



# 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#:	24-17	
Notice Date:	October 2, 2024	
Submission Deadline:	October 23, 2024	At 2:00 PM
Project Number:	DFS2301	
Project Title:	DFS Southeast Fire Academy Apparatus Bay Building	
Project Location:	Bridgewater, MA	
Awarding Agency:	Division of Capital Asset Management and Maintenance (DCAMM)	
Estimated Construction Cost:	\$24,495,050	
Fee for Draft Study	\$400,000	
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

☒ Draft Study

### 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.

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

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## AGENCY INFORMATION

### **Division of Capital Asset Management and Maintenance (DCAMM)**

DCAMM is the 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.

### **Department of Fire Services (DFS)**

The Massachusetts Department of Fire Services (DFS) is the agency within the Commonwealth responsible for coordinating fire service policy and operations. DFS provides firefighter training, public education, fire prevention, code enforcement, licensing, fire investigation, hazardous material response, and emergency response.

The Massachusetts Firefighting Academy (MFA) is overseen by DFS and provides fire training to municipal fire service personnel. MFA offers free training for the Massachusetts fire service system which is made up of 366 fire departments. Training happens at three regional campuses in Stow, Springfield, and Bridgewater and at local fire departments. In addition, the MFA offers fire officer training and over 300 continuing education courses. Programs are open to members of Massachusetts fire departments and to members of public fire departments in other states.

The MFA consists of nearly 500 staff that provide fire and emergency service training, education, and certification for all ranks of personnel, including volunteer, call, and career firefighters. The number of students in MFA training is approximately 18,000 students, and at times there is a considerable waiting period for individuals to enter the Career Recruit Program. To address these demands and improve access and reduce travel for the 6 southeastern mass counties. DFS worked with DCAMM from 2019 to 2021 to establish the regional firefighting training academy in Bridgewater, MA to serve southeastern Massachusetts. Work has been ongoing since that time and this project represents the next phase of the master plan for that site.

## PROJECT BACKGROUND

In 2019, DFS assumed control of the former Massachusetts Alcohol and Substance Abuse Center (MASAC) facility, located adjacent to the Old Colony Correctional Center in Bridgewater. The 18-acre parcel of land contained nine buildings, with perimeter security fencing surrounding the property. All of the buildings were constructed in the early 1990s, except for the gatehouse, which was constructed in 2003.

In 2021, DCAMM and DFS prepared the DFS Southeast Campus Master Plan for the redevelopment of the property to include building space for training and administration, and outdoor training areas for props and meeting areas, circulation, storage areas, and site infrastructure. The Master Plan sets forth a long-term buildout for the campus through a series of stand-alone "packages," which can be developed as independent projects as funding opportunities become available. *(See Figure 1 for aerial view of Bridgewater (Southeast) campus plan and Figure 2 for DFS Bridgewater(Southeast) Campus Master Plan.)*



