



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108

Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#:	25-02	
Notice Date:	February 5, 2025	
Submission Deadline:	February 26, 2025	At 2:00 PM
Project Number:	RCC2502	
Project Title:	Reggie Lewis Center Improvements	
Project Location:	1350 Tremont St., Boston, MA	
Awarding Agency:	Division of Capital Asset Management and Maintenance (DCAMM)	
Estimated Construction Cost:	\$15,334,800	
Fee for Draft Study	\$350,000	
Fee for Schematic Design and Certifiable Study	To be Negotiated	
Fee for Final Design	To be Negotiated	

Contract Type

☒ Study & Design Services

Immediate Services Authorized

☒ Draft Study

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

Prime Firm Requested

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

☒ 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

The Division of Capital Asset Management and Maintenance (DCAMM) is the awarding authority responsible for strategic planning and technical analysis to support decision making and programming for all phases of study, design, and construction. Together with its user agency clients, DCAMM must prioritize critical projects and identify innovative solutions to solve problems within a limited budget.

Founded in 1973, Roxbury Community College (RCC) is one of 29 institutions of public higher education in the Commonwealth of Massachusetts. RCC is a comprehensive, multicultural, urban, student-centered, open-access community college which offers associates degree and certificate programs, online courses, corporate and community education programs, and lifelong learning programs. The 16-acre campus, located in the Roxbury neighborhood immediately adjacent to the MBTA Orange Line, consists of five-buildings housing classrooms, specialized science and computer laboratories, the library and learning center, the Media Arts Center and the Reggie Lewis Track & Athletic Center. In 2021, the Department of Education recognized RCC as a Predominantly Black Institution (PBI), making it the only community college in the Northeast with this designation.



Reggie Lewis Center, Roxbury Community College

The Reggie Lewis Track and Athletic Center (RLTAC) was built to be a premier facility, inspired by the Massachusetts State Track Coaches Association (MSTCA) and community leaders, in honor of Dr. Reggie Lewis, NBA All-star, Celtic Captain, and community leader. Operated by RCC, since opening in 1995, the “Reggie” has been a cornerstone for Massachusetts public high school track and field meets, and a proud home to RCC’s intercollegiate and intermural athletics. Renowned for its lightning-fast Mondo track, the RLTAC boasts a legacy unmatched by any facility in the nation, with over 90 world and American records

shattered during events held there. Each year, the facility hosts more than 90 high school, collegiate, and national track meets. In addition, the Reggie is a hub for community and connection, offering local resident's spaces for meetings, conferences, fitness programming and a dance studio.

In 2021, the facility was assessed, and some basic repairs made in response to serving as a COVID vaccination site during the pandemic, however more substantial essential repairs are still needed.

PROJECT OVERVIEW

DCAMM, in collaboration with RCC, seeks expert professional services for study, design, and construction for the upgrades to the Reggie Lewis Track and Athletic Center, located at 1350 Tremont Street, in the Roxbury section of Boston.

The project will include, but will not be limited to:

- Review existing documentation, including previous studies by DCAMM and RCC (see Supporting Documentation section of this ad)
- Identify gaps in the existing information to be further investigated to update existing condition assessments and define and prepare a project scope of work
- Develop conceptual design alternatives (including an evaluation of phasing and swing spaces) and selection of a preferred alternative
- Develop a preferred alternative for final designs, budget, and schedule
- Refine the preferred alternative to the Schematic Design level
- Prepare a Certifiable Study, based on the Schematic Design.

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

Project Background

The Reggie Lewis Track and Athletic Center was constructed in 1995, with just over 130,000 square feet on two-stories, and includes a field house, gymnasium, fitness center, several multi-purpose rooms, administrative offices, locker rooms and other support spaces. While generally in good condition, the building has not had significant renovations since it was constructed. As a result, the facility's systems are at or near the end of their useful life, specialized furnishings are in significant need of replacement, and there are safety conditions that must be corrected to meet current building codes. Several assessments have been completed in recent years, with recommended strategies to address key deficiencies to be confirmed and undertaken through the project scope. Of the necessary improvements identified to date, the following are critical:

- Envelope upgrades, including roof replacement, upgrades to window sealants and repairs for moisture infiltration, and upgrades to meet thermal performance requirements in the current energy code and the Commonwealth's Executive Order 594
- Upgrades to MEP/FP systems to meet current codes, including conversion to all-electric operations to meet the Commonwealths decarbonization objectives

- Incorporating provisions for solar, either as solar-ready for installation through a Power Purchase Agreement through a third-party provider, or through installation of a PV system
- Upgrades to meet accessibility codes and Massachusetts Architectural Access Board (MAAB) requirements throughout the building and its exterior
- Interior improvements, including replacement of bleachers and specialized flooring in the field house, upgrades to flooring and ceilings in various areas of the building, and replacement of exterior doors.
- Exterior improvements, including repairs and upgrades to the entry plaza to address erosion, safety issues, and accessibility deficiencies.

