

# 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)

DSB List#:	26-12
Notice Date:	April 15, 2026
Submission Deadline:	May 6, 2026 <span style="float: right;">At 2:00 PM</span>
Project Number:	DSBA-62
Project Title:	Study and Design for General Building Renovations, Repair and Upgrades
Project Location:	Norfolk County, MA
Awarding Agency:	Norfolk County
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)	<b>\$2,000,000</b>

**Contract Type:** This contract will be a “House Doctor” contract, primarily for Architectural Services, multiple projects of the type described in the Project Overview and Scope of Work may be assigned, and fee increments approved, up to the maximum fee per contract. Selection by the DSB under this advertisement does not guarantee that a contract will be executed with any given firm. The Awarding Agency will enter into House Doctor contract(s) with selected firm(s) at its sole discretion, based on the Awarding Agency’s needs. The Awarding Agency may award up to **five (5) contracts**, each with a total value of **\$2,000,000** to qualified designers under this contract. Awarding Authority may assign a House Doctor with which it has signed a contract to perform individual project(s) of the type described in this advertisement directly for another Commonwealth entity.

Prime Firm Requested	
<b>X</b>	Architect
	Landscape Architect
	Engineer (Mechanical)
	Interior Designer
	Programmer
	Construction Manager
	Other

Immediate Service Authorized	
<b>X</b>	Draft Study
<b>X</b>	Certifiable Building Study
<b>X</b>	Schematic Plans and Outline Specifications
<b>X</b>	Design Development Plans and Specifications
<b>X</b>	Construction Plans and Specifications
<b>X</b>	Administration and Construction Contract
	Other

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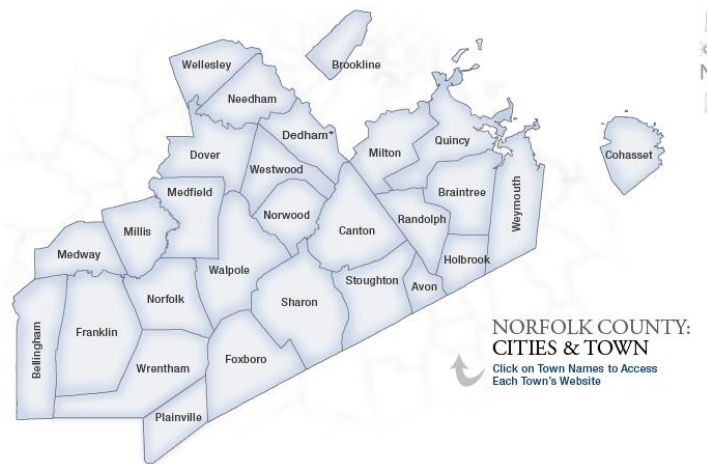
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## AGENCY INFORMATION

Norfolk County consists of twenty-eight (28) eastern Massachusetts communities, mostly located to the South and West of Boston. The County was incorporated as a regional governmental entity in 1793, and has its county seat in the town of Dedham.

Regional government has evolved differently in each of Massachusetts' fourteen counties, and that process continues. Presently, some regional government functions are performed directly by County government, while other services are State government programs with the County acting as a service territory. Other regional departments, such as the District Attorney's office, are under supervision of officers directly elected by the voters. Programs and services currently under the jurisdiction of Norfolk County include, but are not limited to:

- Registry of Deeds
- County Engineering Department
- Norfolk County Agricultural High School
- Appellate Tax Jurisdiction
- County Trial Court Facilities Management
- Wollaston Recreational Facility
- County Treasurer's Office
- RSVP (Retired and Senior Volunteer Programs)
- County Land Conservation & Open Space Management
- Regional Weights & Measures Services
- Other County Programs



The executive authority of Norfolk County is vested in an elected County Commission. The three Commissioners are elected county-wide for four-year terms with only one permitted from any one city or town.

The County's legislative branch is its Advisory Board, which represents the cities and towns in budget, capital planning, and other matters. Representatives are appointed annually (by the selectmen, mayor, or manager, depending on the community's form of government), and have a weighted vote based on community property valuation, which is also the basis of the annual county tax assessment.



