Public Notice of Designer Selection

DESIGNER SELECTION BOARD

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DSB List#:	26-25	
Notice Date:	October 28, 2026	
Submission Deadline:	November 18, 2026	At 2:00 PM
Project Number:	DSBA-72	
Project Title:	Study and Design for General Building Renovations, Repair and Upgrades	
Project Location:	North Adams, MA	
Awarding Agency:	Massachusetts College of Liberal Arts (MCLA)	
Estimated Construction Cost:	Varies per Project*:* Not to exceed authority delegated pursuant to M.G.L. c. 7C §5, for an individual project.	
Contract Term	Up to six (6) years	
Maximum Fee Per Contract (based on the scope of the work and services authorized, shall not exceed)	**$2,000,000**	

Contract Type: This contract will be a "House Doctor" contract. Multiple projects of the type described in the Project Overview and Scope of Work may be assigned, and fee increments approved, up to the maximum fee per contract. Selection by the DSB under this advertisement does not guarantee that a contract will be executed with any given firm. DCAMM will enter into House Doctor contract(s) with selected firm(s) at its sole discretion, based on DCAMM's needs. DCAMM 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*	
X	Architect
	Landscape Architect
	Engineer (Mechanical)
	Interior Designer
	Programmer/Planner

**Prime must be a qualified firm within the meaning of M.G.L. Chapter 7C, Section 44, with Massachusetts registration.*

Immediate Services Authorized	
X	Draft Study
X	Certifiable Building Study
X	Schematic Plans and Outline Specifications
X	Design Development Plans and Specifications
X	Construction Plans and Specifications
X	Administration and Construction Contract

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Agency Information

Massachusetts College of Liberal Arts (MCLA) is the Commonwealth's public liberal arts college and a campus of the Massachusetts state university system. MCLA promotes excellence in learning and teaching, innovative scholarship, intellectual creativity, public service, applied knowledge, and active and responsible citizenship. MCLA prepares its graduates to be practical problem solvers and engaged, resilient global citizens.

Located in the heart of the Berkshires in North Adams, MCLA offers a dynamic educational experience grounded in academic excellence, personalized instruction, and professional opportunity. Students benefit from dedicated faculty, undergraduate research, internships, leadership programs, and access to nationally recognized speakers and thought leaders, preparing them for success in their careers and graduate education. With nearly 93% of graduates securing employment or admission to graduate programs, MCLA demonstrates strong student outcomes and a commitment to expanding opportunity. That commitment is reflected in MCLA's 2027 U.S. News & World Report rankings, including recognition as the 4th-ranked public institution for social mobility and among the nation's top public liberal arts colleges.

The campus consists of academic classroom and office buildings, a library, a campus center, and an off-site athletic complex. MCLA's eclectic assortment of architectural styles and building types reflects the growth of the campus over time. These buildings include a former elementary school, a former synagogue, and several former single-family homes that have been converted in administrative spaces. The main campus is located on 105 acres of land and the athletic complex on 83 acres. The college occupies 785,000 gsf (excluding student housing) in 33 buildings, 12 of which are major buildings.



MCLA Campus Aerial View: Google Maps

Massachusetts College of Liberal Arts Building Names	Location	GSF	Year Built	Energy Source
Amsler Campus Center	North Adams	111,485 GSF	1975	Gas-Fired Boiler
Bowman Hall	North Adams	57,477 GSF	1970	Gas-Fired Boiler
Center For Science And Innovation	North Adams	67,000 GSF	2012	Gas-Fired Boilers
Church St Center Synagogue	North Adams	19,112 GSF	1945	Gas-Fired Boilers
Eldridge Hall	North Adams	13,002 GSF	1970	Central Plant
Facilities Building	North Adams	12,000 GSF	2014	Gas-fired furnaces
Freel Library	North Adams	41,858 GSF	1970	Central Plant
Mark Hopkins Hall	North Adams	33,999 GSF	1939	Central Plant
Murdock Hall	North Adams	62,329 GSF	1894	Central Plant
Power Plant	North Adams	3,717 GSF	1968	Central Plant
Smith House	North Adams	8,224 GSF	1884	Gas-Fired Boiler
Venable Hall	North Adams	46,127 GSF	1958	Central Plant
	Total GSF	**476,330 GSF**		

Major Building List, MCLA Campus

Overview

Massachusetts College of Liberal Arts seeks House Doctor firms for replacement, modifications, or upgrades of existing buildings, rooms, systems, or site work. Projects will include feasibility and planning studies, cost analysis, design, preparation of bidding documents, building administration, project administration, project close out, commissioning, and other associated functions. Services required may include architectural planning and design, interior design, code review, mechanical, HVAC, electrical, plumbing, fire protection, energy management, and commissioning or engineering.

