



25PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108

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

DSB List#:	25-30		
Notice Date:	October 15, 2025		
Submission Deadline:	November 5, 2025	At 2:00 PM	
Project Number:	DSBA-52		
Project Title:	Study and Design for General Building Renovations, Repair and Upgrades		
Project Location:	Framingham, MA		
Awarding Agency:	Framingham State University (FSU)		
Estimated Construction Cost:	Varies per Project: Not to exceed authority delegated pursuant to M.G.L. c. 7C §5, for an individual project.		
Contract Term	Up to six (6) years		
Maximum Fee Per Contract (based on the scope of the work and services authorized, shall not exceed)	\$2,000,000		

Contract Type: This contract will be a "House Doctor" contract. Multiple projects of the type described in the Project Overview and Scope of Work may be assigned, and fee increments approved, up to the maximum fee per contract. Selection by the DSB under this advertisement does not guarantee that a contract will be executed with any given firm. The Awarding Agency will enter into House Doctor contract(s) with selected firm(s) at its sole discretion, based on the Awarding Agency's needs. The Awarding Agency may award up to **three (3)** contracts, each with a total value of **\$2,000,000** to qualified designers under this contract. Awarding Authority may assign a House Doctor with which it has signed a contract to perform individual project(s) of the type described in this advertisement directly for another Commonwealth entity.

Prime Firm Requested		Immediate Service Authorized	
X	Architect	X	Draft Study
	Landscape Architect	X	Certifiable Building Study
	Engineer (Mechanical)	X	Schematic Plans and Outline Specifications
	Interior Designer	X	Design Development Plans and Specifications
	Programmer	X	Construction Plans and Specifications
	Construction Manager	X	Administration and Construction Contract
	Other		Other

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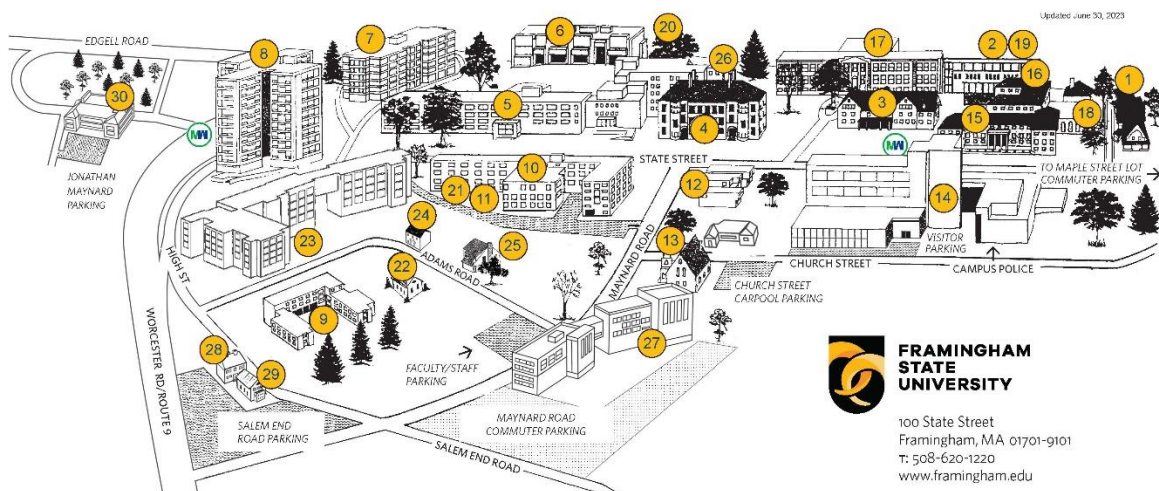
AGENCY INFORMATION

Framingham State University (FSU) is a comprehensive, publicly-supported institution of higher learning located 20 miles west of Boston. Framingham State is the only four-year, public institution of higher education in the MetroWest Area. The University's population consists of approximately 5,691 undergraduate and graduate students. Framingham State offers over 35 undergraduate majors; 70 minors; and 24 graduate programs. The University also offers a variety of certificate, non-credit, online, and licensure programs.

FSU occupies over 143 acres of land with 38 buildings containing over 1.6 million square feet. Building construction ranges from 1889 to 2014 and along with administrative buildings include:

- Classrooms and Lecture Spaces
- Science, Art, and Nursing laboratories
- Athletics Center, Library, Student Center
- Residence Halls
- Danforth Art Museum
- Warren Conference Center and Inn, Ashland, MA

Campus map: <https://www.framingham.edu/sites/default/files/2024-07/campus-map.pdf>



DIRECTIONS TO OUR CAMPUS

From I-90 (Massachusetts Turnpike):

Take Exit 111, follow Rt. 9 East two miles to the Edgell Rd.-Main St., Framingham exit. Take your first right onto State Street and the Framingham State University campus.

