



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108
 Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#:	25-38
Notice Date:	December 10, 2025
Submission Deadline:	January 07, 2026 At 2:00 PM
Project Number:	DSBA-55
Project Title:	Owner’s Project Manager Services (OPM Services)
Project Location:	MCC Campuses: Bedford & Lowell, MA
Awarding Agency:	Middlesex Community College
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)	\$2,500,000

Contract Type: This contract will be an “**Owner’s Project Manager**” 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 **Owner’s Project Manager** contract(s) with selected firm(s) at its sole discretion, based on the Awarding Agency’s needs. The Awarding Agency may award up to **two [2]** contracts, each with a total value of **\$2,500,000** to qualified Owner Project Managers under this contract. The Awarding Authority may assign an Owner’s Project Manager with which it has signed a contract to manage individual project(s) of the type described in this advertisement directly for another Commonwealth entity.

Prime Firm Requested	
	Architect
	Landscape Architect
	Engineer
	Interior Designer
	Programmer
X	Other – Owner’s Project Manager (OPM)

Immediate Service Authorized	
	Draft Study
	Certifiable Building Study
	Schematic Plans and Outline Specifications
	Design Development Plans and Specifications
	Construction Plans and Specifications
X	Owner’s Project Management (OPM) Services

Table of Contents

PUBLIC NOTICE OF DESIGNER SELECTION	1
Designer Selection Board	1
Table of Contents	2
AGENCY INFORMATION	3
OVERVIEW AND SCOPE OF WORK	3
APPLICATION EVALUATION.....	5
OPM Team	5
Evaluation Factors.....	5
PROCUREMENT REQUIREMENTS.....	6
DCAMM Designer Guidelines and Procedures for Certified Planning Studies	6
DCAMM Deferred Maintenance Study Template.....	7
MBE/WBE Participation	8
Additional Diversity Programs	8
Policies & Procedures	8
CONTRACT REQUIREMENTS.....	8
CONDITIONS FOR APPLICATION.....	9
APPLICANTS, PLEASE NOTE.....	9

AGENCY INFORMATION

Middlesex Community College (MCC) is a state-assisted, two-year community college located in Middlesex County in northeastern Massachusetts. The college serves residents of the Merrimack Valley and Southern New Hampshire. It is one of fifteen community colleges in the Massachusetts Higher Education system. More than 9,000 students are enrolled in approximately 70-credit associate degree and certificate programs, with another 3,000 taking noncredit workforce development and community education classes.

MCC offers post-secondary education through the associate degree level, including career programs in areas such as nursing and allied health, dental hygienics, STEM, computer science, criminal justice, paralegal studies, educational social sciences. Additionally, MCC offers dozens of transfer programs for students who start their education at Middlesex and transfer for their junior and senior years, eventually earning a bachelor's degree or higher. The college also offers developmental courses in writing, math, and English as a Second Language, designed to prepare students for college-level work, and noncredit programs for career advancement or personal enrichment.

Middlesex Community College operates from two campuses, located in Bedford and Lowell. The rural 205-acre Bedford Campus features over 220,000 SF of space within ten buildings, and the urban Lowell campus is located in the heart of downtown which features over 360,000 SF within seven buildings (two buildings are non-state owned -Howe Building and the Nesmith House).

The buildings at both campuses are of mixed construction type, varying in age from 1880's to the 1990's, including Georgian academic buildings, modular buildings, nineteenth century mill buildings, a contemporary multistory building, and a turn of the century historic railroad building recently renovated into our new Academic Arts Center. Exteriors are primarily brick, but also include wood siding, stucco, granite and field stone.

OVERVIEW AND SCOPE OF WORK

Middlesex Community College (MCC) is seeking up to two (2) Owner's Project Managers (OPMs) for availability to provide project management at all phases of design and construction for various repair and renovation projects in existing buildings at the College. MCC is seeking a team with diverse array of trade specialties.

For the purposes of this procurement, the term "Owner's Project Manager" shall mean an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of providing project management services for the administration of repair and construction work in existing buildings located on community college campuses.

The OPM shall be registered by the Commonwealth as an architect, and have at least five years' experience in the management and supervision of building construction and major repair projects. If not registered as an architect, respondents must have at least seven years' experience in the management and supervision of building construction and major repair projects. The OPM shall be independent of the

designer, general contractor or any sub-contractor involved in the building project, and each OPM must have significant experience in managing projects within a higher education program environment.

The scope of the specific repair and renovation projects may include (but will not be limited to) ADA compliance upgrades, interior renovations, the repair/replacement of exterior building envelopes, roofs, boilers, chillers, air handling units, elevators, windows, doors, fire alarms, HVAC controls, electric transformers, switchgear, power cables, paving, sidewalks, etc. Multiple trades may be included within the scope of each individual project.

The estimated construction cost of individual projects delegated to Middlesex Community College will be under the delegation limitation of \$5,000,000 as set forth by M.G.L. c. 7C, §5. OPMs may also be requested to help the College develop multi-year “master plans” in connection with certain projects/campuses.

The OPM will act as an extension to the MCC’s staff by advising the College on planning, preparation of studies, design, permitting, public process, building technology, building systems, structure, value engineering, bidding, construction and change order review. While each OPM engagement will be customized to the project(s) and the capabilities and needs of the College, the following describes a typical scope.

