

# PUBLIC NOTICE OF DESIGNER SELECTION

## Designer Selection Board

One Ashburton Place | Boston, MA | 02108

Telephone: 617-727-4046 | [www.mass.gov/dsb](http://www.mass.gov/dsb)

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DSB List#:	26-01
Notice Date:	February 4, 2026
Submission Deadline:	February 25, 2026 At 2:00 PM
Project Number:	DPH2601
Project Title:	Tewksbury Hospital Saunders Building - Roof Replacement Phase II
Project Location:	Tewksbury, MA
Awarding Agency:	Division of Capital Asset Management and Maintenance (DCAMM)
User Agency:	Department of Public Health (DPH)
Estimated Construction Cost:	\$10,940,000
Fee for Draft Study, Schematic Design, and Certifiable Study	\$375,000
Fee for Final Design	To be Negotiated

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### Contract Type

Study & 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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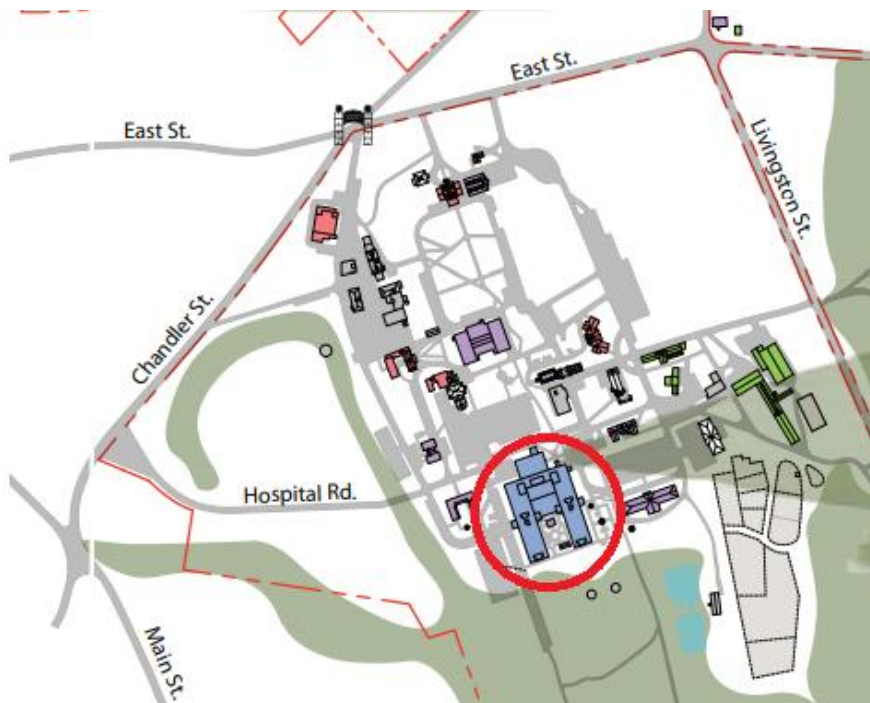
## AGENCY INFORMATION

### Division of Capital Asset Management (DCAMM)

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.

### Department of Public Health

The Department of Public Health (DPH) is an agency within the Executive Office of Health & Human Services (EOHHS) that seeks to provide the Commonwealth with an equitable and just public health system that supports optimal well-being for all people in Massachusetts, with a focus on those who have systemically and culturally oppressed identities and circumstances. The Public Health Hospitals System includes four hospitals and the State Office of Pharmacy Services (SOPS). These hospitals serve as the Commonwealth's medical safety net, providing care for vulnerable patients whose complex medical and psychiatric co-morbidities pose a challenge to more traditional medical settings. The DPH Hospital System supports the Departments of Mental Health and the Department of Correction through collaborative agreements.



*Site Plan of Tewksbury Hospital*

### Tewksbury State Hospital

The Tewksbury State Hospital is located at 365 East Street, Tewksbury, MA 01876. Tewksbury Hospital operates a 354-bed, Joint Commission-accredited hospital. Approximately 210 complex chronic medical adult patients reside on seven (7) inpatient units, and 144 psychiatric patients reside on five (5) inpatient units. A full range of ancillary services is available at the site, including nursing, medicine, and psychiatry 24-

7 as well as daily clinical laboratory services, psychology, radiology, respiratory care, speech pathology, occupational therapy, physical therapy, clinical dieticians, clinical social workers, and pharmacy, and an on-site dialysis clinic for Tewksbury Hospital inpatients. The State Office for Pharmacy Services is also located on the Tewksbury campus and provides pharmacy services to 43 health and correctional facilities across the Commonwealth, servicing a population of more than 22,000 people.