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.

Anticipated Timelines

Study Phase: DCAMM has established a goal of nine (9) months to complete a Study, including Schematic Design (SD). DCAMM anticipates procuring a CMAR under M.G.L. C. 149A for early coordination during Study/SD. After successful negotiation of the design phase fee and scope with the selected designer, all in accordance with M.G.L. c. 7C and the contract with the selected designer, DCAMM anticipates the project will then proceed into Design Development (DD), Construction Documents (CD) and Construction Administration (CA).

Design Phase: DCAMM has established a goal of nine (9) months to complete design (Design Development (DD) and Construction Documents (CD)). The schedule for construction administration services will be established (in consultation with the Construction Manager) as part of the Study phase.

SCOPE OF WORK

The tasks identified below are representative of the purposes of this advertisement and are by no means fully inclusive. It is anticipated that weekly project meetings will be held and there can be a mix of on-site and on-line meetings.

Draft Study (Immediate services authorized)

Study Task 1 – Project Start-up & Work Plan

Study Task 2 – Program Use & Existing Conditions Analysis

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, RCC, RLTA 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 Participate in a DCAMM Administrative Conference to discuss overall objectives, project administration expectations and general study protocols and procedures
- 1.2 Prepare for and facilitate a Study Conference/Project Kick-off Meeting with DCAMM and representatives from RCC and RLTA to discuss the project scope of work, schedule, budget and project expectations
- 1.3 Prepare and maintain project meeting lookahead schedule, which will identify the topics for weekly project meetings and required (and optional) attendees; it is expected that the lookahead schedule for each month will be included in all meeting agendas, updated at each meeting and included in the meeting minutes.
- 1.4 Prepare a Study Work Plan.

Deliverables:

- Study Conference Meeting Agenda and Presentation, distributed three business days prior to the meeting
- Minutes, distributed three business days following meetings
- Study Phase Work Plan (Draft and Final) for approval by the Deputy Commissioner of Planning, which shall be submitted within two weeks following the Study Conference, and typically includes:
 - Workplan Approvals
 - Project Overview (with Design Excellence Goals)
 - Project Team Directory
 - Budget and Fee
 - Project Schedule
 - Lookahead Schedule
 - Quality Control Plan
 - BIM Execution Plan
 - Detailed Tasks Lists (Tasks 1-7).

Refer to [Designer Guidelines and Procedures Section 7 Reference Materials](https://www.mass.gov/info-details/designer-procedures-and-guidelines)¹ for a PDF of the Study Phase Work Plan Template. The DCAMM Project Manager will provide the Designer with an editable template, which includes detailed lists of tasks for the Designer to draft the Study Phase Work Plan.

Study Task 2: Program Use & Existing Conditions Documentation/Analysis

Objective: This task shall rely upon, confirm and update previously conducted assessments prepared for RCC and RLTA. The work shall include the following:

- Thorough review of the assessments and recommendations, and conducting site visits to confirm and update the findings
- Assess requirements to meet current codes and applicable requirements of Executive Order 594
- Prepare order of magnitude cost estimates for upgrades
- Document the existing conditions with sufficient information to fully understand the problems, opportunities and costs, so that accurate decisions can be made by RCC and DCAMM within budget constraints.

This task should also include preparation of a use analysis of the RLTA's programs, events and activities to document facility demands and the needs for upgrades to the building's infrastructure to support those demands.

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

Tasks:

- 2.1 Existing Documentation Review
- 2.2 Program Use Analysis
- 2.3 Site and Building Analysis
- 2.4 Code Assessment
- 2.5 Order of Magnitude Cost Estimate
- 2.6 Project Schedule, including need for temporary space accommodation(s) during construction
- 2.7 Program Use and Existing Conditions Report (Draft and Final)

Deliverables:

- Meeting Agendas, distributed three business days prior to meetings
- Minutes, distributed three business days following meetings
- Meeting Presentations, distributed three business days prior to meetings
- Program Use 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. The analysis of systems shall include preparation of energy modeling and a Life Cycle Cost Analysis (LCCA) for three types of systems, as well as different strategies for implementation. The

¹ <https://www.mass.gov/info-details/designer-procedures-and-guidelines>

LCCA should also include identification of utility incentives and rebates that could offset first-costs. Emphasis should be placed on developing reasonable, economical, and practical solutions to address the deficiencies, including phasing strategies to maintain programming at RLTA to the extent possible, or minimize the demands for swing space during construction. The alternatives shall also explore considerations for the implementation of recommendations that can be funded and implemented outside of the project scope, overtime by RCC and RLTA, if needed. The types of alternatives to be considered shall be reviewed and approved by DCAMM and RCC before they are developed in any detail.

