



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

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DSB List#:	25-28	
Notice Date:	October 08, 2025	
Submission Deadline:	October 29, 2025	At 2:00 PM
Project Number:	DSBA-48	
Project Title:	MassDOT Highway Division New Construction of District 5 Administration Building	
Project Location:	1000 County Street, Taunton, MA 02780	
Awarding Agency:	Massachusetts Department of Transportation (MassDOT)	
Estimated Construction Cost:	\$45,000,000-\$55,000,000	
Fee for Study & Schematic Design:	\$360,000	
Estimated Fee for Final Design & Construction Administration:	\$3,700,000 - To be Negotiated	

Contract Type

☒ Contract for Study, Final Design, and Construction Administration 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:

☒ Building 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 Massachusetts Department of Transportation (MassDOT) is comprised of four divisions: Highway, Aeronautics, Rail & Transit, and the Registry of Motor Vehicles. MassDOT directs, operates, administers and implements the programs of roadway, general aviation, rail and transit, and vehicular registration and regulation, and contracts for the design, construction, repair, maintenance, capital improvements, development, and planning of its facilities.

PROJECT OVERVIEW

MassDOT seeks expert professional services for the study, design, and construction administration of a new Highway Division Administration Building located at District 5 - 1000 County Street, Taunton, MA 02780.

Since 2011 MassDOT has reconstructed or renovated five of the six District Administration Buildings statewide to address Agency needs to modernize, update outmoded systems and deteriorating conditions and/or reassess current personnel needs and work environment. The project delivery method for this project will be design-bid-build.

In accordance with Executive Order 594, the project will be a minimum of LEED Silver certified, and strive for Passive House certification. It will be an all-electric, fossil fuel free buildings with on-site renewables (e.g., solar PV arrays) if feasible.

The project will include but will not be limited to:

- Review of existing documentation, including previous studies by MassDOT
- Develop a conceptual design
- Develop a final design, budget, and schedule
- Refine to the Schematic Design level
- Prepare a Study, based on the Schematic Design
- Final Design and development of Construction Documents
- Construction Administration.

The project will be authorized for Study services initially, with the intent to continue into design development, construction documentation and construction administration services.

The Designer shall be capable of providing all services, described above. All designs shall meet the MA State Building and Plumbing Codes, National Electric Code, International Building and Plumbing Code, IECC, NFPA, ADA and MAAB. The design team shall provide the necessary affidavits, stamped drawings, narratives and any additional documents required by the State Building Inspector to obtain a building permit. All permit documents must be stamped and signed by an architect and/or engineer registered in the Commonwealth of Massachusetts.

Anticipated Timelines

Study Phase: MassDOT has established a goal of six (6) months to complete a Study, including Schematic Design (SD). After successful negotiation of the design phase fee and scope with the selected designer, MassDOT anticipates the project will then proceed into Design Development (DD), Construction Documents (CD) and Construction Administration (CA).

Design Phase: MassDOT has established a goal of twelve (12) months to complete design (Design Development (DD) and Construction Documents (CD)). The schedule for construction administration services will be established as part of the study phase and refined through the design phase.

Reflecting the State'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 where practicable.

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

Work shall be performed in accordance with [MassDOT Designer Guidelines Procedures](#)¹ (for Vertical Construction) (August 2025) ("MassDOT DGP"). See *Project Requirements Section* below for further information on MassDOT DGP.

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

Building Study

Study Task 6 – Schematic Design

Study Task 7 – Study Report

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

Study Task 1: Project Start-Up and Work Plan

Objective: Confirm with the design team and MassDOT 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 may include, but are not limited to the following items.

Tasks:

- 1.1 Study Conference
- 1.2 Study Work Plan

Deliverables:

- Meeting Agendas and Minutes (MassDOT Study Meeting)
- Study Meeting Presentation
- Study Phase Work Plan (Draft and Final) for approval by MassDOT. Draft to be submitted within two weeks following Study Conference. The Work Plan typically includes:
 - Workplan Approvals
 - Project Overview (with Design Excellence Goals)
 - Directory
 - Budget and Fee
 - Project Schedule
 - Quality Control Plan
 - BIM Execution Plan
 - Detailed Tasks Lists (Tasks 1-7)

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

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

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 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. Emphasis should be placed on developing reasonable, economical, and practical solutions to evaluate. Each alternative should satisfy the standards and policies. The types of alternatives to be considered should be reviewed and approved by MassDOT 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
- 3.3 Workshop
- 3.4 Alternatives Documentation & Preferred Alternative

Deliverables:

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

Study Task 4: Preferred Alternative

Objective: Based on an agreed-upon building alternative, develop and document the Preferred Alternative (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 Site and Building Development
- 4.3 Sustainability & Resilience Analysis
- 4.4 Cost Analysis
- 4.5 Project Schedule / Permitting Requirements
- 4.6 Commissioning
- 4.6 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 Table of Contents
- 5.2 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.