Figure 1: DFS Bridgewater (Southeast) Campus – Aerial View

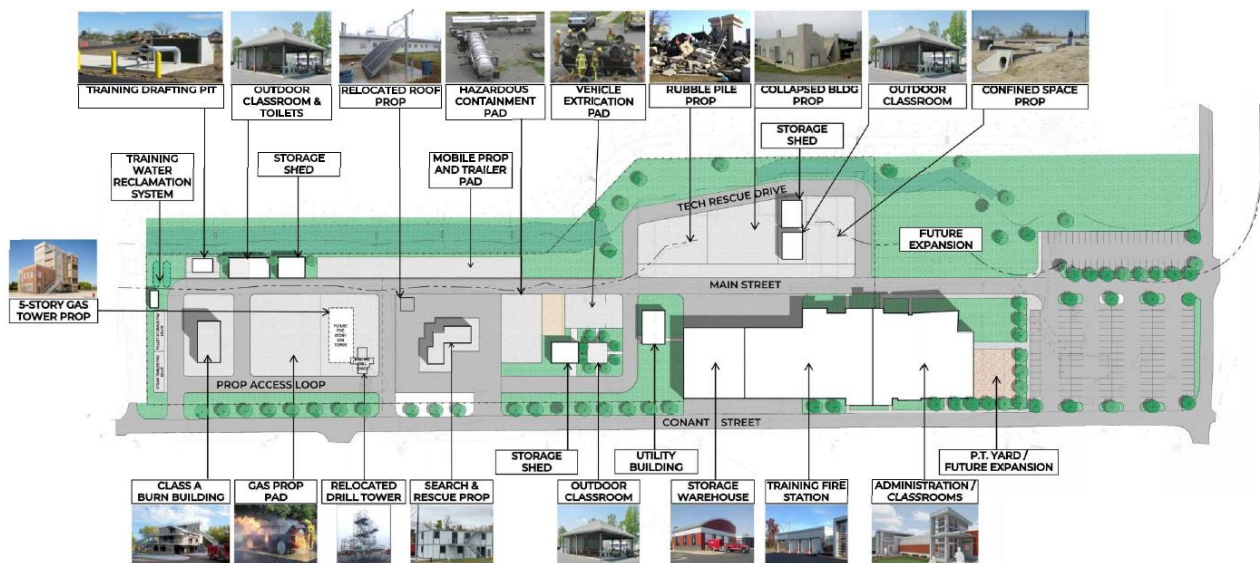


Figure 2: DFS Bridgewater (Southeast) Campus - Master Plan by Dore & Whittier Architects

## PROJECT OVERVIEW

The project proposed under this ad is for the study, design and construction of the Apparatus Bay Building. In addition to housing fire apparatus and vehicle maintenance needs, the building will include indoor training facilities, equipment storage, turnout gear laundry and storage, and a CRIB-room for storage of fire training equipment and breathing apparatus air compressors. The facility will be used for multi-purpose activities, such as an event space for graduation, and ample storage space must be accommodated.

The Apparatus Bay Building facility should simulate an environment for DFS students, with four, 20' x 100' full-depth apparatus bays, anticipating approximately 22,000-25,000 GSF for the facility. As determined in the Master Plan, the building will be constructed to accommodate future additions, including a classroom, an administration building and a warehouse. *(For more information, please see Figure 5 for DFS Bridgewater Apparatus Bay Building Conceptual Plan.)*

Careful consideration of the structural, mechanical, drainage, exhaust, and alert systems must be evaluated. Vehicle exhaust, access control, and security systems must also be evaluated in the design to be compatible with other DFS properties.

## PROJECT SCOPE

The envisioned scope includes the demolition of Building #3 to clear the site and the construction of a new Apparatus Bay Building. *(See Figure 3 for site location of the existing Building #3 and Figure 4 for the new Apparatus Bay Building.)* The anticipated scope may include, but is not limited to;

- Demolition of existing Building #3 to clear a footprint for the Apparatus Bay Building.
- Construction of a new 22,800 GSF training Apparatus Bay Building and support spaces.
- Construction of concrete aprons at each side of the apparatus bays to meet existing pavement on the “Main Street” of the campus, and to connect to Conant Street, outside of the campus boundary.
- Modification of the existing perimeter fence along Conant Street to provide a new opening at the apparatus bay apron.
- Stabilization of the disturbed landscape areas.