The OPM shall provide day-to-day management of the project which will include the integration and coordination of all project components, providing technical, financial, review, control, problem identification and analysis, recommendations for solutions and decision making. Major tasks may include, but are not limited to the following:

- Management of the program development phase and coordination of consultants, as required;
- Manage the procurement process for design and construction solicitations, inclusive of MGL Ch. 7C Section 6 Affirmative Marketing Program Goals, and MGL Ch. 108 Veteran Goals for procured designers, in addition to tracking and reporting;
- Management of the architecture / engineering / design consultants during final design, including design development, coordination, design review, value management and engineering, advising on building technology, systems operating cost, constructability and construction phasing;
- Negotiation with designer and oversight of a designer and general contractor;
- Management of budget and schedule controls including cost estimating;
- Management of the request for proposal or bid process and recommendation of bid award;
- Management of owner-held construction contracts, including provision of field representation;
- Coordination of building commissioning and contract closeout;
- Management of project close out, including archive of records one (1) year after occupancy through the state record process;
- Assisting in project evaluation, including, but not limited to, written evaluations of the performance of the design professional, contractors, and subcontractors;
- Participation in the dispute resolution process at all phases.

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on [the DSB Website](#).¹ The application must include resumes for the consultants associated with the specific Personnel and Project Experience listed below. Include resumes for all personnel.

OPM Team

It is expected that the OPM team will be comprised of a minimum of three (3) people: a principal, a project manager, and a site representative. Please provide resumes for all team members.

1. Project Executive/Principal
 2. Owner's Project Manager
 3. Site Representative
- The title "**Owner's Project Manager**" shall be defined as a registered architect by the Commonwealth Massachusetts, and have at least 5 years' experience in the management and supervision of building construction and major repair projects. Registration can be substituted with a minimum of 7 years' experience in the management and supervision of building construction and major repair projects; and
 - The title "**Site Representative**" refers to professionals with relevant field experience in construction administration. The Site Representative will be expected to provide daily reporting and support for the OPM on large construction projects.

Evaluation Factors

Applications will be evaluated based upon the requirements of M.G.L. C. 7C, § 49 and the work listed on DSB Application Form Sections 4 and 5 which illustrate current qualifications in the following areas:

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| <ul style="list-style-type: none">• The Owner's Project Manager, 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:<ol style="list-style-type: none">a. 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; andb. describe the 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. |
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¹ <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>

•	Demonstrated project management experience as an Owner’s Representative on repair projects with construction cost of \$2 – \$5 million with public sector clients and M.G.L. chapter 149 construction procurements and M.G.L. chapter 7C sec 44-58 designer procurement.
•	Demonstrated experience managing phased, occupied renovation projects, within limited timeframes and/or “summer slammers”.
•	Demonstrated experience managing building envelope and MEP infrastructure projects.
•	Demonstrate experience managing projects/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.

OPM APPLICANTS SHOULD BE FAMILIAR WITH, AND ADHERE TO, THE FOLLOWING DCAMM POLICIES, PROCEDURES, AND REQUIREMENTS.

PROCUREMENT REQUIREMENTS

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

DCAMM Designer Guidelines and Procedures for Certified Planning Studies

The Owner’s Project Manager must be familiar with and oversee the implementation by procured project designers of the procedures established in [DCAMM’s Designer Guidelines and Procedures](#)² (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 \(EO 569\)](#)³: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)⁴ Leading by Example – Decarbonizing and Minimizing Environmental Impacts of State Government. No building study shall be certified for final design

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

³ <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

⁴ <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

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](#)⁵ and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)⁶ 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](#)⁷ to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable. 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.

DCAMM Deferred Maintenance Study Template

The Owner's Project Manager must be familiar with and oversee the implementation by procured project designers of the following:

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

⁵ <https://www.buffalo.edu/access/basics/universal-design/goals.html>

⁶ <https://www.mass.gov/orgs/architectural-access-board>

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

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

procedures, project requirements, general conditions and/or requirements of this public notice include, but are not limited to:

MBE/WBE Participation

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Applications from MBE and WBE OPM firms are encouraged for this solicitation. The Designer Selection Board and **Middlesex Community College** 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.

Applicants, as prime firm and team lead, may include in their application, under Section 5, a Diversity Focus Statement directly addressing their approach to enhancing diversity in assembling the team for this contract, including a clear description of each working relationship, and in their overall HR and business practices. The Designer Selection Board strongly encourages teams composed of firms that expand the overall breadth of different firms working on the **Middlesex Community College** projects.

Further information about the Commonwealth's MBE/WBE Participation Program appears on the Supplier Diversity Office website ([at this link](#)).

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

Meetings

The Owner's Project Management team may be asked to hold periodic meetings to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key members of the House Doctor's team will be required at all meetings.

CONTRACT REQUIREMENTS

Selected applicants will sign Middlesex Community College's standard Owner's Project Manager Contract. No costs shall be incurred or work performed before all contract documents are properly

executed and a Notice to Proceed is issued in accordance with the terms of the Owner's Project Manager Contract. A link to download the template is available below:

[Middlesex Community College Owner's Project Manager Contract Template.docx](#)

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](#).¹⁰ New users can request credentials through the system [login screen](#).¹¹

¹⁰ <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

¹¹ <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>