

PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108

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

DSB List#:	26-09	
Notice Date:	April 01, 2026	
Submission Deadline:	April 22, 2026	At 2:00 PM
Project Number:	F2026A100	
Project Title:	Dorchester Armory Renovation	
Project Location:	70 Victory Road, Dorchester, MA 02122	
Awarding Agency:	Division of Capital Asset Management and Maintenance (DCAMM)	
User Agency:	Massachusetts Army National Guard (MAANG)	
Estimated Construction Cost:	\$12,860,000	
Fee for Draft Study	\$250,000	
Fee for Schematic Design and Certifiable Study	To be Negotiated	
Fee for Final Design	To be Negotiated	

Contract Type

Study & Design Services

Immediate Services Authorized

Draft Study

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.

Schematic Plans and Outline Specifications
 Certifiable Study
 Design Development Plans and Specifications
 Construction Plans and Specifications
 Administration of Construction Contract
Other:

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AGENCY INFORMATION

Massachusetts Army National Guard (MAARNG)

The Massachusetts Army National Guard (MAARNG) has a history of centuries long service to the Commonwealth of Massachusetts and the Nation. It is unique that it has both State and Federal missions. It is made up of approximately 6,300 Army National Guardsmen and 300 civilians, all overseen by The Adjutant General (TAG). The Federal Mission is "...to provide well-equipped, well-trained Soldiers to support National Security Objectives and interests." The State Mission is as follows: "Provide the Governor with trained, equipped and organized units to assist civil authorities in the preservation of life and property." This involves being able to rapidly deploy critical capabilities to the Incident Commander for a manmade or natural disaster, and to significantly reinforce first responders with a follow-on force comprised of large numbers of highly trained professionals.

The MAARNG has a portfolio of 50 major facilities and 14 ancillary structures in 37 communities throughout the Commonwealth. Armories (now called Readiness Centers) provide space for military class weapons storage, assembly space, classrooms and training facilities, and administrative offices.

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.

PROJECT OVERVIEW

DCAMM, in collaboration with MAARNG, seeks expert professional services for study, design, and construction for the upgrades to the Massachusetts Army National Guard Armory, located at 70 Victory Road in Dorchester.

The project will include, but will not be limited to:

- Review existing documentation, including previous studies by DCAMM and MAARNG (see Supporting Documentation section of this ad)
- Identify gaps in the existing information to be further investigated to update existing conditions assessments and define and prepare a project scope of work
- Develop design alternatives (including an evaluation of costs, phasing, and swing spaces) and the selection of a consensus solution
- Develop a consensus solution for final design, budget, and schedule
- Refine the consensus solution to the schematic design level
- Prepare a certifiable study, based on the schematic design

The project will be authorized for study services initially, with the intent to continue into schematic design, design development, construction documentation, and construction administration services for the recommended option identified by this initial scope of services, using a Construction Manager at Risk (CMAR) process.

Project Background

The Dorchester Armory is an active 27,354 sf facility that was constructed in 1956 (70 years old). The building is facing several significant existing condition issues in need of immediate attention, with major systems operating beyond their useful life. The project involves major renovations and repairs to remediate these issues and comply with current code requirements.

The building has not undergone significant renovations since it was constructed (most recently, the roof was replaced in 2006). As a result, the facility's systems are at or near the end of their useful life, specialized furnishings are in significant need of replacement, and there are Life Safety conditions that must be addressed to meet current building codes.

Several assessments have been completed in recent years, with recommended strategies to address key deficiencies to be confirmed and undertaken through the project scope. Of the necessary improvements identified to date, the following are critical:

- Envelope upgrades: new roof assembly, new windows, and exterior doors. Repairs/updates to the wall system enclosure, including upgrades to meet thermal performance requirements in Executive Order 594
- MEP/FP upgrades: to meet current codes, including conversion to all-electric operations to meet the decarbonization objectives in Executive Order 594
- Life Safety improvements: a new building management and fire alarm system
- Accessibility compliance: upgrades to meet codes requirements throughout the building and its exterior including an accessible entry, path of egress, and accessible parking spaces
- Interior improvements: including programmatic updates, restroom upgrades, replacement of interior finishes, etc.
- Site improvements: new parking lot asphalt, drainage, and perimeter fencing
- Hazardous materials: assessment, abatement, and removal of any hazardous materials
- Solar ready: if feasible, incorporate provisions for solar, either with solar-ready infrastructure, or through the installation of a photovoltaic (PV) system

