

PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108

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

DSB List#:	25-33
Notice Date:	November 05, 2025
Submission Deadline:	November 19, 2025 At 2:00 PM
Project Number:	MIL2601
Project Title:	Barnes Air National Guard Base Aircraft Shelter Project
Project Location:	Westfield, MA
Awarding Agency:	Division of Capital Asset Management and Maintenance (DCAMM)
Estimated Construction Cost:	\$55,000,000
Fee for Draft Study, Schematic Design, and Certifiable Study	\$3,000,000
Fee for Final Design	To be Negotiated

Contract Type

Study & Schematic Design Services

Immediate Services Authorized

- Draft Study
- Certifiable Study
- Schematic Plans and Outline Specifications

Prime Firm Requested

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

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

- Design Development Plans and Specifications
- Construction Plans and Specifications
- Administration of Construction Contract
- Other:

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AGENCY INFORMATION

Massachusetts Air National Guard (MANG)

The Massachusetts Air National Guard's (MANG) mission is to support State and Federal Air Force needs. This includes responding to natural disasters, providing homeland security, and deploying combat-ready force for domestic or overseas operations. MANG has two major air bases across the Commonwealth that perform missions, training, and preparation for state or federal emergencies.

The 104th Fighter Wing, located at Barnes Air National Guard Base (ANGB) in Westfield, MA, prepares and deploys operationally ready combat units, combat support units, and qualified personnel for active duty in support of domestic, humanitarian, and combat operations.

Division of Capital Asset Management

DCAMM is an agency within the Executive Office for Administration and Finance (ANF) responsible for capital planning, major public building construction, facilities management, and real estate services for the Commonwealth of Massachusetts. The agency was created by the legislature in 1980 to promote quality and integrity in the management and construction of the Commonwealth's capital facilities and real estate assets.

PROJECT OVERVIEW

MANG in collaboration with DCAMM is seeking professional services for the study and design of four flow through shelters that will provide parking for eight F-35A aircrafts. The designer will work closely with the Civil Engineering Squadron to develop drawings that meet state and federal requirements for the project package, including National Guard Bureau (NGB) Type A-1 15% Design Submission and Type A-2 35% NGB Design Submission, which will ultimately lead to the construction of the shelters in support MANG's mission.

General Scope of Work

The project involves the expedited study, design and construction of four aircraft shelters that meet mission requirements of the 104th Fighter Wing (104 FW). The unit is converting from F-15C to F-35A fighter jets, which will require updates to several facilities on Barnes ANGB in Westfield.

The immediate services authorized involve the study, conceptual and schematic design of four flow through shelters that are configured for the F-35A fighter jets in compliance with the federal regulations and requirements. The new facilities will be located on an existing concrete ramp, west of the Alert Shelters and East of B25, Squadron Operations, at Barnes ANGB. The study/SD process will be undertaken in accordance with NGB procedures and consist of Type A-1 15% Design and Type A-2 35% Design.