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 months. If this duration needs to be shortened or extended, the Designer and MassDOT 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
- 6.3 Meetings
- 6.4 Schematic Design Package
- 6.5 Schematic Design Package checklist. Checklist to be reviewed with MassDOT 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) ,if applicable
- 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](#)²
- Summary of Building and Fire Inspector project review
- Draft Design Phase Fee Proposal

Study Task 7: Building Study Report

Objective: Update the draft Study Report (Task 5) based on further development of the project following SD. Prepare a report incorporating, coordinating, and narrating appropriate content for the tasks above. Appendices should be used to provide more detailed data and information.

Study 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 Report
- 7.3 Final Report
- 7.4 Study Report. Checklist to be reviewed with MassDOT 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
- Report and Schematic Design Package (Draft and Final)

² <https://www.sec.state.ma.us/divisions/mhc/download/pnf.pdf>

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.

DESIGN DEVELOPMENT:

Schedule, conduct and prepare minutes of a Design Development meeting. Prior to the meeting, the designer shall work with MassDOT and the Owner's Project Manager to determine and document specifications, final layouts, details and material and equipment selections consistent with the work product of Schematic Design to further clarify and define that design decisions are in line with the design objectives, cost, and schedule constraints.

Milestone Work Product: Prepare and deliver a formal Design Development Submission which may include, but is not limited to:

- a. Meeting minutes and presentation
- b. Document any additional design modifications made since the approval of the Schematic Design.
- c. An outline specification which lists the technical specification sections and their respective scopes to be included in the construction documents.
- d. Design Development Package including updated project drawings of the selected option which include any additional design modifications made since the approval of the Schematic Design Phase.
- e. An updated cost estimate cost estimate that is structured to identify any required filed subcontractors and include a breakdown for each sub-trade.
- f. Meeting minutes.

CONSTRUCTION DOCUMENTATION:

Prepare final construction documents and bid documents that will facilitate accurate and dependable final pricing through public bid process.

Prepare and deliver a formal Construction Document Submission which includes:

- a. During the Construction Document process, provide an updated cost estimate at approximately 70% of Construction Documents that verifies final costs and identifies any required filed subcontractors and include a breakdown for each sub-trade.
- b. Document any additional design modifications made since the approval of the Schematic Design.
- c. Provide a single set of Contract Documents for Construction which shall be used for the solicitation of competitive bids in accordance with MGL Chapter 149 which shall include as a minimum:
 - i. Drawings which include plans, elevations, details, and cross sections, as many as deemed necessary by MassDOT.

- ii. Technical specifications which clearly identify each filed sub-bid trade and include any documents required by MassDOT.

Public Bidding Phase:

Upon approval of the pre-bid project budget by MassDOT, the design team shall prepare and deliver one consolidated .pdf file set of bid documents, including all final construction drawings and specifications.

The Designer shall perform all necessary bid phase services, including the following:

- Participate in subcontractor prequalification. Attend a pre-bid meeting scheduled and conducted by MassDOT's Project Manager.
- Record bidders' questions and prepare and distribute addenda as necessary.
- Make written recommendations on the contractor/subcontractor qualifications after bids are opened.

CONSTRUCTION ADMINISTRATION :

Perform Construction Administration and project close-out duties per the Agreement between MassDOT and Designer:

- Schedule, attend, and conduct a pre-construction conference.
- Conduct scheduled job meetings weekly at the project site to observe the quality and progress of the work. The designer shall be responsible for periodic supervision and observation of the construction, consistent with the "Controlled Construction" requirements of the state building code, to ensure adherence to the detailed contract requirements and intent of the bid documents and construction contract.
- Issue clarification sketches as required to answer all questions from the Contractor.
- Review and act upon shop drawings, in a timely manner as submitted by the Contractor.
- Ensure that all necessary inspections and approvals from the appropriate authorities are secured.
- Review and coordinate as-built drawings and other project submittals.
- Prepare punch lists and final contractor payment and completion documents.
- Coordinate and communicate regularly with the OPM. i. Review with the Owner/OPM and recommend action relative to approving Contractor's Applications for Payment.

Warranty Phase: Schedule with the Owner and the Owner's representative and perform an inspection of the subject project approximately nine months from the date of Substantial completion.

- A written report noting any possible one-year warranty claims against the General Contractor.

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on [the DSB Website](#).³ The application must include resumes for the consultants associated with the specific Personnel and Project Experience listed below. Include resumes for all personnel.

Personnel

1. Architect (Prime Firm)
2. Landscape Architect
3. Civil Engineer
4. Mechanical Engineer (M/P/FP)
5. Electrical Engineer
6. Structural Engineer
7. Specifications Consultant
8. Cost Estimator (independent consultant required)
9. MA Building Code Consultant
10. Environmental Professional
11. Energy Modeler
12. LEED Consultant

- 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;
- The title “Energy Modeler” refers to design professionals that can demonstrate requisite experience in energy planning, modeling, and design; and
- The title “LEED Consultant” refers to design professionals that maintain a current Leadership in Energy and Environmental Design (LEED) certification and are subject matter experts in sustainability and environmental planning, design, and building projects that meet the standards set forth by the U.S. Green Building Council.

