



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108

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

DSB List#:	25-21
Notice Date:	July 2, 2025
Submission Deadline:	July 23, 2025 At 2:00 PM
Project Number:	FWE2501
Project Title:	McLaughlin State Trout Hatchery - New Facility
Project Location:	90 East Street, Belchertown, MA 01007
Awarding Agency:	Division of Capital Asset Management and Maintenance
User Agency:	Division of Fisheries and Wildlife
Estimated Construction Cost:	\$16,000,000 – \$28,000,000
Fee for Draft Study	\$500,000
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 prioritizes critical projects and identifies cost-effective, innovative solutions.

The Division of Fisheries and Wildlife (MassWildlife) is responsible for the conservation of freshwater fish and wildlife in the Commonwealth, including endangered plants and animals. MassWildlife restores, protects, and manages land for wildlife to thrive and for people to enjoy. Through the effective management of wildlife and habitat, MassWildlife ensures quality outdoor recreational opportunities for hunters, anglers, and outdoor enthusiasts who enjoy the impressive variety of plants, fish, and wildlife found in Massachusetts. Outdoor skills clinics, wildlife education workshops, presentations, and online resources provide residents with a greater understanding and appreciation for wildlife conservation.

MassWildlife operates (5) freshwater coldwater fish hatcheries in the Commonwealth. These fish culture facilities stock over 500,000 Brook, Brown, Rainbow, and Tiger Trout into Massachusetts waterways during spring and fall each year. They are:

- a. McLaughlin State Fish Hatchery, Belchertown, MA¹
- b. Sandwich State Fish Hatchery, Sandwich, MA
- c. Bitzer State Fish Hatchery, Montague, MA
- d. Sunderland State Fish Hatchery, Sunderland, MA
- e. Roger Reed State Fish Hatchery, Palmer, MA

The **McLaughlin Hatchery** opened in 1969 and is the newest and largest of MassWildlife's hatcheries, serving as the state's flagship intensive coldwater rearing hatchery. The facility spans 130 acres, 20 of which are developed, and is responsible for producing over 250,000 lbs. of trout per year. The facility consists of an extensive series of exterior aquaculture raceways with (6) pumping stations and a blower house; (2) wastewater treatment lagoons; an administration building with office and laboratory functions; a hatch house; a food storage, shop and vehicle storage building; and (2) active residences and (1) mothballed residence. Reservoir, river, and well water supply the facility.

PROJECT OVERVIEW

DCAMM, in collaboration with MassWildlife, seeks expert professional services for study, design, and construction for the upgrades to McLaughlin Hatchery, located at 90 East Street, in Belchertown, Massachusetts.

¹ Facility to be addressed in the scope of this project.

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

- Review existing documentation, including the 2019 Aquaculture Bioengineering Study of Massachusetts Freshwater Fish Culture Facilities by HDR, overseen by MassWildlife (see supporting documentation)
- Identify gaps in the existing information to be further investigated to update existing condition assessments and define and prepare a project scope of work
- Assess and evaluate overall site capacity (within reasonable downhill distance from water sources) and feasibility for development to accommodate various layout and phasing schemes. Site development must accommodate programmatic needs for interior facilities, site infrastructure and systems, as well as enclosed building facilities.
- Develop conceptual design alternatives (including an evaluation of site redevelopment/layout, phasing to meet seasonal productions quotas determined by MassWildlife, available/adequate swing space(s), and sustainable building systems)
- Develop preferred alternative(s) for final designs, budget, and schedule
- Refine the preferred alternative to the Schematic Design level to meet programmatic needs, schedule, and budget
- Prepare a Certifiable Study, based on the Schematic Design

The project will be authorized for Study services initially, with the intent to continue into schematic design, design development, construction documentation and construction administration services for the recommended option identified by this Study, using a Construction Manager at Risk (CMAR / Chapter 149A) process.

In support of DCAMM's mission to create and manage forward thinking sustainable buildings, design teams are expected to identify and integrate carbon reduction strategies and resilience improvement opportunities associated with this project. This includes, but is not limited to, low/no carbon fuel sources, high efficiency measures, incorporating climate change resilience standards and adhering to agency climate change vulnerability assessments and resilience recommendations.