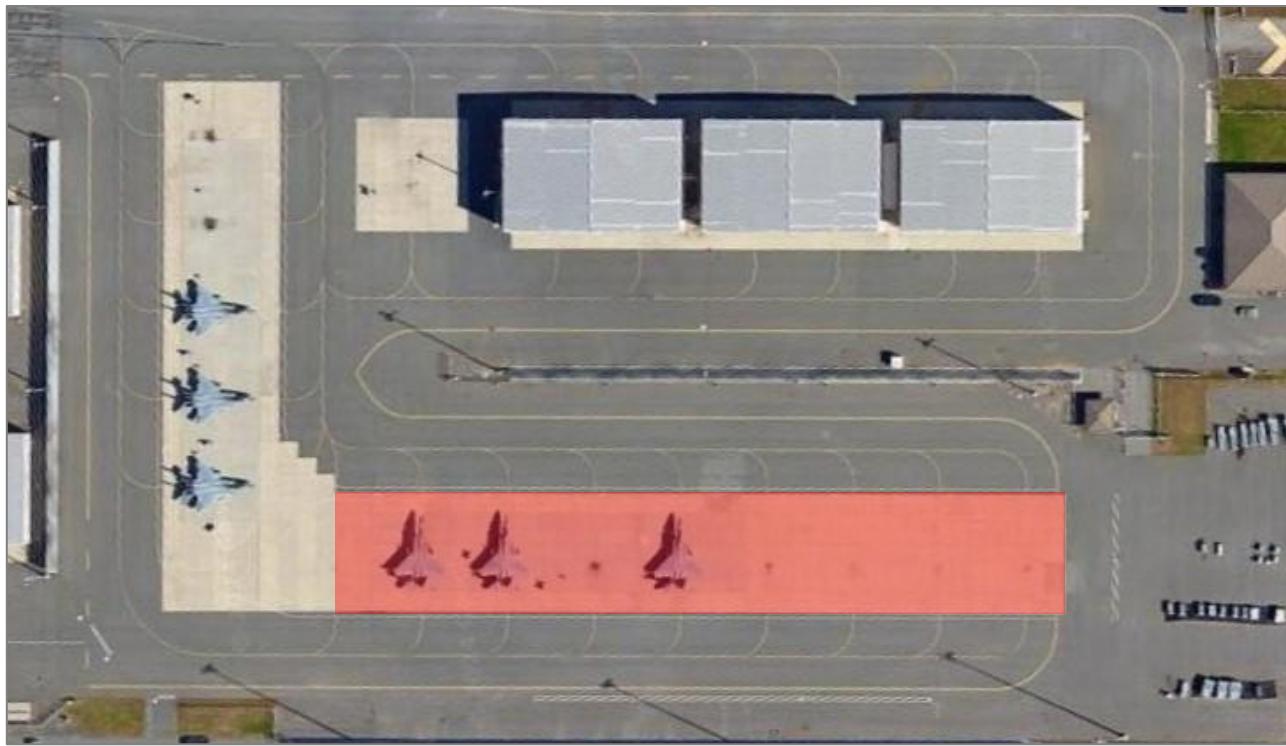
Each facility will consist of a 13,000 SF steel-beamed structure with metal enclosures designed to accommodate two F-35A aircrafts. The shelters will be required to have enough room for parking of two aircrafts, standoff distance from wing tips, nose, rear and support equipment, in accordance with ANGETL 24-02, ANG Design Objectives and Procedures. No other program elements are required.