In addition to DCAMM's Designer Guidelines and Procedures, this project must adhere to military design guidelines and specifications including but not limited to:

- Unified Facilities Criteria (UFC) Guidelines
- Build America, Buy America Act (BABAA)
- AR 190-11 Physical Security of Arms, Ammunition and Explosives AR 525-13 Antiterrorism

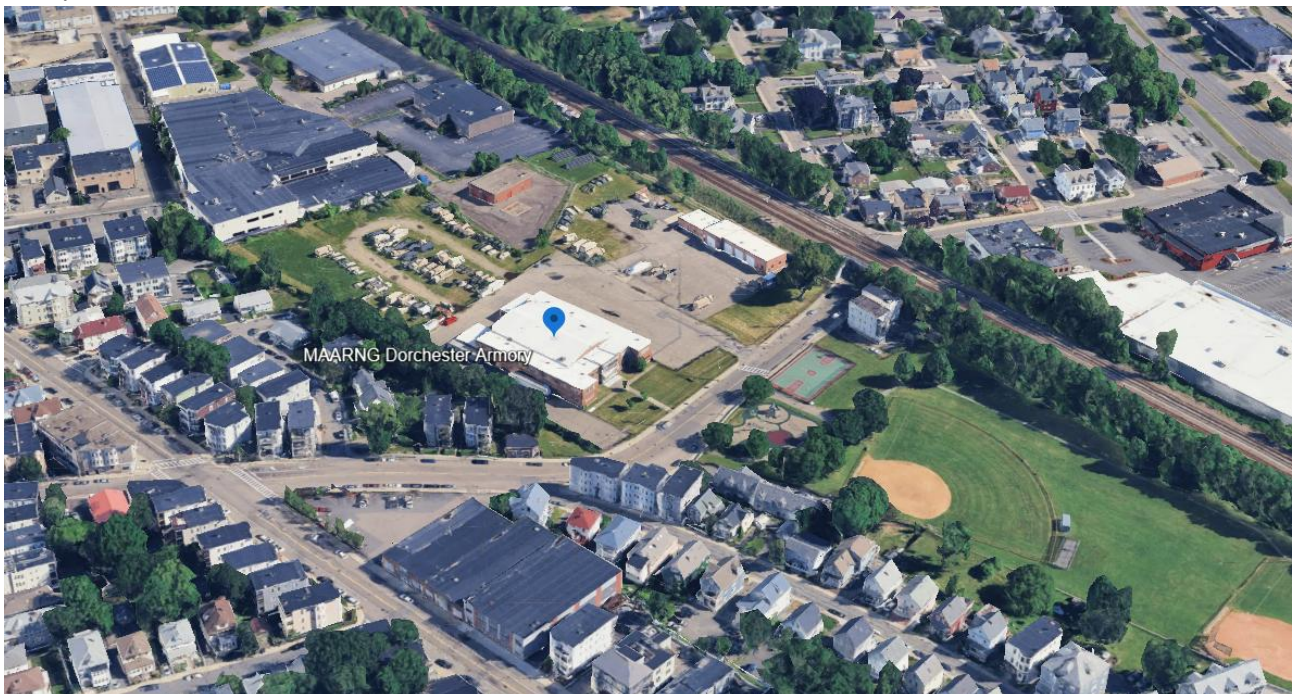
The goal of the certified study is to produce cost effective solutions and develop a schematic design package that addresses MAARNG's needs and serves as the basis of design for the design development and construction documentation phases.