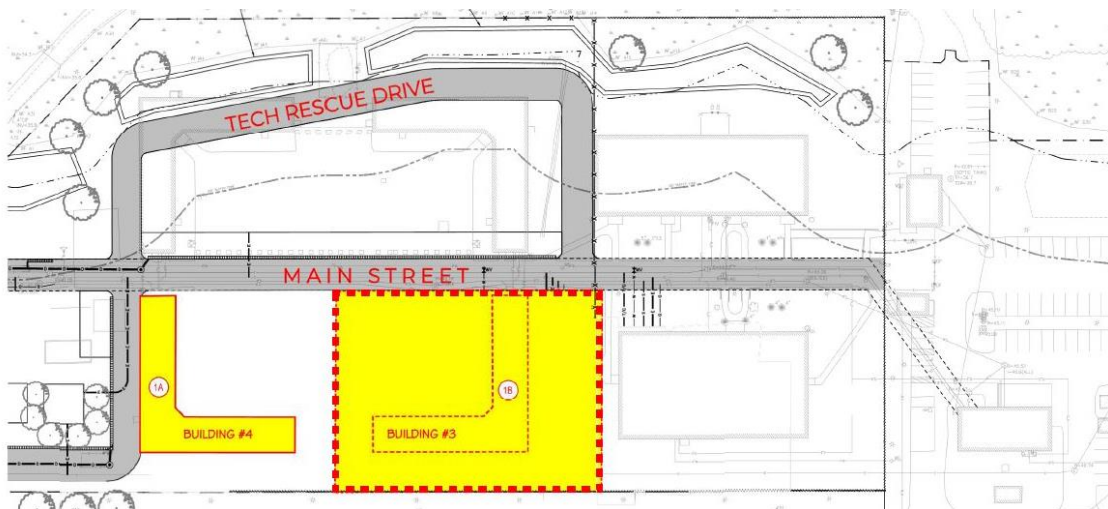


Figure 3: Site location of existing Building #3 to be demolished



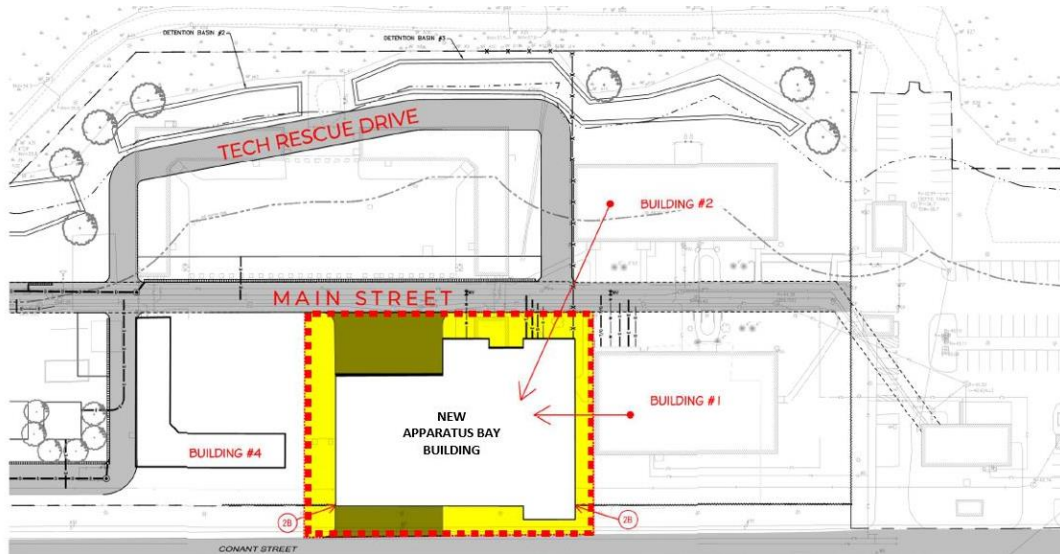


Figure 4: Site location of the new DFS Bridgewater Apparatus Bay Building

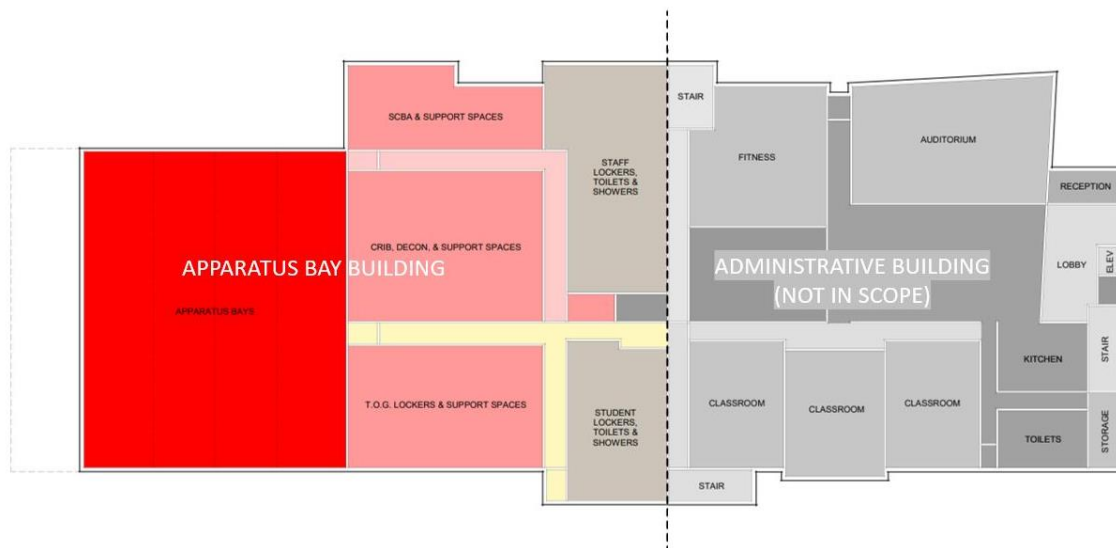


Figure 5: Conceptual Plan for DFS Bridgewater Apparatus Bay Building (left) and Administrative Building (right) by Dore & Whittier Architects

The usable building space in the Apparatus Bay Building may include, but is not limited to:

- CRIB storage space – secure with service window
- Turnout Gear (TOG) Locker rooms for staff and students
- Showers/lockers for personal items, separate from TOG lockers
- Self-Contained Breathing Apparatus (SCBA) fill and repair room
- Fire Extinguisher service area
- Laundry area
- Gear drying area
- Janitorial Space
- First Aid Space
- Office Space
- Small conference room/ meeting space for staff
- Other support spaces
- Storage areas

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.

## SCOPE OF WORK

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

### **Draft Study (Immediate services authorized)**

Study Task 1 – Project Start-up & Work Plan

Study Task 2 – Program Evaluation

Study Task 3 – Development & Evaluation of Alternatives

Study Task 4 – Preferred Alternative

Study Task 5 – Draft Study Report

