please note that only firms that are currently Massachusetts Supplier Diversity Office certified as SDVOB and/or VBE can be credited toward meeting project SDVOB and/or VBE goals.

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**

### **Environmental and Other Supplemental Services**

Development of any hazardous materials assessments, specifications, and documents will be provided through the Hazardous Materials Consultant design team member identified above. DCAMM 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 DCAMM, and continue to do so annually throughout the term of the contract; and
- 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.

## **CONTRACT REQUIREMENTS**

DCAMM will be utilizing DCAMM's [Contract for House Doctor Services](https://www.mass.gov/doc/contract-for-house-doctor-services/download) which is available at <https://www.mass.gov/doc/contract-for-house-doctor-services/download>

Prime Firms are advised that certain documents are required as a condition of contract execution, including, without limitation, evidence of the Prime Firm's 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).

## 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>9</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>10</sup> New users can request credentials through the system [login screen](#).<sup>11</sup>

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<sup>9</sup> <https://www.mass.gov/service-details/dsb-online-registration-process>

<sup>10</sup> <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

<sup>11</sup> <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>