## OVERVIEW AND SCOPE OF WORK

Norfolk County is soliciting proposals for House Doctor Services from qualified design firms that are experienced in: historical restoration, facility renovations and upgrades, building studies. House Doctor Services under this public notice include, but are not limited to, investigations, evaluations, preparation of feasibility studies, final design services, and construction administration.

Examples of projects include, but are not limited to:

- Study, design and implementation of new irrigation system at the County Golf Course in Quincy
- Registry of Deeds parking lot evaluation, design and re-paving
- Roof Maintenance at various buildings
- Exterior/Interior modernizations and renovations to various buildings
- Repairs to historic buildings, such as cupola repair at the Brookline Courthouse
- Window and door replacement at various buildings
- Norfolk Aggie High School improvements, including a greenhouse remodel project

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

1. Investigating the nature and challenges or severity of the issues to be addressed under the task order.
2. Documenting existing conditions.
3. Recommending detailed repairs and magnitude of cost for such repairs, including energy costs, sustainability principles, expected remaining useful life of building systems and related life cycle costs.
4. Proposing alternate methods of repairs for resolution of the problem, including energy efficient alternatives.
5. Developing the preferred solution through schematic design and/or design development.
6. Preparing construction specifications and documents, cost estimates, and providing construction administration services.

If the selected House Doctor is appointed for final design, the general scope of services will be defined by the certified building study and the current version of the [DCAMM Designer Guidelines and Procedures Manual](#)<sup>1</sup> (dated May 2024).

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<sup>1</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-finalist and finalist appearing on [the DSB Website](#).<sup>2</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. Landscape Architect
5. Civil Engineer
6. Electrical Engineer
7. Structural Engineer
8. Specifications Consultant
9. Cost Estimator (independent consultant required)
10. MA Building Code Consultant
11. Environmental Professional
12. Historic Preservation Consultant

- 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; and
- The title “Historic Preservation Consultant” refers to design professionals that can demonstrate requisite experience in architectural preservation in planning, designing, and building projects.

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

## 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:

	<ul style="list-style-type: none"> <li>• The House Doctor, through their Diversity Focus Statement (in Section 5), shall demonstrate their firm’s implementation of Diversity, Equity, and Inclusion (DEI) principles within its organization and within the design profession. The Statement shall:               <ul style="list-style-type: none"> <li>a. document the firm’s track record for meeting /exceeding DEI goals, highlighting specific project examples;</li> <li>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</li> <li>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.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Relevant project experience with restoration design and exterior building envelope repair/restoration of historic structures.</li> </ul>
	<ul style="list-style-type: none"> <li>• Requisite experience in the investigation, evaluation, and preparation of studies and final design services for historical restoration projects and facilities modernizations. Examples of past work are required.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience working with occupied renovation projects in public buildings and experience identifying strategies to mitigate construction disruptions to daily building operations.</li> </ul>
	<ul style="list-style-type: none"> <li>• Key team members will have demonstrated experience in leading and facilitating projects which target high efficiency and climate resiliency in design and systems, including knowledge of Passive House and Net Zero building design principles, resilient design, considerations of site-specific resilience enhancements, decarbonization of fossil fuel systems, the integration of architectural elements and mechanical systems and strategic electrification..</li> </ul>

## PROCUREMENT REQUIREMENTS

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

### DCAMM Designer Guidelines and Procedures

The House Doctor must be familiar with the procedures established in [DCAMM’s Designer Guidelines and Procedures](#)<sup>3</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.