### **Certifiable Study (Following negotiation of a schematic design/certifiable study fee)**

Study Task 6 – Schematic Design

Study Task 7 – Certifiable Study Report

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

**Objective:** Confirm with the design team, DFS and DCAMM the scope of the work anticipated and establish clear, commonly understood objectives and a methodology for the project execution.

Project Start-Up and Work Plan tasks and deliverables include the following items. The approved Study Phase Work Plan will define the actual scope of work for the specific project.

### Tasks:

- 1.1 DCAMM Administrative Conference
- 1.2 Study Conference
- 1.3 Study Work Plan

### Deliverables:

- Meeting Minutes (DCAMM Administrative and Study Conferences)
- Study Conference Presentation
- Study Phase Work Plan (Draft and Final) for approval by Director of Planning. The Work Plan typically includes:
  - Workplan Approvals
  - Project Overview (with Design Excellence and Energy/Sustainability Goals)
  - Directory
  - Budget and Fee
  - Project Schedule
  - Quality Control Plan
  - BIM Execution Plan
  - Detailed Tasks Lists (Tasks 1-7)

Refer to [DGP Section 7 Reference Materials](#)<sup>1</sup> for a PDF of the Study Phase Work Plan Template. The DCAMM Project Manager will provide the Designer an edited Study Phase Work Plan template, which will include detailed lists of tasks for the Designer to draft the Study Phase Work Plan.