Barnes Air National Guard Base

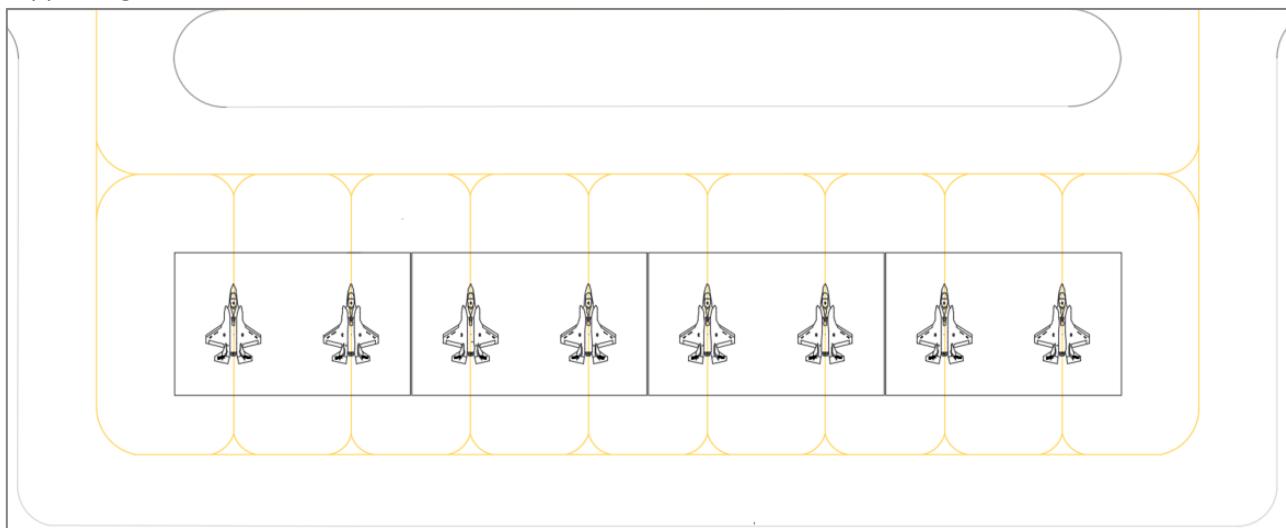


Barnes Air National Guard Base Site Plan



Proposed Aircraft Shelter Location at Barnes Air National Guard Base

The shelters are being constructed on a military installation and as such, ANGETL 24-02, ANGETL 15-01 and UFC 3-101-01 will be used as the basis of design. Additional guidance for military construction can be found through the Whole Building Design Guide and the Base Civil Engineer at Barnes ANGB. Please see supporting documentation for more information.



MANG Proposed Aircraft Shelter Facility Layout

The shelters and their supporting infrastructure must meet all local and federal laws for design and construction. Specifications for the shelters shall be in accordance with all federal requirements stated in

the [Whole Building Design Guide \(WBDG\)](#)¹ as well as any provided by the MANG base civil engineer. Other required specifications will include, but are not limited to:

- [ANGETL 24-02 AIR NATIONAL GUARD DESIGN OBJECTIVES AND PROCEDURES](#)
- [ANGETL 15-01 AIR NATIONAL GUARD ENGINEERING TECHNICAL LETTER](#)
- [UFC 3-101-01 UNIFIED FACILITIES CRITERIA - ARCHITECTURE](#)
- [NFPA 409 STANDARD ON AIRCRAFT HANGARS](#)

The immediate scope of work will include, but not be limited to, the following:

- An analytical review of MANG aircraft shelter operations and requirements;
- A detailed analysis of the identified project site;
- Evaluation of current and projected programmatic needs;
- A finalized project scope;
- Development of a conceptual design to a pre-schematic level including finalized program, budget and schedule – to be produced and submitted as a complete NGB Type A-1 15% Design package;
- Further development of the conceptual design to Schematic Design level, culminating in the completion of an NGB Type A-2 35% Design Package, as required by the ANGETL 24-02 ANG Design Guidelines & Procedures (to be provided);
- Development of a preliminary strategy to ensure project compliance with BABA requirements; and
- Development of a draft and final Certifiable Building Study Report and Finalized NGB 35% Design Package.

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

SCOPE OF WORK

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

- Study Task 1 – Project Start-Up & Work Plan
- Study Task 2 – Preliminary Concept Development & Existing Conditions Documentation/Analysis
- Study Task 3 – Conceptual Design Proposal – NGB Type A-1 15% Design
- Study Task 4 – Schematic Design – NGB Type A-2 35% Design
- Study Task 5 – Finalized NGB 35% Design Package and Certifiable Building Study Report

¹ <https://www.wbdg.org/building-types/aviation/aviation-hanger>

Study Task 1: Project Start-Up & Work Plan

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

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

Tasks:

- 1.1 Attend a DCAMM administrative conference to review all project requirements and protocols.
- 1.2 Conduct project kick off meeting to review project goals and objectives with DCAMM and the MANG. This will include a review of the NGB (National Guard Bureau) 15% and 35% Design Submission requirements.
- 1.3 Review and suggest changes if required to the Project Work Plan provided by DCAMM. This Work Plan will provide a detailed scope of work (SOW) including all required tasks, deliverables, and overall schedule. As part of the Work Plan review, the Designer will be required to determine the fee breakdown to be reflected in a summary chart.
- 1.4 Develop a project directory to include participants from DCAMM, MANG, design team and subconsultants. Directory to include organization, name, title, email, and phone number.