³ <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:

	• The prime and their key team members 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.
	• The Designer, through its 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: 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.
	• 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 ability of the firm to meet the project schedule and budget based on current workload of the staff assigned to the project, total workload of the firm, and past record of designing on tight schedules.
	• Demonstrated Familiarity with Commonwealth of Massachusetts Public Bidding requirements MGL c. 149, and/or ss. 44A-44H c. 30 s. 39M, and/or c. 25A, s. 11C. and demonstrated ability to work as a team with MassDOT, the facility manager and selected construction firm to deliver a top quality and timely construction project, in Massachusetts.

PROJECT REQUIREMENTS

MassDOT Designer Guidelines and Procedures (for Vertical Construction) – [August 2025]

The Designer must be familiar with the guidelines and procedures established in [MassDOT's Designers Guidelines and Procedures](#)⁴ (dated August 2025) ("MassDOT DGP") which provides direction and guidance to Designers who work on MassDOT Projects. The MassDOT DGP is an adaptation of DCAMM's Design Guidelines and Procedures.

The MassDOT DGP is intended to set clear expectations, improve productivity, enhance communication, and ensure consistency to help Designers translate MassDOT requirements more efficiently into successful design solutions.

- **ENERGY, SUSTAINABILITY, AND CLIMATE ACTION**

Projects undertaken under this contract shall comply with the applicable requirements of [Executive Order 569 \(EO 569\)](#)⁵: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)⁶ Leading by Example – Decarbonizing and Minimizing Environmental Impacts of State Government.

- **BUILDING COMMISSIONING**

The Awarding Agency will include an independent third-party building commissioning agent as part of this project. The commissioning agent will develop an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with MassDOT 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](#)⁷ solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)⁸ 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](#)⁹ to provide equal access to programs, services, and activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

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

⁵ <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

⁶ <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

⁷ <https://idea.ap.buffalo.edu/about/universal-design/>

⁸ <https://www.mass.gov/orgs/architectural-access-board>

⁹ http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm

In addition to the general project requirements found in the MassDOT Designer Guidelines and Procedures (August 2025) 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, M.G.L. 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 the efforts they made to actively engage and include underrepresented subconsultants on their project teams

In accordance with M.G.L. C.7C, §6 and Executive Orders 565 and 592 **MassDOT** has established minimum MBE and WBE participation goals of **5.4 % MBE and 10.4 % WBE** of the overall value of the study and final design contracts for this Contract/project.

Applicants must make efforts to utilize Supplier Diversity Office ("SDO") certified MBE WBE and M/WBE firms whose participation will help to meet these separate participation goals set for the Contract. The separate MBE and WBE participation goals may be met within the list of requested prime and sub-consultants and those MBE, WBE, and W/MBE firms with which they team. MBE, WBE, and M/WBE firms providing extra services, such as surveying or testing, can also contribute to the respective MBE and WBE participation goals 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 Business and Woman Owned Business," in the [MassDOT Contract](#)

[for Study, Final Design, and Construction Administration Services](#)¹⁰ at Attachment C, and a list of firms currently MBE, WBE and M/WBE certified appears on the [Supplier Diversity Office website](#).¹¹

Applications from MBE, WBE, and M/WBE firms as prime consultant are encouraged. Applicants that are themselves MBE, WBE, or M/WBE certified will have their participation counted toward meeting the goal for the certification they hold and are encouraged to find opportunities for additional firm(s) that holds the necessary Supplier Diversity Office certifications to help meet or exceed the goals on this Contract. Applicants that hold both an MBE and WBE certification will have their participation fully count towards both the MBE and WBE goals. 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 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 SDO certified as MBE or WBE can be credited toward meeting project MBE or WBE goals.

Additional Diversity Participation

In addition the Commonwealth encourages the participation of Disability-Owned Business Enterprises (DOBEs) Veteran-Owned Business Enterprises (VBEs), Service-Disable Veteran-Owned Business Enterprises (SDVOBEs), and Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBEs) firms on its design projects (see Executive Order 599: Reaffirming and Expanding the Massachusetts Supplier Diversity Program).

Policies & Procedures

Design-Bid-Build

The construction of this project will be performed utilizing a design-bid-build contract in accordance with M.G.L. c. 149, §§ 44A-44H.

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 the Massachusetts Department of Transportation (MassDOT).

¹⁰ <https://www.mass.gov/doc/massdot-standard-contract-template/download>

¹¹ <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

CONTRACT REQUIREMENTS

Contract for Study, Final Design, and Construction Administration Services

MassDOT uses one standard [Contract for Study, Final Design and Construction Administration Services](#)¹² (September 2025) (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/ 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 study services. If MassDOT approves the study, 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 MassDOT 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 approved 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: MassDOT has established an anticipated goal of **six (6) months** to complete a Study, including Schematic Design.

Design Phase: MassDOT has established a goal of **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 link provided here: <https://www.mass.gov/doc/massdot-standard-contract-template/download>

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

¹² <https://www.mass.gov/doc/massdot-standard-contract-template/download>

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](#).¹³ New users can request credentials through the system [login screen](#).¹⁴

¹³ <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

¹⁴ <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>