Massachusetts Amry National Guard Armory, 70 Victory Road, Dorchester, MA, 02122

In support of DCAMM’s mission to create and manage forward thinking sustainable buildings, design teams are expected to identify and integrate carbon reduction strategies and resilience improvement opportunities associated with this project. This includes, but is not limited to, low/no carbon fuel sources, high efficiency measures, incorporating climate change resilience standards, and adhering to agency climate change vulnerability assessments and resilience recommendations.

For these purposes, resilience is defined as: Ensuring that state facilities can be operated or adapted to resist and recover from the effects of hazards in a timely and efficient manner. This includes ensuring the preservation, restoration, or improvement of its essential structures and functions for the duration of its life cycle.



Aerial View - Massachusetts Army National Guard Armory

Anticipated Timelines

Study Phase: DCAMM has established a goal of approximately nine to ten (9-10) months to complete the Certified Study, including Schematic Design (SD). DCAMM anticipates procuring a CMAR under M.G.L. C. 149A for early coordination during Study/SD. After successful negotiation of the design phase fee and scope with the selected designer, all in accordance with M.G.L. c. 7C, and the contract with the selected designer, DCAMM anticipates the project will then proceed into Design Development, Construction Documents, and Construction Administration.

Design Phase: DCAMM has established a goal of six (6) months to complete Design Development and Construction Documents. The schedule for construction administration services will be established (in consultation with the Construction Manager) as part of the Study phase.

SCOPE OF WORK

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

Draft Study (Immediate services authorized)

Task 1 – Project Start-up & Work Plan

Task 2 – Program Development & Existing Conditions Documentation/Analysis

Task 3 – Development & Evaluation of Alternatives

Task 4 – Consensus Solution

Task 5 – Draft Study Report

Certifiable Study (Following negotiation of a schematic design/certifiable study fee)

Task 6 – Schematic Design

Task 7 – Certifiable Study Report

Task 1: Project Start-Up and Work Plan

Objective: Confirm with 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 is subject to change and will define the actual scope of work for the Project.

Tasks:

- 1.1 Participate in a DCAMM Administrative Conference to discuss overall objectives, project administration expectations and general study protocols and procedures
- 1.2 Facilitate a Study Conference/Project Kick-off Meeting with DCAMM and representatives from MAARNG to discuss the project scope of work, schedule, budget and expectations.
- 1.3 Prepare a Study Work Plan

Deliverables:

- Meeting Agendas and Minutes (DCAMM Administrative and Study Conferences)

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

All submittals must meet the requirements outlined in the Designer Guidelines and Procedures (dated May 2024).

Refer to [Designer Guidelines and Procedures Section 7 Reference Materials](#)¹ for a PDF of the Study Phase Work Plan Template. The DCAMM Project Manager will provide the Designer an edited Study Phase Work Plan template, which will include detailed lists of tasks for the Designer to draft the Study Phase Work Plan.

Task 2: Program Development & Existing Conditions Documentation/Analysis

Objective: This task shall rely upon, confirm and update previously conducted assessments prepared for MAARNG. The work shall include the following:

- Thorough review of the assessments and recommendations, and conducting site visits to confirm and update the findings
- Assess requirements to meet current codes and applicable requirements of Executive Order 594
- Document the existing conditions with sufficient information to fully understand the problems, opportunities and costs, so that accurate decisions can be made by MAARNG and DCAMM within budget constraints
- This task should also include preparation of a use analysis of the MAARNG’s programs to document facility demands and the needs for upgrades to the building’s infrastructure to support those demands.

The Program Development and Existing Conditions Documentation/Analysis tasks and deliverables shall include the following items; however, the approved Work Plan will dictate the actual scope of work.

Tasks:

- 2.1 Existing Documentation Review
- 2.2 Program Development
- 2.3 Site and Building Analysis
- 2.4 Cost Analysis

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

- 2.5 Project Schedule
- 2.6 Program Development and Existing Conditions Report
- 2.7 Problem Restatement (if required)

Deliverables:

- Meeting Minutes
- Meeting Presentations
- Program Development and Existing Conditions Report (Draft and Final)

All submittals must meet the requirements outlined in the Designer Guidelines and Procedures (dated May 2024).