For these purposes, resilience is defined as: Ensuring that state facilities can be operated or adapted to resist and recover from the effects of hazards in a timely and efficient manner. This includes the preservation, restoration, or improvement of its essential structures and functions for the duration of its life cycle.

Project Background

In 2019, MassWildlife, working with HDR as the Prime Consulting Engineer, produced the Aquaculture Bioengineering Study of Massachusetts Freshwater Fish Culture Facilities, which reviewed the challenges and opportunities for the (5) MA state hatchery facilities, their sites, and associated infrastructure. The goal of this study was to identify the infrastructure improvements and costs needed to improve efficiency and maintain MassWildlife's overall coldwater fish production, at each hatchery.

Since that time, the need for these facilities has increased, as have the priority for the economic, social, public health, and ecosystem benefits spurred by the fish farming efforts on the site. Given McLaughlin Fish

Hatchery's position as the anchor for MassWildlife's fish production statewide, as well as its aging buildings, infrastructure, and raceways, DCAMM and MassWildlife are excited for this once-in-a-generation opportunity to create a national model for fish raising and production nationwide.

The McLaughlin Fish Hatchery's buildings and raceways, within which thousands of trout are raised on site every year, are in fair to poor condition, and they have not had significant renovations since the facility was constructed in 1969. As a result, several systems are failing, inoperable, inefficient, or at/near the end of their useful life. These systems include, but are not limited to; outside rearing units (raceways), inside rearing units (hatch house troughs), indoor/outdoor steel water delivery pipes and valves, failing wastewater lagoon aeration system, inefficient well water delivery system (including well water high in supersaturated gasses and radon), and an outdated biomass (wood pellet) furnace/boiler which supplies heat to the buildings.

This facility, as well as the systems that support it, represent immense economic, social, and ecological value to the Commonwealth. In addition to addressing buildings and infrastructure at the end of its useful life, as part of this Study, MassWildlife and DCAMM will also be looking to the selected team to identify program opportunities/improvement areas for consideration including but not limited to; innovative water management strategies in alignment with proposed hatchery operations, potential adjustments to production levels and species raised, biosecurity considerations, and expanded educational offerings for visitors.

Anticipated Timelines

- Study Phase: DCAMM has established a goal of (10-12) months to complete a Study, certifiable by DCAMM, 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 (CDs). The schedule for construction administration services will be established (if applicable, in consultation with the CM) as part of the study phase.

SCOPE OF WORK

The tasks identified below are representative for 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 Development & Existing Conditions Documentation/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 the scope of the work anticipated with the design team, MassWildlife and DCAMM 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 Meeting to discuss overall objectives, project administration expectations and general study protocols and procedures
- 1.2 Prepare for and facilitate Study Kick-off Meeting with DCAMM and MassWildlife
- 1.3 Prepare Study Work Plan

Deliverables:

- Meeting Agendas and Minutes (Administrative Meeting and Study Kick-off)
- Study Kick-off Presentation / Meeting Materials
- Study Phase Work Plan (Draft and Final) for approval by Deputy Commissioner of Planning. Draft to be submitted within two weeks following Kick-off. The Work Plan typically includes:
 - Workplan Approvals
 - Project Overview (with Design Excellence Goals)
 - Format for Stakeholder Engagement
 - Directory
 - Budget and Fee
 - Project 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)² 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.

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

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

Objectives: Review documents provided by DCAMM and MassWildlife. Assess, analyze, and document the programmatic, siting and building requirements for accommodating services and activities identified by MassWildlife. Assess existing conditions of the site and buildings providing sufficient information to identify problems and opportunities, so that all major implications for future requirements and design can be accurately evaluated.

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.

Tasks:

- 2.1 Existing Documentation Review
- 2.2 Program Development
- 2.3 Site and Building Analysis
- 2.4 Environmental Planning and Assessment for Anticipated Testing, Permitting, & Licensing
- 2.5 Cost Analysis (based on / incorporating 2024 cost estimate and updated assumptions)
- 2.6 Project Schedule
- 2.7 Program Development and Existing Conditions Report
- 2.8 Stakeholder Engagement (format to be determined in collaboration with MassWildlife & DCAMM)
- 2.9 Problem Restatement (if required)

Deliverables:

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

Study Task 3: Development & Evaluation of Alternatives

Objectives: Identify and analyze up to three meaningful alternative design concepts for implementing the proposed project. Emphasis should be placed on developing reasonable, cost-efficient, and practical solutions to evaluate. Each alternative should satisfy DCAMM and MassWildlife standards and policies. The types of alternatives to be considered should be reviewed and approved by DCAMM and MassWildlife before they are developed in detail.