## PROJECT OVERVIEW

The Saunders building is the largest building on the Tewksbury Hospital campus, with a gross area of about 543,000 square feet. The building was built in 1963, and a few additions were constructed in 1968. It is believed that the original roof system was built-up roofing (BUR). In 1991, a re-roofing project was completed, and a new EPDM roof system was installed, and presumed that BUR was removed.

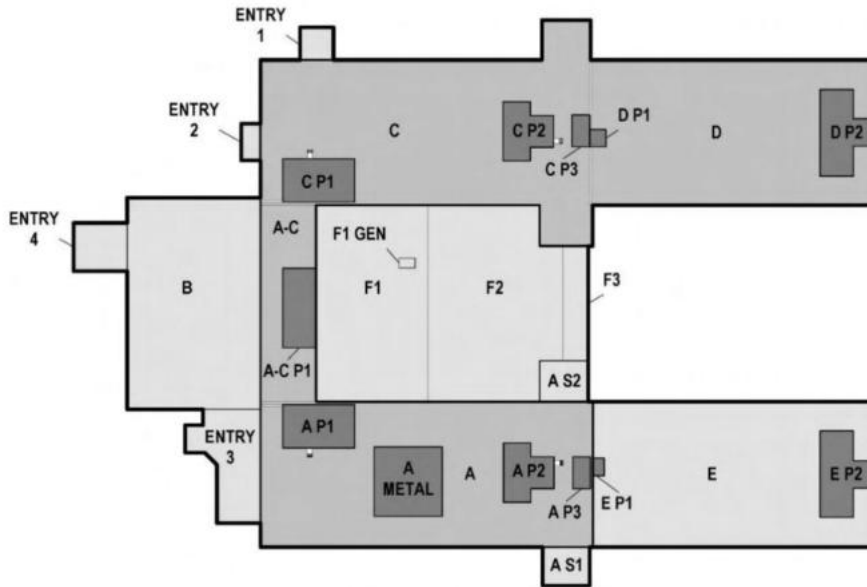


*Aerial View of the Saunders Building Looking South*



*Aerial View of the Saunders Building Looking North*

The roof consists of several primary sections, labeled A, B, C, D, E, and F. Additionally, there are smaller roofs for entries, penthouses, and stairways. See diagram below for locations. Primary roof sections are non-ballasted EPDM; most are mechanically fastened, but some sections appear to be adhered. Many of the smaller roofs are TPO and have been installed more recently.



*Roof Plan of the Saunders Building*

Except for Section A, which was recently replaced, most of the existing roof systems of the Saunders Building are almost 30 years old, well past useful life, and are failing.

Given the age of the roof, the anticipated deterioration of existing roof insulation, and current energy code requirements, it is anticipated that the existing roof areas will be stripped down to the deck and re-insulated before new replacement roofing material is installed. Per [Executive Order 594](https://www.mass.gov/info-details/leading-by-example-executive-order-594-decarbonizing-and-minimizing-environmental-impacts-of-state-government)<sup>1</sup> the roof must be studied for the structural preparation of potential solar photovoltaic array installation, and electrification of rooftop mechanical systems, in compliance with the requirements outlined in the order.

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<sup>1</sup> <https://www.mass.gov/info-details/leading-by-example-executive-order-594-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

## SCOPE OF WORK

The scope of work is for a certifiable study, inclusive of schematic design and cost estimates, for the replacement of the roof of the Saunders building. The Study will evaluate existing conditions, clearly define the scope of work, and complete schematic design with cost estimates. The Study will also address and identify related scope items to consider for future projects (e.g., installation of solar arrays and electrification of mechanical systems).

The project may require multiple phases and will need to be suspended during the winter months. Gas and electrical lines may need to be temporarily supported during construction for the HVAC rooftop units that provide heating and cooling, and need to remain in operation during construction. The project will also seek alternate pricing to repurpose/reuse/recycle existing roofing membrane, insulation, roofing boards and flashing materials to reduce demolition debris and landfill.

Due to the water infiltration and potential mold concerns, hazardous materials testing is being requested in the base scope of services for this project. The consultant is being asked to engage a qualified environmental professional to sample and test suspect hazardous materials associated with the proposed roof project. This information shall be utilized for the Department of Environmental Protection (DEP) AQ06 submission when the project(s) commence.