During this phase, DCAMM will also initiate the procurement of a CMAR, who will participate in the preparation of Schematic Designs and cost estimates. It is expected that the design team will participate in the CMAR procurement and selection processes.

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 Prepare an Alternatives Evaluation, including energy models and a preliminary Life Cycle Cost Analysis (LCCA) for systems upgrades, along with a matrix to identify the pros and cons of each alternative, including project costs and meeting performance standards and requirements
- 3.2 Engage with applicable utility vendors for financial-based project incentives or rebates including but not limited to; Mass Save for utility systems incentives and rebates, and/or Power Purchase Agreements (PPAs) for the installation of PV systems
- 3.3 Conduct a Global Workshop with project stakeholders to review alternatives and receive input for selection of a Preferred Alternative
- 3.4 Prepare an Alternatives and Recommendations summary report for the selection of a Preferred Alternative
- 3.5 Participate in CMAR Procurement.

Deliverables:

- Meeting Agendas, distributed three business days prior to meetings
- Minutes, distributed three business days following meetings
- Meeting Presentations, distributed three business days prior to meetings
- Global Workshop Presentation & Meeting Minutes
- Alternatives Report – Alternatives, Evaluation Matrix, and Recommended 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 may be developed further into a schematic design package) through preliminary plans and basis of design summary narratives for building systems upgrades, with corresponding costs and implementation schedule. Cost estimating shall be conducted to ensure the preferred alternative is 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 Prepare preliminary site and building designs, with draft Basis of Design narratives
- 4.2 Prepare updated energy models, preliminary LEED scorecard, if applicable, and an overall Sustainability & Resilience Analysis
- 4.3 Prepare analysis and recommendations for temporary space needs during construction
- 4.4 Prepare an updated Cost Estimate
- 4.5 Prepare Project Schedule
- 4.6 Prepare a summary of anticipated Permitting Requirements
- 4.5 Prepare Preferred Alternative Summary Report, with supporting plans and graphics.

Deliverables:

- Meeting Agendas, distributed three business days prior to meetings
- Minutes, distributed three business days following meetings
- Meeting Presentations, distributed three business days prior to meetings
- Preferred Alternative Report (Draft and Final).

Study Task 5: Draft Study Report

Objective: Prepare a Study Report Table of Contents and draft report incorporating summaries of deliverables from the previous tasks in narrative form with supporting plans and graphics. The report document shall be sufficiently detailed to summarize all relevant aspects of the proposed design concept, with technical appendices for supportive information and further details. However, the report must also be 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 Prepare a draft Table of Contents for review and approval by DCAMM, which documents the report contents and level of detail, and sections which are best included in technical appendices
- 5.2 Prepare a Draft Study Report.

Deliverables:

- Draft Table of Contents
- Draft Study Report.

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 1: Schematic Design

Objective: The 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.

It is anticipated that the duration of the SD Phase will be approximately four (4) months. If this duration needs to be shortened or extended DCAMM and RCC must approve 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 Conduct stakeholder engagement, as determined by DCAMM, RCC and RLTA
- 6.2 Coordinate with the CMAR for input of constructability, efficiencies and means and methods and determination of project costs
- 6.3 Conduct Project Development Meetings
- 6.4 Meet with the Authorities Having Jurisdiction (AHJs) to discuss code compliance and expectations for future project reviews and approvals
- 6.4 Prepare the Schematic Design Package, in adherence with the Schematic Design Package checklist (Refer to [Designer Guidelines and Procedures Section 7 Reference Materials](#)² for the checklist, which shall be reviewed and agreed upon by the DCAMM Project Manager prior to submittal. The checklist shall be submitted with the SD package to ensure QA/QC has been completed by the design team.)
- 6.6 Initiate Final Design Services and Fee Negotiation (if Study Designer is requested to submit a proposal for Design Phase services).