Deliverables:

- Meeting Agendas and Minutes (DCAMM Administrative and Kick Off Meetings)
- Kick Off Presentation
- Project Directory
- Comments on Study/SD Work Plan (Draft and Final) for approval by Deputy Director of Planning. Draft to be submitted within two weeks following Study Conference. The Work Plan typically includes:
 - Workplan Approvals
 - Fee Schedule
 - Project Overview
 - Detailed Tasks Lists (Tasks 1-5) with deliverables for each task
 - Project Schedule

Study Task 2: Preliminary Concept Development & Existing Conditions Documentation/Analysis

Objective: Review all documents provided by DCAMM and MANG. Assess, analyze, and document the siting and building requirements for accommodating the services and activities identified by MANG. Assess existing conditions of the site providing sufficient information to identify the problems and opportunities, so that all major implications for future requirements and design can be accurately judged. Identify specific investigations required (i.e.; site survey, hazmat, etc.).

Based upon the requirements outlined in the ANGETL 24-02 Air National Guard Design Objectives and Procedures, ANGETL 15-01 Air National Guard Engineering Technical Letter, UFC 3-101-01 Unified Facilities Criteria, and NFPA 409: Standard on Aircraft Hangars, confirm program requirements and develop a

concept that will accommodate the specified use. This concept will be refined to a pre-schematic level in the next Task.

Identify any required site investigations needed. Develop scopes of work for these investigations in coordination with DCAMM and MANG. Produce a technical memo documenting existing site conditions.

As part of this task, the Designer will conduct a rough order of magnitude cost and develop a project schedule, to include the duration of Study, Concept Design, Schematic Design, development of the 15% and 35% NGB Submissions, and Certification Package preparation.

Regular meetings with DCAMM/MANG will be required throughout this task.

Tasks and deliverables will include but not be limited to the following items:

Tasks:

- 2.1 Existing Documentation Review
- 2.2 Site Analysis
- 2.3 Program Confirmation and Preliminary Concept Development
- 2.4 Rough Order of Magnitude Cost Analysis
- 2.5 Project Schedule
- 2.6 Concept Development and Existing Conditions Technical Memorandum

Deliverables:

- Meeting Presentations / Minutes
- Concept Development and Existing Conditions Technical Memo (Draft and Final).

Study Task 3: Concept Design Proposal – NGB Type A-1 15% Design Submission

Objective: Develop pre-schematic concept proposal for the project utilizing the Attachment 6 A-1 Checklist provided in ANG ETL 24-02. The concept should satisfy the standards and policies and requirements of MANG, and will be reviewed and approved by DCAMM and MANG before it is developed in any detail.

Regular meetings with DCAMM/MANG will be required throughout this task.

Concept Design Proposal tasks and deliverables include but are not limited to the following items:

Tasks:

- 3.1 Develop Pre-Schematic Conceptual Design
- 3.2 Produce NGB Type A-1 15% Design Submission Package for NGB review and comment

Deliverables:

- Meeting/Workshop Minutes
- Meeting Presentations
- NGB Type A-1 15% Concept Design Submission Package

Study Task 4: Schematic Design – NGB Type A-2 35% Design

Objective: Task 4 involves the development of the Concept Design to next level of detail and specificity to verify the scope and cost, and ensure that the project is maintaining the established budget and project goals. The Designer will utilize the Attachment 9 Schematic Design (Type A-2, 35%) checklist referenced in ANG ETL 24-02. The final product will fully describe the project scope, cost, and schedule to be compiled as a complete NGB 35% Design Package.

It is anticipated that the duration of the Schematic Design (SD) Phase will be approximately two months. Any changes to this duration must be discussed between MANG and DCAMM.

As part of this phase, the Designer will prepare and submit an NGB Type A-2 35% NGB (Schematic Design) package in full accordance with ANG ETL-24-02.