Task 3: Development & Evaluation of Alternatives

Objective: Identify and analyze up to three meaningful alternative design concepts for implementing the proposed project. Emphasis should be placed on developing reasonable, economical, and practical solutions to evaluate. Each alternative should satisfy the standards and policies outlined by MAARNG and DCAMM. The types of alternatives to be considered should be reviewed and approved by DCAMM and the MAARNG before they are developed in any detail.

The analysis of systems shall include preparation of energy modeling and a Life Cycle Cost Analysis (LCCA) for three types of systems, as well as different strategies for implementation. The LCCA should also include identification of utility incentives and rebates that could offset first-costs. Emphasis should be placed on developing reasonable, economical, and practical solutions to address the deficiencies, including phasing strategies to maintain programming at MAARNG to the extent possible, or minimize the demands for swing space during construction.

The alternatives shall also explore considerations for the implementation of recommendations that can be funded and implemented outside of the project scope, in the future by MAARNG, if needed. The types of alternatives to be considered shall be reviewed and approved by DCAMM and MAARNG before they are developed in any detail.

During this phase, DCAMM will also initiate the procurement of a CMAR, who will participate in the preparation of Schematic Designs and cost estimates. It is expected that the design team will participate in the CMAR procurement and selection processes.

Development & Evaluation of Alternatives tasks and deliverables include the following items; however, the approved Work Plan will dictate the actual scope of work.

Tasks:

- 3.1 Prepare an Alternatives Evaluation, including energy models and a preliminary Life Cycle Cost Analysis (LCCA) for systems upgrades, along with a matrix to identify the pros and cons of each alternative, including project costs and meeting performance standards and requirements, noting impacts of BABA on specific trades.
- 3.2 Engage with applicable utility vendors for financial-based project incentives or rebates including but not limited to; Mass Save for utility systems incentives and rebates, and/or Power Purchase Agreements (PPAs) for the installation of PV systems
- 3.3 Conduct workshops with project stakeholders to review alternatives and receive input for

- selection of a Preferred Alternative
- 3.4 Prepare an Alternatives and Recommendations summary report for the selection of a Preferred Alternative
- 3.5 Participate in CMAR Procurement.

Deliverables:

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

All submittals must meet the requirements outlined in the Designer Guidelines and Procedures (dated May 2024).

Task 4: Consensus Solution

Objective: Based on an agreed upon phasing approach and building alternative, develop and document the Consensus Solution (which may be developed further into a schematic design package) with corresponding cost and implementation schedule. Cost reconciliation may be required to bring the preferred alternative in line with the project budget.

Consensus Solution tasks and deliverables include the following items; however, the approved Work Plan will dictate the actual scope of work.

Tasks:

- 4.1 Prepare preliminary site and building designs, with draft Basis of Design narratives
- 4.2 Prepare updated energy models, preliminary LEED scorecard, if applicable, and a Sustainability & Resilience Analysis
- 4.3 Prepare analysis and recommendations for temporary space needs during construction
- 4.4 Prepare a Code Analysis
- 4.5 Prepare an updated Cost Estimate
- 4.6 Prepare Project Schedule
- 4.7 Prepare a summary of anticipated Permitting Requirements
- 4.8 Prepare Preferred Alternative Documentation, with supporting plans and graphics.
- 4.9 Participate in CMAR Procurement

Deliverables:

- Meeting Minutes
- Meeting Presentations
- Consensus Solution Report (Draft and Final).

All submittals must meet the requirements outlined in the Designer Guidelines and Procedures (dated May 2024).

Task 5: Draft Study Report

Objective: Throughout the duration of Tasks 1-4, the design team should simultaneously draft a study report and table of contents that 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 program and design concept. However, the report must also be easy to navigate, be formatted to find key information, and present material only once to avoid errors and repetition.

Draft Study Report tasks and deliverables include the following items; however, the approved Work Plan will dictate the actual scope of work.

Tasks:

- 5.1 Table of Contents
- 5.2 Draft Study Report
- 5.3 Participate in CMAR Procurement and Onboarding

Deliverables:

- Meeting Minutes (as applicable)
- Meeting Presentations (as applicable)
- Draft Table of Contents
- Draft Study Report

All submittals must meet the requirements outlined in the Designer Guidelines and Procedures (dated May 2024).