Deliverables:

- Meeting Agendas, distributed three business days prior to meetings
- Minutes, distributed three business days following meetings
- Meeting Presentations, distributed three business days prior to meetings
- Schematic Design checklist
- Schematic Design submission (Draft and Final)
- Reconciled cost estimate (per Cost Estimating Manual)
- Schedule for duration of project
- Summary of AHJ project reviews
- Draft Design Phase Fee Proposal and DRAFT Attachment G (if requested).

Refer to [Designer Guidelines and Procedures Section 7 Reference Materials](#)³ for General Drawing Requirements for all Submittals.

Study Task 7: Certifiable Report

Objective: Update the draft Study Report (Task 5) 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 technical data and supportive information.

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

³ <https://www.mass.gov/info-details/designer-procedures-and-guidelines>

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

Tasks:

- 7.1 Confirm draft Table of Contents with DCAMM and RCC
- 7.2 Prepare a Draft Certifiable Report for review by DCAMM, RCC and RLTA
- 7.3 Prepare a Final Certifiable Report, incorporating all comments on the Draft Study
- 7.4 Prepare a Study Report Checklist (Refer to [Designer Guidelines and Procedures Section 7 Reference Materials](#)⁴ for the checklist, which shall be reviewed with DCAMM Project Manager prior to submittal. The Checklist must be submitted with the Study Report package to ensure QA/QC has been completed)
- 7.5 Prepare an Executive Presentation summarizing the project, including existing conditions, alternatives evaluated, compliance with energy and sustainability requirements, the project budget and project schedule, including temporary space needs.

Deliverables:

- Meeting Agendas, distributed three business days prior to meetings
- Minutes, distributed three business days following meetings
- Meeting Presentations, distributed three business days prior to meetings
- Study Report Checklist
- Certifiable Report and Schematic Design Package (Draft and Final)
- Executive Presentation (Draft and Final).

Refer to [Designer Guidelines and Procedures Section 7 Reference Materials](#)⁵ for the required Study Preface text.

Note: Authorization to progress to the Final Design Phase (Design Development, Construction Documents, and Construction Administration) 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 above will be negotiated during the Schematic Design phase. The Designer's contract will be amended to incorporate the final fee and scope for the Final Design Phase if applicable.

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalists and finalists appearing on [the DSB Website](#).⁶ The application must include resumes for the consultants associated with the specific Personnel and Project Experience listed below. Include resumes for all personnel.

⁴ <https://www.mass.gov/info-details/designer-procedures-and-guidelines>

⁵ <https://www.mass.gov/info-details/designer-procedures-and-guidelines>

⁶ <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>

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

- The title “Architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; and
- The title “Landscape Architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Landscape Architects; and the title “Landscape Professional” refers to an individual who may not hold a certificate of registration from the Board of Landscape Architects, but can prove requisite experience, education and training that enable them to perform the landscape design services outlined herein; and
- The title “Engineer” refers to design professionals that maintain a current registration in any one of the engineering categories governed by the Massachusetts Board of Registration of Professional Engineers and of Land Surveyors; and
- The title “Environmental Professional” refers to design professionals that can demonstrate requisite experience in environmental regulations planning and design; and
- The title “Energy Modeler” refers to design professionals that can demonstrate requisite experience in energy planning, modeling, 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:

- | |
|---|
| <ul style="list-style-type: none">• The Prime and their key team members must demonstrate experience with designing fossil fuel free HVAC, low temperature hot water systems, and low carbon fuel systems including energy efficiency, climate resilience, Passive House principles, Net Zero buildings, and the reduction of embodied carbon. Teams should demonstrate the use of metrics to measure progress toward specific design goals. When needed, expertise can be augmented by specific additions to the team. |
|---|

<ul style="list-style-type: none"> • The Prime, through their Diversity Focus Statement (in Section 5), shall demonstrate their firm’s implementation of Diversity, Equity, and Inclusion (DEI) principles within its organization and within the design profession. The Statement shall: <ul style="list-style-type: none"> a. document the firm’s track record for meeting /exceeding DEI goals, highlighting specific project examples; b. summarize the firm’s approach toward assembling an inclusive team. Focus on the roles and responsibilities of diverse internal staff assigned and the SDO certified consultants. If two firms are partnering include the distribution of the work with the partnering firms; and c. describe the prime design firm’s approach to DEI in terms of ownership, staffing, mentorship, equity in salary, and outreach efforts to broaden participation of underrepresented firms working on public projects.
<ul style="list-style-type: none"> • The Prime shall have significant experience with coordination of all disciplines needed to design complex phased systems renovations in occupied buildings of similar size and complexity, demonstrating a performance record of developing innovative strategies and design solutions that effectively balance aesthetics, maintainability, efficiency, and cost.
<ul style="list-style-type: none"> • The Prime shall have experience with indoor athletic facility projects, specifically the ability to address performance requirements of project MEP and ventilation, finishes and furnishings, and effectively lead a design team through the design and construction process, including experience with the specific considerations of maintaining schedules that coincide with established activities and events.
<ul style="list-style-type: none"> • Project leads for the prime Designer shall have documented experience in Chapter 149A/Construction Manager at Risk projects of similar scale, type, and complexity.