Alternatives for this project may include the evaluation of conceptual site development and building layout, phasing to meet seasonal productions quotas determined by MassWildlife, available/adequate swing space(s), and/or sustainable building systems.

During this phase, DCAMM will also initiate the solicitation of a Construction Manager (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 Identify Alternatives
- 3.2 Evaluate Alternatives
- 3.3 Conduct a Workshop to receive input on design options (if applicable)
- 3.4 Develop Alternatives Documentation & Preferred Alternative
- 3.5 Participate in CM Solicitation

Deliverables:

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

Study Task 4: Preferred Alternative

Objective: Based on an agreed-upon building/site alternative(s), develop and document the Preferred Alternative (which may 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 Document Site and Building Development
- 4.3 Provide Sustainability & Resilience Analysis
- 4.4 Perform Cost Estimate and Analysis based on conceptual design
- 4.5 Develop Project Schedule / Permitting Requirements
- 4.6 Collaborate with DCAMM on Commissioning Scope
- 4.6 Provide Preferred Alternative Documentation

Deliverables:

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

Study Task 5: Draft Study Report

Objective: Prepare a Study Report Table of Contents and draft report incorporating, coordinating, and narrating appropriate content for the previous tasks 1-4. The report document shall be sufficiently detailed to summarize all relevant aspects of the proposed project program and design concept. However, the report must also be easy to navigate, 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 Study Table of Contents for review and approval.
- 5.2 Prepare 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 6: Schematic Design

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

It is anticipated that the duration of the SD Phase will be approximately (3–4) months. If this duration may be shortened or needs to be extended, DCAMM and MassWildlife 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 Conduct Stakeholder Engagement in collaboration with MassWildlife & DCAMM
- 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 Prepare Schematic Design Package
- 6.5 Review Schematic Design Package checklist (Refer to [Designer Guidelines and Procedures Section 7 Reference Materials](https://www.mass.gov/info-details/designer-procedures-and-guidelines)³ 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)

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

- 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)
- 6.8 Meet with the Authorities Having Jurisdiction (AHJs) to discuss code compliance and expectations for future project reviews and approvals

Deliverables:

- Meeting Agendas
- Meeting Minutes
- Meeting Presentations
- Schematic Design submission (Draft and Final)
- Reconciled cost estimate (per Cost Estimating Manual)
- Schedule for duration of project
- Project Notification Form (PNF) [PNF Form](#)⁴
- Summary of AHJ project review
- Completed Schematic Design checklist
- Draft Design Phase Fee Proposal and DRAFT Attachment G (if requested)

Refer to [Designer Guidelines and Procedures Section 7 Reference Materials](#)⁵ 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 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 Confirm Table of Contents
- 7.2 Submit Draft Certifiable Report
- 7.3 Provide Final Certifiable Report
- 7.4 Prepare Study Report Checklist (Refer to [Designer Guidelines and Procedures Section 7 Reference Materials](#)⁶ 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 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.

⁴ <https://www.sec.state.ma.us/divisions/mhc/download/pnf.pdf>

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

⁶ <https://www.mass.gov/info-details/designer-procedures-and-guidelines>

Deliverables:

- Meeting Agendas
- 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 [Designer Guidelines and Procedures Section 7 Reference Materials](#)⁷ 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-finalist and finalist appearing on [the DSB Website](#).⁸ 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. Civil Engineer
3. Fisheries Biologist
4. Mechanical Engineer (M/P/FP)
5. Electrical Engineer
6. Environmental Professional
7. Structural Engineer
8. Specifications Consultant
9. Cost Estimator (independent consultant required)

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

⁸ <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>

10. MA Building Code Consultant
11. Energy Modeler
12. Envelope Consultant

- The title “Architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; 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 “Fisheries Biologist” refers to a professional with knowledge of intensive hatchery trout production (egg to stock out), hatchery biosecurity, fish health, hatchery water supply, and wastewater treatment; 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; and
- The title “Envelope Consultant” refers to design professionals that can demonstrate requisite experience in building envelope systems in planning, designing, and building projects.