## Study Task 2: Program Development

**Objective:** Review all documents provided by DCAMM and DFS. Assess, analyze, and document the programmatic, siting and building requirements for accommodating the services and activities identified by the DFS. Assess existing conditions of the site, which will likely consist of demolition of an existing building(s), so that all major implications for future requirements and design can be accurately judged.

Program Development and Existing Conditions Analysis tasks and deliverables include the following items; however, the approved Work Plan will dictate the actual scope of work.

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<sup>1</sup> <https://www.mass.gov/doc/designer-guidelines-and-procedures/download>



**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 up to three meaningful alternative design concepts for implementing the proposed project, including building siting and layout, as well as building systems options that are intended to meet energy performance objectives. Emphasis should be placed on developing reasonable, economical, and practical solutions to evaluate. Each alternative should satisfy DCAMM and DFS standards and policies. The types of alternatives to be considered should be reviewed and approved by DCAMM and the DFS before they are developed in any detail.

Development & Evaluation of Alternatives tasks and deliverables include the following items; however, the approved Work Plan will dictate the actual scope of work.

**Tasks:**

- 3.1 Alternatives
- 3.2 Alternatives Evaluation, including systems basis of designs and preliminary cost estimates summaries for each alternative
- 3.3 Global Workshop
- 3.4 Alternatives Documentation & Preferred Alternative
- 3.5 CM Procurement

**Deliverables:**

- Meeting/Workshop Minutes
- Meeting Presentations
- Alternatives Report – Alternatives, Cost Estimate Summaries, 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 (which will be developed further into a schematic design package) 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 include the following items; however, the approved Work Plan will dictate the actual scope of work.

**Tasks:**

- 4.1 Finalize Program
- 4.2 Site and Building Development
- 4.3 Sustainability & Resilience Analysis, including energy modeling and Life Cycle Cost Analyses
- 4.4 Cost Analysis
- 4.5 Project Schedule / Permitting Requirements
- 4.6 Commissioning
- 4.6 Preferred Alternative Documentation
- 4.7 Initiate Schematic Design Services and Fee Negotiation (if requested by DCAMM)

**Deliverables:**

- Meeting Minutes
- Global Workshop Presentation & Meeting Minutes
- Preferred Alternative Report (Draft and Final) with corresponding appendices

## Study Task 5: Draft Study Report

**Objective:** Throughout the duration of Tasks 1-4, the design team should be simultaneously drafting a study report and table of contents that incorporates narratives and 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 succinct and easy to navigate, be formatted to find key information, and present material only once to avoid errors and repetition.

Draft Study Report tasks and deliverables include the following items; however, the approved Work Plan will dictate the actual scope of work.

**Tasks:**

- 5.1 Table of Contents
- 5.2 Draft Study Report

**Deliverables:**

- Draft Table of Contents
- Draft Study Report with appendices

**Note: Authorization to progress to Schematic Design 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 an SD Package.

It is anticipated that the duration of the SD Phase will be approximately six (6) to eight (8) months. If this duration may be shortened or needs to be extended, DCAMM and the DFS should discuss such changes.

SD tasks and deliverables include the following items; however, the approved Work Plan will dictate the actual scope of work.

### Tasks:

- 6.1 Stakeholder Engagement
- 6.2 Construction Manager Selection (if CMAR)
- 6.3 Meetings
- 6.4 Schematic Design Package
- 6.5 Schematic Design Package checklist (Refer to [DGP Section 7 Reference Materials](#)<sup>2</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](#)
- Summary of Building and Fire Inspector project review
- Draft Design Phase Fee Proposal and DRAFT Attachment G (if requested)

Refer to [DGP Section 7 Reference Materials](#)<sup>3</sup> for General Drawing Requirements for all Submittals.

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

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

## Study Task 7: Certifiable Report

**Objective:** Update the draft Study Report (Task 5) based on further development of the project throughout 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 the following items; however, the approved Work Plan will dictate the actual scope of work.

### 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>4</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>5</sup> for the required Study Preface text.