Note: Authorization to progress to Task 6 & Task 7 (Schematic Design and Certifiable Study Report) 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 below will be negotiated during the study phase, following the determination of the precise building program. The Designer’s contract will be amended to incorporate the final fee and scope for the Schematic Design/Certifiable Study phase.

Task 6: Schematic Design

Objective: Schematic Design (SD) phase shall develop the Study outcomes to the next level of detail and specificity to verify the cost and ensure that the project is maintaining the established budget and project goals. Prepare and submit a SD Package.

SD tasks and deliverables include the following items; however, the approved Work Plan will dictate the actual scope of work.

Tasks:

- 6.1 Conduct stakeholder engagement, as determined by DCAMM and MAARNG
- 6.2 Coordinate with the CMAR for input of constructability, efficiencies, and means and methods and determination of project costs
- 6.3 Conduct Project Development Meetings

- 6.5 Meet with the Authorities Having Jurisdiction (AHJs) to discuss code compliance and expectations for future project reviews and approvals
- 6.6 Participate in cost estimating activities, finalize detailed cost estimate and conduct a cost estimating reconciliation workshop with the CM and/or other Commonwealth-contracted consultants/contractors. Cost estimate to include an analysis of BABA impacts and strategies for achieving federal requirements.
- 6.7 Prepare the Schematic Design Package in adherence with the Schematic Design Package checklist (Refer to [Designer Guidelines and Procedures Section 7 Reference Materials](#)² 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)
- 6.8 File a Project Notification Form (PNF) with MA Historical Commission (MHC)
- 6.9 Initiate Final Design Services and Fee Negotiation (if Study Designer is requested to submit a proposal for Design Phase services)

Deliverables:

- Meeting Minutes
- Meeting Presentations
- Schematic Design submission (Draft and Final)
- Reconciled cost estimate (per Cost Estimating Manual)
- Schedule for duration of project
- Project Notification Form (PNF) [PNF Form](#)³
- Summary of Building and Fire Inspector project review
- Completed Schematic Design checklist
- Draft Design Phase Fee Proposal and DRAFT Attachment G (if requested)

All submittals must meet the requirements outlined in the Designer Guidelines and Procedures (dated May 2024).

Task 7: Certifiable Report

Objective: Update the draft Study Report (Task 5) based on further development of the project following SD. Prepare a certifiable report incorporating, coordinating, and narrating appropriate content for the tasks above to capture the recommended Project scope, schedule, and budget in a clear and concise manner. Appendices should be used to provide more detailed data and information.

Certifiable Report tasks and deliverables include the following items; however, the approved Work Plan will dictate the actual scope of work.

Tasks:

- 7.1 Table of Contents
- 7.2 Draft Certifiable Report

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

³ <https://www.sec.state.ma.us/divisions/mhc/download/pnf.pdf>

7.3 Final Certifiable Report

7.4 Study Report Checklist (Refer to [Designer Guidelines and Procedures Section 7 Reference Materials](#)⁴ for the checklist. Checklist to be reviewed with DCAMM PM prior to submittal. Checklist to be submitted with Study Report package to ensure QA/QC has been completed)

7.5 Executive Presentation

Deliverables:

- Meeting Minutes
- Meeting Presentations
- Executive Briefing Presentation
- Study Report Checklist
- Certifiable Report and Schematic Design Package (Draft and Final)
- Executive Presentation (Draft and Final)

All submittals must meet the requirements outlined in the Designer Guidelines and Procedures (dated May 2024).

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.

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on [the DSB Website](#).⁵ The application must include resumes for the consultants associated with the specific Personnel and Project Experience listed below. Include resumes for all personnel.