### **DCAMM Guidelines**

The DCAMM [DCAMM's Designer Guidelines and Procedures](#)<sup>2</sup> (dated May 2024) will be utilized for the certification of this report, and the Study must adhere to the applicable guidelines and procedures established in these documents. These documents are intended to set clear expectations, improve productivity, enhance communication, and ensure consistency to help Designers translate DCAMM requirements more efficiently into successful design solutions.

The scope of work comprises replacing the existing roof and includes:

- Removal and abatement of the existing roof system and existing underlayment down to the structural deck.
- Installation of a new roofing system with associated underlayment, insulation, and flashing. TPO or similar membrane roofing system types will be reviewed as part of the Study. Mechanically fastened roof system to comply with current code for wind uplift (10<sup>th</sup> Edition range 110 to 133).
- Revision and/or replacement of the roof drainage system and associated internal piping may be included pending outcomes of the Study analysis.
- Removal and replacement of the roofing system may be performed as a multiphase construction project following preparation of construction drawings, bidding, and contract award by DCAMM;
  - The existing building will be occupied during the duration of the roof replacement work
  - The potential to vacate portions of the facility while under construction is unlikely, but will be reviewed with DPH staff during the Study

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

- Drawings and specifications to include coordination with all existing HVAC equipment, curbs, supports, penetrations, electrical conduits and devices, etc.

### **Tasks**

The tasks identified below are representative of the purposes of this RFP and are by no means fully inclusive. The approved Study Phase Work Plan will define the actual scope of work for the specific project. The project tasks and execution are as follows:

#### **Task 1: Project Start-Up and Work Plan**

Work with DCAMM and DPH to establish the Work Plan with commonly understood objectives and a methodology for the project execution. Attend DCAMM administrative conference and host initial kickoff meeting, which will be held in tandem with the preliminary site visit at the Sanders Building at Tewksbury Hospital.

#### **Task 1 Deliverables**

- Meeting Minutes
- Kickoff Meeting Presentation
- Work Plan (Draft and Final) for approval by the Director of Planning. The Work Plan typically includes:
  - Workplan Approvals
  - Project Overview (with Design Excellence and Energy/Sustainability Goals)
  - Directory
  - Budget and Fee
  - Project Schedule
  - Quality Control Plan
  - BIM Execution Plan
  - Detailed Tasks Lists (Tasks 1-7)
- Project Schedule

#### **Task 2: Existing Conditions**

Review information provided by DCAMM and DPH, including original design drawings, as-built drawings, and close-out documents (e.g., Warranties), etc. Assess existing conditions of the roof, so that all major implications for future requirements and design can be accurately judged. Prepare information as defined in the DCAMM Designer Guidelines and Procedure, including but not limited to;

- Existing documentation review
- Roof analysis
- Cost analysis
- Project schedule
- Existing condition report
- Electronic drawings (roof plan), formatted per DCAMM requirements:
  - Drawings are to be based upon the original Architectural, Electrical, Communication, Natural Gas, Plumbing, and HVAC system and drawings provided by DCAMM, as well as field observation of existing conditions;
  - Drawings will be prepared and limited to those necessary only for the defined roof replacement scope-of-work;

- Codes and regulations summary
- Testing reports (e.g., hazardous materials assessment, etc.)
- Complete the MAAB accessibility scoping compliance form and checklist
- Complete DCAMM resilience checklist
- Identify related scope items to consider for future projects (e.g., installation of solar arrays or electrification of mechanical systems) and associated costs.

### **Task 2 Deliverables**

- Meeting minutes
- Meeting presentations (as applicable)
- Existing conditions report
- Electronic drawings (roof plan)
- Codes and regulations summary
- Testing reports (e.g.: hazardous materials assessment required)
- MAAB accessibility checklist
- MAAB accessibility scoping form
- DCAMM resilience checklist

### **Task 3: Alternatives**

Identify and analyze alternative concepts for implementing the proposed roof, including roofing system options that are intended to meet energy performance objectives. Emphasis should be placed on developing reasonable, economical, and practical solutions to evaluate. Preliminary cost estimate summaries are required for each alternative.

The design team will provide a comparison of potential roof system options for appropriateness, compatibility, availability, durability, maintenance requirements, ease and adaptability of installation, Energy Code Compliance requirements, and drainage. The design team will evaluate associated systems as applicable, including but not limited to: roof access hatches, roof wall flashing conditions, roof-edge conditions, and equipment located near roof edges, roof davits or other tie-off points, roof vents (including height above roof level), and lightning protection.