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

<sup>5</sup> <https://www.mass.gov/doc/designer-guidelines-and-procedures/download>

## APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on [the DSB Website](#).<sup>6</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)
5. Fire Protection Engineer
6. Electrical Engineer
7. Structural Engineer
8. Specifications Consultant
9. Cost Estimator (independent consultant required)
10. MA Building Code Consultant
11. Environmental Professional
12. Energy Modeler
13. Fire Services Specialty Consultant

- The title “Architect” refers to design professionals who maintain a current registration with the Massachusetts Board of Registration of Architects; and
- The title “Landscape Architect” refers to design professionals who 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 who 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 Professional” refers to design professionals who can demonstrate requisite experience in environmental regulations planning and design; and
- The title “Energy Modeler” refers to design professionals who can demonstrate requisite experience in energy planning, modeling, and design; and
- The title “Fire Services Specialty Consultant” refers to design professionals who can demonstrate requisite experience designing fire stations, or in particular, fire stations that incorporate multipurpose uses, including training, assembly spaces, and other functions.

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<sup>6</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.	<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>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>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>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>Key team members shall demonstrate strong experience and expertise in the preparation of pragmatic, cost-efficient plans for similar public safety and fire fighter training facilities that address all aspects of site planning including building systems and infrastructure and sustainable site development practices.</p>
3.	<p>The Team shall demonstrate a clear understanding of best practices for planning, design, and construction of public safety buildings and/or maintenance facilities at similar scales. Prime with experience in Chapter 149/149A (CM at risk) public procurement and construction preferred.</p>
4.	<p>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.</p>
5.	<p>Key team members will have demonstrated experience in leading and facilitating projects that 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.</p>

## SUPPORTING DOCUMENTS

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



- MA Department of Fire Services Southeast Campus Study Master Plan: <https://www.mass.gov/doc/dfs-southeast-campus-study-master-plan/download>

## 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>7</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**

Projects undertaken under this contract shall comply with the applicable requirements of [Executive Order 569 \(EO 569\)](#)<sup>8</sup>: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)<sup>9</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 DFS 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.

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<sup>7</sup> <https://www.mass.gov/info-details/designer-guidelines-and-procedures>

<sup>8</sup> <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

<sup>9</sup> <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

- **ACCESSIBILITY AND UNIVERSAL DESIGN**

The Designer's team is expected to utilize the [Goals of Universal Design](#)<sup>10</sup> solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)<sup>11</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>12</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**

#### **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 DFS 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 DFS 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 **5.2% MBE and 10.1% 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

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<sup>10</sup> <https://idea.ap.buffalo.edu/about/universal-design/> as guidance for applying Universal Design

<sup>11</sup> <https://www.mass.gov/orgs/architectural-access-board>

<sup>12</sup> [http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)

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>13</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.

## **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. Please note that only firms that are currently Massachusetts Supplier Diversity Office certified as SDBOVE and VBE can be credited toward meeting the project SDBOVE and VBE benchmarks.

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.

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<sup>13</sup> <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

## Environmental and Other Supplemental Services

Development of any hazardous materials assessments, specifications, and documents will be provided through the Environmental Professional design team member identified above. **DCAMM** or the DFS 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 **DFS**.

## 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 **[eight (8) – ten (10) months]** to complete a Study, including Schematic Design.

Design Phase: DCAMM has established a goal of **[ten (10) – twelve (12) 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](#).<sup>14</sup> Also available is a template [Design Phase Amendment](#)<sup>15</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).

## 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>16</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>17</sup> New users can request credentials through the system [login screen](#).<sup>18</sup>

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<sup>14</sup> <https://www.mass.gov/doc/contract-for-study-final-design-and-construction-administration-services-0/download>

<sup>15</sup> <https://www.mass.gov/files/documents/2017/11/06/contract-for-study-final-design-and-construction-admin-services.pdf>

<sup>16</sup> <https://www.mass.gov/service-details/dsb-online-registration-process>

<sup>17</sup> <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

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