SUPPORTING DOCUMENTS

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

- [Reggie Lewis Center Roof Assessment December 2023](#)
- [Reggie Lewis Center Building Assessment Study March 2024](#)
- [Reggie Lewis Center Facilities Conditions Assessment June 2024](#)
- [Reggie Lewis Center AHU Replacement & Accessibility Audit - November 2021](#)

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](#)⁷ (dated May 2024) which provides direction and guidance to Designers who work on DCAMM Projects. This document replaces the March 2023 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 \(EO 569\)](#)⁸: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)⁹ 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 UNIVERSAL DESIGN**

The Designer's team is expected to utilize the [Goals of Universal Design](#)¹⁰ solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)¹¹ 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](#)¹² to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

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

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

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

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

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

¹² http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm

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 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 with firms that may have less experience working on public projects, and other means that provide additional opportunities for underrepresented firms in new ways and broadening the breadth of firms working on Awarding Agency projects.

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 and its commitment to broadening participation by actively engaging and including underrepresented subconsultants on their project teams

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 **4.9% MBE and 9.7% 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 in 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).¹³

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 Goal - Ch. 108 of the Acts of 2012; Executive Order 599

The Commonwealth promotes and monitors the participation of Service-Disabled Veteran-Owned and Veteran-Owned Business Enterprises (collectively “VBE”) on its design projects. The goal for 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 can be credited toward meeting the project VBE goal.

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 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.

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

Financial Statement

M.G.L. c. 7C, §51 requires that on public design contracts where the total design fee is expected to exceed \$30,000 and for the design of a project for which the estimated construction cost is expected to exceed \$300,000 the Designer shall:

- a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAMM), and continue to do so annually throughout the term of the contract;
- b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls, and expresses their opinion regarding those controls to DCAMM or the **Awarding Agency**.

CONTRACT REQUIREMENTS

Contract for Study, Final Design, and Construction Administration Services

DCAMM uses one standard *Contract for Study, Final Design and Construction Administration Services* (October 2020) (Contract). If selected for study services, the applicant agrees to execute the Contract or its successor, without revisions or modifications. *No costs shall be incurred, or work performed before all contract documents are properly executed and a project Notice to Proceed is issued in accordance with the terms of the Contract.*

If this Notice indicates that the Schematic Design/Certifiable Building Study fee is to be negotiated, following successful fee negotiations, the Contract will be amended to incorporate a scope and fee for schematic design and certifiable study services. If study certification pursuant to M.G.L. c. 7C is completed, the Contract may be amended to incorporate the design and construction administration scope of services and fee. At the conclusion of the study, if the applicant is requested by DCAMM to perform final design services, the applicant agrees to amend the Contract's scope of services to include final design and construction administration services (Attachment G – Design Phase Scope of Services), and the certified study, and any other documents as necessary. Designers awarded the Contract for Study and/or schematic design are not guaranteed to be awarded the Design Phase.

Study Phase: DCAMM has established an anticipated goal of **nine (9) months** to complete a Study, including Schematic Design.

Design Phase: DCAMM has established a goal of **nine (9) 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](#).¹⁴ Also available is a template [Design Phase Amendment](#)¹⁵, which includes a sample form of Attachment G – Design Phase Scope of Services.

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

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

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](#).¹³ 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.

No fewer than three (3) public agency evaluations **or** private sector references completed within the past five years are required to be submitted with the application. All evaluations and references should be submitted through the [Designer Selection Network](#) for attachment to the application. The Designer Selection Board and Agencies reserve the right to check additional evaluations and references as part of the application review process.

In addition to the criteria described in the public notice, the Designer Selection Board will review the applications in pursuit of the principles described in [M.G.L. c. 7C, §44 \(a\)](#).

APPLICANTS PLEASE NOTE

Applicants are required to use the [Designer Selection Network Portal](#).¹⁶ New users can request credentials through the system [login screen](#).¹⁷

¹⁶ <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

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