### **Task 3 Deliverables**

- Meeting minutes
- Meeting presentations (as applicable)
- Alternatives Report - alternatives, cost estimate summaries, evaluation matrix, preferred alternative (draft and final)
- List of required specifications section outline, scope-of-work per DCAMM specification outline

### **Task 4: Preferred Alternative**

Based on the agreed-upon alternative, develop and document the Preferred Alternative (which will 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 may include, but are not limited to:

- Roof plan development
- Sustainability & resilience analysis, including energy modeling and life cycle cost analysis

- Cost analysis
- Project schedule/permitting requirements
- Commissioning
- Cost Reconciliation

**Task 4 Deliverables**

- Meeting minutes
- Meeting presentations (as applicable)
- Executive workshop presentation & meeting minutes
- Report (Draft and Final) with corresponding appendices

**Study Task 5: Draft Study Report**

Throughout the duration of Tasks 1-4, the design team should be simultaneously drafting a study report that aligns with the DCAMM Designer Guidelines and Procedure and incorporates narratives and appropriate content for the previous Tasks 1-4. The report document shall be sufficiently detailed to summarize all relevant aspects of the proposed project and design concept. However, the report must also be succinct and easy to navigate, be formatted to find key information, and present material only once to avoid errors and repetition.

**Task 5 Deliverables**

- Draft Table of Contents
- Draft Study Report with corresponding appendices

**Task 6: Schematic Design**

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. Tasks in the SD phase may include, but are not limited to:

- Prepare the schematic design package
- Complete the schematic design checklist (Refer to [DGP Section 7 Reference Materials](#)<sup>3</sup> for the checklist. Checklist to be reviewed with DCAMM PM prior to submittal. Checklist to be submitted with SD package to ensure QA/QC has been completed)
- File a Project Notification Form (PNF) with MA Historical Commission (MHC)
- Initiate Final Design Services and Fee Negotiation (if Study Designer is requested to submit a proposal for Design Phase services)

**Task 6 Deliverables:**

- Meeting minutes
- Meeting presentations (as applicable)
- Schematic design package (Draft and Final)
- Schematic design checklist
- Reconciled cost estimate (per DCAMM Cost Estimating Manual)

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

- Schedule for duration of project
- Project Notification Form (PNF) [PNF Form](#)<sup>4</sup>
- Summary of Building and Fire Inspector project review
- Draft Design Phase Fee Proposal and DRAFT Attachment G (if requested)

Refer to [DGP Section 7 Reference Materials](#)<sup>5</sup> for general drawing requirements for all submittals.

### **Task 7: Certifiable Report**

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

The Study report checklist must also be completed. Refer to [DGP Section 7 Reference Materials](#)<sup>6</sup> for the checklist. (Checklist to be reviewed with DCAMM PM prior to submittal. Checklist to be submitted with the Study Report package to ensure QA/QC has been completed.)

### **Task 7 Deliverables:**

- Meeting minutes
- Meeting presentations (as applicable)
- Study report checklist
- Certifiable Report and Schematic Design Package (Draft and Final)
- Executive Presentation (Draft and Final)

**Note: Authorization to progress to the Final Design Phase (Design Development, Construction Documents, and Construction Administration) will be based on a review of available funding sources for the total project cost and alignment with initial project goals.**

**The fee associated with the Tasks above will be negotiated during the Schematic Design phase. The Designer's contract will be amended to incorporate the final fee and scope for the Final Design Phase if applicable.**

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<sup>4</sup> <https://www.mass.gov/doc/mass-historic-project-notification-form-1/download>

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

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

## APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalists and finalists appearing on [the DSB Website](#).<sup>7</sup> 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. Structural Engineer
  5. Electrical Engineer
  6. Specifications Consultant
  7. Cost Estimator (independent consultant required)
  8. MA Building Code Consultant
  9. Environmental Professional
- The title “Architect” refers to design professionals who 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 who can demonstrate requisite experience in environmental regulations, planning, and design.

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<sup>7</sup> <https://www.mass.gov/orgs/designer-selection-board>

## Evaluation Factors

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

<ul style="list-style-type: none"> <li>•</li> </ul>	<p>The Prime shall have significant experience with the coordination of all disciplines needed to design and replace the roof assembly in occupied buildings of similar size and complexity, including the lightening protection system, demonstrating a performance record of developing innovative strategies and design solutions that effectively balance maintainability, efficiency, and cost.</p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Project leads for both the Designer and their key consultants shall have documented experience in Chapter 149 Design-Bid-Build projects of similar scale, type, and complexity, which demonstrate the ability to execute successful collaborations and lead the team and multiple stakeholders to arrive at a clear consensus and successfully constructed project.</p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Availability of the team lead throughout the length of the project, from the inception of the project, study certification, through construction administration.</p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p>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.</p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p>The Prime, through its Diversity Focus Statement (in Section 5), shall demonstrate its firm’s implementation of Diversity, Equity, and Inclusion (DEI) principles within its organization and within the design profession. The Statement shall:</p> <ol style="list-style-type: none"> <li>document the firm’s track record for meeting /exceeding DEI goals, highlighting specific project examples;</li> <li>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</li> <li>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.</li> </ol>