Personnel

1. Architect (Prime Firm)
2. Landscape Architect
3. Civil Engineer
4. Mechanical Engineer (M/P)
5. Fire Protection Engineer
6. Electrical Engineer
7. Structural Engineer

⁴ <https://www.mass.gov/info-details/designer-procedures-and-guidelines>

⁵ <https://www.mass.gov/orgs/designer-selection-board>

8. Specifications Consultant
9. Cost Estimator (independent consultant required)
10. MA Building Code Consultant
11. Environmental Professional

- The title “Architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; and
- The title “Landscape Architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Landscape Architects; and the title “Landscape Professional” refers to an individual who may not hold a certificate of registration from the Board of Landscape Architects, but can prove requisite experience, education and training that enable them to perform the landscape design services outlined herein; and
- 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:

•	Military design and construction experience, preferably with the Army National Guard with similar projects in terms of scope, size, complexity, cost and compliance with federal and state regulations. Understanding of relevant Unified Facilities Criteria (UFC) and other design criteria. Experience with conforming to Build America Buy America (BABA) requirements. Previous experience working with MAARNG is preferred.
•	Demonstrated experience with Ch.149A (CMAR). Projects cited as relevant experience should be those where key proposed prime team personnel have had major roles and responsibilities with Ch. 149A projects.
•	The Prime shall have significant experience with coordination of all disciplines needed to design phased building/systems renovations in occupied buildings of similar size and complexity, and demonstrate a performance record of developing innovative strategies and design solutions that effectively balance aesthetics, maintainability, efficiency, and cost.
•	The prime and their key team members demonstrate experience with designing fossil fuel free HVAC, low temperature hot water systems, and low carbon fuel systems including energy efficiency, climate resilience, Passive House principles, Net Zero buildings, and the reduction of embodied carbon. Teams should demonstrate the use of metrics to measure progress toward specific design goals. When needed, expertise can be augmented by specific additions to the team.

- The 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:
 - a. document the firm’s track record for meeting/exceeding DEI goals, highlighting specific project examples;
 - b. summarize the firm’s approach toward assembling an inclusive team. Focus on the roles and responsibilities of diverse internal staff assigned and the SDO certified consultants. If two firms are partnering include the distribution of the work with the partnering firms; and
 - c. describe the prime design firm’s approach to DEI in terms of ownership, staffing, mentorship, equity in salary, and outreach efforts to broaden participation of underrepresented firms working on public projects.

SUPPORTING DOCUMENTS

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

- [Dorchester Armory Failing Systems Study](#)
- [Dorchester Armory Failing Systems Appendices](#)

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](#)⁶ (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**

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

Projects undertaken under this contract shall comply with the applicable requirements of [Executive Order 569 \(EO 569\)](#)⁷: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)⁸ 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](#)⁹ solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)¹⁰ as well as the [2010 ADA Standards for Accessible Design](#).¹¹ 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](#)¹² 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 Commonwealth’s AMP goals.

MBE/WBE Participation

⁷ <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

⁸ <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

⁹ <https://idea.ap.buffalo.edu/about/universal-design>

¹⁰ <https://www.mass.gov/orgs/architectural-access-board>

¹¹ <https://www.ada.gov/law-and-regs/design-standards/2010-stds/>

¹² http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm

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 **5.2% MBE and 10.1% 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-sdo).¹³

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 to meet the MBE and WBE goals but must state this relationship in Section 5 of the

¹³ <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

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

CMAR

The construction of this project will be performed utilizing a construction manager at-risk (CMAR) 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 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 **nine – ten [9-10] months** to complete a Study, including Schematic Design.

Design Phase: DCAMM has established a goal of **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](#).¹⁴ Also available is a template [Design Phase Amendment](#)¹⁵, 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 Environmental Professional 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

¹⁴ <https://www.mass.gov/doc/contract-for-study-final-design-and-construction-administration-services-0/download>

¹⁵ <https://www.mass.gov/files/documents/2017/11/06/contract-for-study-final-design-and-construction-admin-services.pdf>

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 \(a\)](#).¹⁶

APPLICANTS, PLEASE NOTE

Applicants are required to use the [Designer Selection Network Portal](#).¹⁷ New users can request credentials through the system login screen.

¹⁶ <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter7C/Section44>

¹⁷ <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>