Tasks under the Schematic Design Phase will include, but are not limited to:

- 4.1 Coordinate initial Schematic Design meeting with DCAMM, MANG and the design team
- 4.2 Conduct progress workshops with DCAMM, MANG and the design team
- 4.3 Finalize Scope and Site Development
- 4.4 Further refine Project Schedule to include Permitting Requirements
- 4.5 Participate in cost estimating activities, finalize detailed cost estimate, and conduct a cost estimating reconciliation. Cost estimate to include an analysis of BABA impacts and strategies for achieving requirements
- 4.6 Prepare a draft 35% Design Package for submission to NGB for review and comment
- 4.7 Incorporate NGB comments into the draft as required

Deliverables:

- Meeting Presentations / Minutes
- Completed 35% NGB Submission Schematic Design Package based on the requirements of ANG ETL 24-02 and UFC 3-101-01 (*see Attachment 9 Schematic Design (Type A-2, 35%) Checklist for full details*) – includes Basis of Design Parts I and II, Drawings, Outline Specifications, Calculations, Reports and all required Attachments
- Reconciled cost estimate
- Schedule for duration of project
- Draft Design Phase Fee Proposal and DRAFT Attachment G (if requested)

All submittals must meet MANG checklist requirements.

Study Task 5: Finalized NGB 35% Design Submission & Certifiable Building Study Report

Objective: Finalize all submissions.

Incorporate any NGB comments into the draft 35% Submission.

Produce a draft and final Certifiable Building Study Report incorporating, coordinating, and narrating appropriate content for the tasks above. This will include an executive summary, a project scope narrative, the finalized cost estimate, and a detailed project schedule. Appendices should be used to provide more detailed data and information.

Tasks:

- 5.1 Draft Certifiable Building Study Report
- 5.2 Final Certifiable Building Study Report
- 5.3 Finalized NGB Type A-2 35% Design Package

Deliverables:

- Meeting Presentations / Minutes
- Finalized NGB 35% Design Package
- Certifiable Report and Schematic Design Package (Draft and Final) and appendices including ANGETL 24-02 ANG Guard Design Objectives and Procedures checklist

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 Final Design Phase 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](#).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. 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
- 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.

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:

• Demonstrated experience with similar military projects in terms of scope, size, complexity, cost, and compliance with federal and state regulations. Previous experience working with MANG is required.

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

<ul style="list-style-type: none"> Specialized experience and technical competence in the type of work required, including, but not limited to; working on and near an airport, FAA rules, federal or military specific requirements for design documentation.
<ul style="list-style-type: none"> Demonstrated experience with Ch.149A (CM-at-Risk). Projects cited as relevant experience should be those where key proposed prime team personnel have had major roles and responsibilities with Ch. 149A projects.
<ul style="list-style-type: none"> The prime and their key team members demonstrate experience with energy efficiency, resilience, reduction of embodied carbon, and designing fossil fuel free building systems.
<ul style="list-style-type: none"> The Prime, through their Diversity Focus Statement (in Section 5), shall demonstrate their firm's implementation of Diversity, Equity, and Inclusion (DEI) principles within its organization and within the design profession. The Statement shall: <ul style="list-style-type: none"> document the firm's track record for meeting /exceeding DEI goals, highlighting specific project examples; 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 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.

SUPPORTING DOCUMENTS

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

- [WHOLE BUILDING DESIGN GUID \(WBDG\) AVIATION HANGAR REQUIREMENTS](#)
- [ANGETL 24-02 AIR NATIONAL GUARD DESIGN OBJECTIVES AND PROCEDURES](#)
- [ANGETL 15-01 AIR NATIONAL GUARD ENGINEERING TECHNICAL LETTER](#)
- [UNIFIED FACILITIES CRITERIA \(UFC\) ARCHITECTURE](#)
- [AXQD239019 AIRCRAFT SHELTER STATEMENT OF OBJECTIVES](#)

PROJECT REQUIREMENTS

Designer Guidelines and Procedures

The Designer must be familiar with the guidelines and 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.

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

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 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](#)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 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.