## SUPPORTING DOCUMENTS

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

- [Saunders Roof A Replacement Conformed Drawing](#)<sup>8</sup>
- [Tewksbury Saunders Entire Roof Replacement Study](#)<sup>9</sup>

## PROJECT REQUIREMENTS

### DCAMM Designer Guidelines and Procedures

The Designer must be familiar with the guidelines and procedures established in [DCAMM's Designer Guidelines and Procedures](#)<sup>10</sup> (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 \(EO 569\)](#)<sup>11</sup>: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)<sup>12</sup> Leading by Example – Decarbonizing and Minimizing Environmental Impacts of State Government. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project's impact on the environment, and the operating agency's plan for meeting goals of the relevant Executive Orders are documented in the consensus solution, implementation plan and estimated construction cost.

- **BUILDING COMMISSIONING**

DCAMM or the Awarding Agency will include an independent third-party building commissioning agent as part of this project. The commissioning agent will develop in collaboration with DCAMM an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with DCAMM and the Designer's team during planning, design and

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<sup>8</sup> <https://www.mass.gov/doc/saunders-roof-a-replacement-conformed-drawing/download>

<sup>9</sup> <https://www.mass.gov/doc/tewksbury-saunders-entire-roof-replacement-study/download>

<sup>10</sup> <https://www.mass.gov/info-details/designer-procedures-and-guidelines>

<sup>11</sup> <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

<sup>12</sup> <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

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](#)<sup>13</sup> solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)<sup>14</sup> as well as the [2010 ADA Standards for Accessible Design](#)<sup>15</sup>. 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](#)<sup>16</sup> to provide equal access to programs, services, activities, and comply with ADA scope requirements for alteration of primary function areas, as applicable.

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

### **Affirmative Marketing**

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

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<sup>13</sup> <https://idea.ap.buffalo.edu/about/universal-design>

<sup>14</sup> <https://www.mass.gov/orgs/architectural-access-board>

<sup>15</sup> <https://www.ada.gov/law-and-regs/design-standards/2010-stds/>

<sup>16</sup> [http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)

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](#).<sup>17</sup>

Applications from MBE and WBE firms as the 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

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<sup>17</sup> <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

projects (see Executive Order 565 -No. 565: Reaffirming and Expanding the Massachusetts Supplier Diversity Program | Mass.gov.

## Policies & Procedures

### Environmental and Other Supplemental Services

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

### Financial Statement

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

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

## CONTRACT REQUIREMENTS

### Contract for Study, Final Design, and Construction Administration Services

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

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

Study Phase: DCAMM has established an anticipated goal of **four to six [4 – 6] months** to complete a Study, including Schematic Design.

Design Phase: DCAMM has established a goal of **six to seven [6 – 7] months** to complete design (DD and CD). The schedule for construction administration services will be established (if applicable, in consultation with the GC) as part of the study phase.

The Contract is available on the DCAMM website, located [here](#).<sup>18</sup> Also available is a template [Design Phase Amendment](#)<sup>19</sup>, which includes a sample form of Attachment G – Design Phase Scope of Services.

Applicants are advised that certain documents are required as a condition of contract execution, including, without limitation, evidence of professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project’s Fixed Limit Construction Cost, but in no event less than \$250,000 per claim (i.e., minimum coverage of \$250,000 up to \$5,000,000 per claim depending on the construction cost). Evidence of pollution liability coverage in compliance with the Contract requirements may be carried by the 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](#).<sup>13</sup> 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](#)<sup>20</sup> 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 \(a\)](#).<sup>21</sup>

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<sup>18</sup> <https://www.mass.gov/doc/contract-for-study-final-design-and-construction-administration-services-0/download>

<sup>19</sup> <https://www.mass.gov/files/documents/2017/11/06/contract-for-study-final-design-and-construction-admin-services.pdf>

<sup>20</sup> <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

<sup>21</sup> <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter7C/Section44>

## APPLICANTS, PLEASE NOTE

Applicants are required to use the [Designer Selection Network Portal](#).<sup>22</sup> New users can request credentials through the system login screen.

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<sup>22</sup> <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>