From I-95 (Route 128):

Take Exit 39B to the Massachusetts Turnpike (I-90) West, and follow the directions above.

From Route 495:

Take Exit 58 to Massachusetts Turnpike (I-90) East, and follow the directions above.

- | | |
|---|--|
| 1 - Admissions Welcome Center | 15 - Horace Mann Hall |
| 2 - Campus Store | 16 - Peirce Hall |
| 3 - Crocker Hall | 17 - Dwight Hall/Performing Arts Center |
| 4 - May Hall | 18 - CASA |
| 5 - Hemenway Hall | 19 - Athletic/Recreation Center |
| 6 - Whittenmore Library | 20 - Arthur M. Doyle Information Technology Center |
| 7 - Larned Hall | 21 - Planetarium |
| 8 - Corinne Hall Towers | 22 - Development & Alumni Relations |
| 9 - Linsley Hall | 23 - Miles Bibb Hall |
| 10 - O'Connor Hall | 24 - Honors Program House |
| 11 - McAuliffe Center/
Challenger Center | 25 - Alumni House |
| 12 - Health & Wellness Ctr. - Foster Hall | 26 - Hemenway Laboratories |
| 13 - Heineman Ecumenical & Cultural Center | 27 - West Hall |
| 14 - D. Justin McCarthy Center | 28 - MetroWest College Planning Center |
| | 29 - Facilities Office |
| | 30 - Jonathan Maynard Building |

 Designates different MWRTA bus stops

Framingham State University Campus Map

OVERVIEW AND SCOPE OF WORK

Framingham State University (FSU) is seeking on-call architectural design and engineering house doctor services for the replacement, modification, or upgrade of existing buildings, spaces, systems, or site work. Project scopes are predominantly focused on the repair/replacement of major deteriorated building systems (HVAC, plumbing, electrical) in conformance with current standards. Project scopes may also include classroom and lab renovations, roof replacements, life safety and accessibility modifications and upgrades to utilities, roadways and parking lots. Projects may include, but are not limited to, reviews, studies, cost analysis, design, preparation of bidding documents, bidding and construction administration, project administration, project close out, commissioning, and other associated functions.

Services required may include; architectural design, interior design, code review, mechanical, HVAC, electrical, plumbing, fire protection, and energy management, and commissioning or engineering.

Areas of work include classrooms, science laboratories, computer labs, library, theatre support spaces, dining areas, offices, trade shops, building systems equipment, athletic facilities, art and music support spaces, public assembly spaces, and site work.

The design team will be required to provide technical advice, creative problem solving, accurate Massachusetts building code reviews, ADA compliance, complete study and design documentation, bidding documents and administration, construction administration and project oversight. Familiarity with jurisdictional authorities, knowledge of the DCAMM's Designer Procedure Manual, effective schedule management and communication are also required. For each project, the selected team will be asked to prepare a scope of work, a fee estimate, and a proposed schedule for the project. After review and approval by FSU, a notice to proceed will be issued to the house doctor for each project.

Consideration in the analysis should include decarbonization and electrification of systems, energy costs, sustainability principles, expected remaining useful life of building systems and related life cycle costs. Particular attention should be paid to the constructability, reliability, durability and maintainability of building systems and materials. Projects will incorporate the principles of Executive Order 594, including decarbonization, energy conservation for building designs, and maximizing indoor air quality. They will integrate carbon reduction strategies including, but not limited to, low/no carbon fuel sources, high efficiency measures, and renewable energy sources such as geothermal and solar.

The scope of work may include but is not limited to:

1. Investigating the nature and challenges or severity of the issues to be addressed under the task order.
2. Documenting existing conditions.
3. Recommending detailed repairs and magnitude of cost for such repairs, including energy costs, sustainability principles, expected remaining useful life of building systems and related life cycle costs.
4. Proposing alternate methods of repairs for resolution of the problem, including energy efficient alternatives.

5. Developing the preferred solution through schematic design and/or design development.
6. Preparing construction specifications and documents, cost estimates, and providing construction administration services.

If the selected House Doctor is appointed for final design, the general scope of services will be defined by the certified building study and the current version of the DCAMM Designer Guidelines and Procedures Manual¹ (dated May 2024).