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:

•	The prime and their key team members shall demonstrate experience with designing fossil fuel free HVAC, low temperature hot water systems, and low/no 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 (and modeling) to measure progress toward specific design goals.
•	<p>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:</p> <ol 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.
•	The Team shall demonstrate clear understanding of best practices for planning, design and construction/modernization for both new and existing conservation fish production facilities, particularly cold-water species, operating at a similar scale. A strong understanding and demonstrated expertise in fish production capacity, biosecurity, waste management and permitting along with hatchery production modelling, and state-of-the art fish culture methods and techniques is required. Prime having experience with Chapter 149/149A (CM at risk) public procurement and construction preferred.
•	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.
•	Demonstrated understanding of fish-rearing water supply needs and associated engineering best practices, well rehabilitation and construction, water quality and fish production wastewater, and experience with National Pollution Discharge Elimination System (NPDES) permits and Water Management Act.

SUPPORTING DOCUMENTS

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

- [2019 Aquaculture Bioengineering Study of Massachusetts Freshwater Fish Culture Facilities](#)

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](#)⁹ (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**

⁹ <https://www.mass.gov/info-details/designer-procedures-and-guidelines>

Projects undertaken under this contract shall comply with the applicable requirements of [Executive Order 569 \(EO 569\)](#)¹⁰: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)¹¹ 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](#)¹² solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)¹³ 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](#)¹⁴ to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

In addition to the general project requirements found in the Designer Guidelines and Procedures document, the Designer must be familiar with the procedures, project requirements, general conditions and/or requirements of this public notice include, but are not limited to:

Affirmative Marketing

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

MBE/WBE Participation

¹⁰ <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

¹¹ <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

¹² <https://idea.ap.buffalo.edu/about/universal-design/> as guidance for applying Universal Design

¹³ <https://www.mass.gov/orgs/architectural-access-board>

¹⁴ http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm

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 **5.0% MBE and 9.8% WBE** of the overall value of the study and final design contracts for this Contract/project.

Applicants must utilize both MBE and WBE firms whose participation meet these separate participation goals set for the Contract. The separate MBE and WBE participation goals must be met within the list of requested prime and sub-consultants and those MBE and WBE firms with which they team. MBE and WBE firms providing extra services, such as surveying or testing, can also contribute to the MBE and WBE participation on the project.

All applicants must indicate in their applications how it or its consultants will meet these goals and will be evaluated on that basis. Further information about the MBE and WBE participation program appears in the "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for House Doctor Services at Exhibit F, and a list of firms currently MBE or WBE certified appears on the [Supplier Diversity Office website](https://www.mass.gov/orgs/supplier-diversity-office-sdo).¹⁵

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

¹⁵ <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

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 environmental assessments, specifications, and documents will be provided through the Environmental Professional identified above. DCAMM or the Awarding Agency reserves the right to obtain supplemental services through independent consultants who will collaborate with the Designer’s team. These supplemental services may include, but are not limited to, asbestos inspection and monitoring, and indoor air quality testing and monitoring.

Financial Statement

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

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

CONTRACT REQUIREMENTS

Contract for Study, Final Design, and Construction Administration Services

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

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

Study Phase: DCAMM has established an anticipated goal of **[10-12 months]** to complete a Study, including Schematic Design.

Design Phase: DCAMM has established a goal of **[6-8 months]** to complete design (DD and CD). The schedule for construction administration services will be established (if applicable, in consultation with the CM) as part of the study phase.

The Contract is available on the DCAMM website, located [here](#).¹⁶ Also available is a template [Design Phase Amendment](#)¹⁷, which includes a sample form of Attachment G – Design Phase Scope of Services.

Applicants are advised that certain documents are required as a condition of contract execution, including, without limitation, evidence of professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim (i.e., minimum coverage of \$250,000 up to \$5,000,000 per claim depending on the construction cost). Evidence of pollution liability coverage in compliance with the Contract requirements may be carried by the Environmental Professional 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

¹⁶ <https://www.mass.gov/doc/contract-for-study-final-design-and-construction-administration-services-0/download>

¹⁷ <https://www.mass.gov/files/documents/2017/11/06/contract-for-study-final-design-and-construction-admin-services.pdf>

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 and/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](#).¹⁸ New users can request credentials through the system [login screen](#).¹⁹

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

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