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

The document is intended to set clear expectations, improve productivity, enhance communication, and ensure consistency to help Designers translate DCAMM requirements more efficiently into successful design solutions. Designers are expected to adhere to all applicable aspects of the Designer Guidelines and Procedures, including the following areas:

- **ENERGY, SUSTAINABILITY, AND CLIMATE ACTION**

Projects undertaken under this contract shall comply with the applicable requirements of [Executive Order 569 \(EO 569\)](#)<sup>4</sup>: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)<sup>5</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 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](#)<sup>6</sup> and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)<sup>7</sup> 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](#)<sup>8</sup> 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](#)

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

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

<sup>6</sup> <https://www.buffalo.edu/access/basics/universal-design/goals.html>

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

[Disabilities Act](#)<sup>9</sup> to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

## Deferred Maintenance Study Template

### Study Format for DCAMM Certification

DCAMM strongly encourages House Doctors that are retained by **Awarding Agency** to prepare Deferred Maintenance project documentation for certification to use DCAMM's Deferred Maintenance Study Template<sup>10</sup> ([Deferred Maintenance | Mass.gov](#)). The use of alternate formats or templates in the preparation and submission of a study for certification by DCAMM may result in the delay of study certification and in additional costs for the Awarding Authority.

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

### Affirmative Marketing

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

### MBE/WBE Participation

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

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

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<sup>9</sup> [http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)

<sup>10</sup> <https://www.mass.gov/info-details/deferred-maintenance>

In accordance with M.G.L. C.7C, §6 and Executive Orders 565 and 592, the **Awarding Agency** has established minimum MBE and WBE participation goals of **5.6% MBE and 10.7% WBE** of the overall value of the study and final design contracts for this Contract.

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

All applicants must indicate in their applications how it or its consultants will meet these goals and will be evaluated on that basis. Further information about the MBE and WBE participation program appears in the “Participation by Minority Owned Businesses and Woman Owned Businesses,” in the Commonwealth of Massachusetts Contract for House Doctor Services at Exhibit F, and a list of firms currently MBE or WBE certified appears on the [Supplier Diversity Office website](#).<sup>11</sup>

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

### **Additional Diversity Programs**

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

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

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

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<sup>11</sup> <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

## **Policies & Procedures**

### **Financial Statement**

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

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

### **Workshops**

The House Doctor's team may be asked to hold periodic workshops 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 workshops.

### **Environmental and Other Supplemental Services**

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

### **Construction Specifications**

The Designer shall utilize the DCAMM Standard Specification.

### **Cost Estimating**

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

### **Building Information Modeling (BIM)**

Building Information Modeling (BIM) will be used in the study, design, and construction phases of the project. The BIM List of Services can be found [here](#).<sup>12</sup> This List of Services document is a general statement of Awarding Agency's current requirements regarding the use of BIM technology in agency projects. The specific requirements regarding use of the BIM will vary depending on the nature of the

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<sup>12</sup> <https://www.mass.gov/doc/bim-list-of-services/download>

project, the levels of development delineated in the Awarding Agency’s approved BIM Execution Plan for the project, and the diverse purposes for which Awarding Agency will use the BIM during the life cycle of the facility from design through facility operations. In all instances, the language of the project contract(s) will be controlling.

## CONTRACT REQUIREMENTS

Awarding Agency may elect to use a customized version of DCAMM’s [Contract for House Doctor Services](#).<sup>13</sup> A non-customized version is available at <https://www.mass.gov/doc/contract-for-house-doctor-services/download>

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

## CONDITIONS FOR APPLICATION

Before a designer can apply for a project within DSB jurisdiction, they must file a written “disclosure statement” in accordance with M.G.L. c. 7C, § 48. The statement provides the basis for the DSB informational database and verifies that the designer meets certain general qualification and ownership requirements detailed in M.G.L. c. 7C, §§ 44 and 48. To help firms meet this requirement, the DSB provides an online registration system that can be accessed [here](#).<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](#) 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 \(a\)](#).

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<sup>13</sup> <https://www.mass.gov/doc/contract-for-house-doctor-services/download>

## APPLICANTS, PLEASE NOTE

Applicants are required to use the [Designer Selection Network Portal](#).<sup>14</sup> New users can request credentials through the system [login screen](#).<sup>15</sup>

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

<sup>15</sup> <https://dsb.formverse5.com/FORMVERSESESERVER-DSB/WebApp/Login.aspx>