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on [the DSB Website](#).² 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. Mechanical Engineer (M/P)
 3. Fire Protection Engineer
 4. Landscape Architect
 5. Civil Engineer
 6. Electrical Engineer
 7. Structural Engineer
 8. Specifications Consultant
 9. Cost Estimator (independent consultant required)
 10. MA Building Code Consultant
 11. Environmental Professional
- 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

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

² <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>

- 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, engineering 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:

•	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 House Doctor, 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: 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.
•	Demonstrated experience working in occupied Massachusetts public higher education buildings, including residence halls, and familiarity with the University’s academic schedule as it relates to project bidding and construction deadlines and project execution.
•	Demonstrated experience with ADA and MAAB compliance in older building renovations, in addition to site infrastructure and landscape improvements.
•	Demonstrated experience preparing site design documents for parking lots, roadways, athletic venues, and landscaping components on a university campus.
•	Demonstrated experience with the operation and maintenance of central steam heating plants and associated distribution systems, and central high-voltage electrical distribution systems.

PROCUREMENT REQUIREMENTS

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

DCAMM Designer Guidelines and Procedures

The House Doctor must be familiar with the procedures established in [DCAMM's Designer Guidelines and Procedures](#)³ (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 \(EO 569\)](#)⁴: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)⁵ 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 may include an independent third-party building commissioning agent as part of a 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](#)⁶ solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)⁷ as well as the [2010 ADA Standards for Accessible Design](#). The Designer's team is expected to understand

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

⁴ <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

⁵ <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

⁶ <https://idea.ap.buffalo.edu/about/universal-design/> as guidance for applying Universal Design

⁷ <https://www.mass.gov/orgs/architectural-access-board>

and reflect in its design the civil rights obligations of the Commonwealth under [Title II of the Americans with Disabilities Act](#)⁸ to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

Deferred Maintenance Study Template

Study Format for DCAMM Certification

DCAMM strongly encourages House Doctors that are retained by **Awarding Agency** to prepare Deferred Maintenance project documentation for certification to use DCAMM's Deferred Maintenance Study Template⁹ ([Deferred Maintenance | Mass.gov](#)). The use of alternate formats or templates in the preparation and submission of a study for certification by DCAMM may result in the delay of study certification and in additional costs for the Awarding Authority.

In addition to the general project requirements found in the Designer Guidelines and Procedures document, and the Deferred Maintenance Study Template, 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

⁸ http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.html

⁹ <https://www.mass.gov/info-details/deferred-maintenance>

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 **Awarding Agency** has established minimum MBE and WBE participation goals of **5.5% MBE and 10.6% WBE** of the overall value of the study and final design contracts for this Contract.

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

All applicants must indicate in their applications how it or its consultants will meet these goals and will be evaluated on that basis. Further information about the MBE and WBE participation program appears in the “Participation by Minority Owned Businesses and Woman Owned Businesses,” in the Commonwealth of Massachusetts Contract for House Doctor Services at Exhibit F, and a list of firms currently MBE or WBE certified appears on the [Supplier Diversity Office website](https://www.mass.gov/orgs/supplier-diversity-office-sdo).¹⁰

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.

¹⁰ <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

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

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 Awarding Agency, and continue to do so annually throughout the term of the contract; and
- b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls and expresses their opinion regarding those controls to the Awarding Agency.

Environmental and Other Supplemental Services

Development of any hazardous materials assessments, specifications, and documents will be provided through the Environmental Professional identified above. The Awarding Agency reserves the right to obtain supplemental services through independent consultants who will collaborate with the House Doctor's team. These supplemental services may include, but are not limited to, asbestos inspection and monitoring, and indoor air quality testing and monitoring.

Construction Specifications

The Designer shall utilize the FSU's Standard Specification.

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAMM Cost Estimating Manual and will be submitted in Uniform II in the study phase and in both Unifomat II to Level 3 and CSI Masterformat or other mutually agreeable format in the design phase.

CONTRACT REQUIREMENTS

Framingham State University utilizes a customized version of DCAMM's Contract for House Doctor Services.¹¹ A link to download the contract template is available here: [FSU Contract for House Doctor Services Template 2025](https://www.mass.gov/doc/fsu-contract-for-house-doctor-services-template-2025/download)¹²

¹¹ <https://www.mass.gov/doc/contract-for-house-doctor-services/download>

¹² <https://www.mass.gov/doc/fsu-contract-for-house-doctor-services-template-2025/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). 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 House Doctor.

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

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

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