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:

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>

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

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

Affirmative Marketing

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

MBE/WBE Participation

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Along with the MBE and WBE participation goals which reflect ownership status set forth below, the DSB and the Awarding Agency are interested in learning about the applicant firm's approach and commitment to diversity in its HR policy, its overall business practices and in assembling this project team. Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, when appropriate, including work it would typically provide in house, partnering, offering opportunities to qualified firms with which it or its consultants have not previously worked or with firms that may have less experience working on public projects, and other means that provide additional opportunities for underrepresented firms in new ways and broadening the breadth of firms working on Awarding Agency projects.

Applicants, as prime firm and team lead should include in their application, under Section 5, a Diversity Focus Statement directly addressing their approach to enhancing diversity and its commitment to broadening participation by actively engaging and including underrepresented subconsultants on their project teams

In accordance with M.G.L. C.7C, §6 and Executive Orders 565 and 592, the **Division of Capital Asset Management and Maintenance (DCAMM)** has established minimum MBE and WBE participation goals of **5.4% MBE** and **10.4% 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-website).⁹

⁹ <https://www.mass.gov/orgs/supplier-diversity-office-website>

Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified may use their participation toward meeting the goal for the certification they hold and will be required to bring participation by additional firm(s) that holds the necessary Supplier Diversity Office certifications to meet or exceed the goals on this Contract. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE and WBE goals. Consultants to the prime can team within their disciplines in order to meet the MBE and WBE goals but must state this relationship in Section 5 of the application form. Please note that only firms that are currently Massachusetts Supplier Diversity Office certified as MBE or WBE can be credited toward meeting project MBE or WBE goals.

Additional Diversity Programs

Veteran Owned Business Participation Goal – Ch. 108 of the Acts of 2012; Executive Order 599

The Commonwealth promotes and monitors the participation of Service-Disabled Veteran-Owned and Veteran-Owned Business Enterprises (collectively “VBE”) on its design projects. The goal for VBE participation on DCAMM and other Executive Branch agencies design projects is 3% of the contract price. Please note that only firms that are currently Massachusetts Supplier Diversity Office certified can be credited toward meeting the project VBE goal.

In addition, the Commonwealth encourages the participation of Disability-Owned Business Enterprises (DOBEs) and Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBEs) firms on its design projects (see Executive Order 565 -No. 565: Reaffirming and Expanding the Massachusetts Supplier Diversity Program | Mass.gov.

Policies & Procedures

CM at Risk

The construction of this project will be performed utilizing a construction manager at-risk (CM) contract in accordance with M.G.L. c. 149A. It is anticipated that the CM will be on board during the Schematic Design phase of the project.

Environmental and Other Supplemental Services

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

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](#)¹⁰ (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 **[two (2) – four (4) months]** to complete a Study, including Schematic Design.

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 Phase: DCAMM has established a goal of **[three (3) – six (6) 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](#).¹¹ Also available is a template [Design Phase Amendment](#)¹², which includes a sample form of Attachment G – Design Phase Scope of Services.

¹⁰ <https://www.mass.gov/doc/contract-for-study-final-design-and-construction-administration-services-0/download>

¹¹ <https://www.mass.gov/doc/contract-for-study-final-design-and-construction-administration-services-0/download>

¹² <https://www.mass.gov/files/documents/2017/11/06/contract-for-study-final-design-and-construction-admin-services.pdf>

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

CONDITIONS FOR APPLICATION

Before a designer can apply for a project within DSB jurisdiction, they must file a written "disclosure statement" in accordance with M.G.L. c. 7C, § 48. The statement provides the basis for the DSB informational database and verifies that the designer meets certain general qualification and ownership requirements detailed in M.G.L. c. 7C, §§ 44 and 48. To help firms meet this requirement, the DSB provides an online registration system that can be accessed [here](#).¹³ Firms must register on this platform to submit the required disclosure statement; paper disclosure statement submissions are no longer accepted. As part of applying for a particular project, firms must verify that the information provided remains accurate and up-to-date or, if necessary, submit updated information.

No fewer than three (3) public agency evaluations 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](#).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>