Areas of work include, classrooms, art studios, science laboratories, computer labs, library, theatre support spaces, dining areas, offices, trade shops, building systems equipment, athletic facilities, art and music support spaces, public assembly spaces and site work.

The design team will be required to provide technical advice, creative problem solving, accurate Massachusetts building code reviews, ADA compliance, complete study and design documentation, bidding documents and administration, construction administration and project oversight. Knowledge of DCAMM's Designer Procedures Manual and effective schedule management and communication are also required.

Selected firms may be asked to provide strategic visioning services to help MCLA articulate a compelling, forward-looking vision for the future of its campus. This effort will support broader strategic planning efforts by translating institutional priorities, emerging needs, and long-term aspirations into clear and

cohesive concepts for future campus development. The team will work collaboratively with MCLA leadership and key stakeholders to explore opportunities and develop high-level conceptual vision boards, along with other compelling visual materials that illustrate the potential character, impact, and possibilities of future projects. These materials should serve as both strategic planning tools and inspirational resources for engaging prospective donors and other stakeholders, helping MCLA communicate a strong vision for future investment in the campus.

For each project, the selected team will be asked to prepare a scope of work, a fee estimate, and a proposed schedule for the project. After review and approval by the College, a notice to proceed will be issued to the House Doctor for each project. Projects will take place in buildings of various age and construction.

Scope of Work

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

1. Investigating the nature and severity of the problem that must be addressed under the task order.
2. Fully documenting existing conditions, including external factors that may not be addressed under the task order.
3. Developing a detailed scope of work and related cost information for the proposed project that references energy costs, sustainability principles, expected remaining useful life of building systems and related life cycle costs in conformance with the requirements of Executive Order 594.
4. Proposing an alternative strategy for the resolution of the problem in conformance with the requirements outlined in #3 above.
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[1] (dated May 2024).

Application Evaluation

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB Website.[2] The application must include resumes for the consultants associated with the specific Personnel and Project Experience listed below. Include resumes for all personnel.

[1] https://www.mass.gov/info-details/designer-procedures-and-guidelines
[2] https://www.mass.gov/orgs/designer-selection-board

Personnel

1. Architect (Prime Firm)
2. Landscape Design Professional
3. Mechanical Engineer (M/P)
4. Electrical Engineer
5. Structural Engineer
6. Fire Protection Engineer
7. Civil Engineer
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 Design Professional" refers design professionals 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 with requisite experience in environmental consulting services, including but not limited to hazardous materials investigations, environmental site assessments, regulatory compliance, contamination assessment, remediation planning and oversight, environmental permitting, and related environmental health and safety services.

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:

•	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 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:

	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.
•	Firms whose principals and owners are regularly actively engaged as project managers and project architects and have demonstrated experience being the prime designer on publicly bid Chapter 149 and Chapter 30/39M projects in Massachusetts with an ECC of up to $5M. Demonstrated examples of projects in the western portion of the state are encouraged in the application.
•	Demonstrated team experience in renovating occupied academic and administrative spaces to create flexible, cost-effective solutions within expedited schedules. Experience with accelerated study, design, and construction administration services for MA public agencies, institutions, or similar organizations is required. Prime firms in the western portion of the state are encouraged to apply.
•	Familiarity with current DCAMM certifiable study process, Massachusetts public procurement procedures, and ADA codes are also preferred.

Supporting Documents

- MCLA Campus Map
- MCLA Ten-Year Strategic Facilities Plan 2026
- MCLA Campus Facilities Conditions Assessment - June 2024

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[3] which provides direction and guidance to Designers who work on DCAMM Projects.

[3] https://www.mass.gov/info-details/designer-procedures-and-guidelines

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

- **ENERGY, SUSTAINABILITY, AND CLIMATE ACTION**
  Projects undertaken under this contract shall comply with the applicable requirements of Executive Order 569 (EO 569)[4]: Establishing an Integrated Climate Change Strategy for the Commonwealth, and Executive Order 594 (EO 594)[5]: Leading by Example – Decarbonizing and Minimizing Environmental Impacts of State Government, and are encouraged to apply embodied carbon reduction strategies.[6] 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 building.

- **ACCESSIBILITY AND UNIVERSAL DESIGN**
  The Designer's team is expected to utilize the Goals of Universal Design[7] and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the Architectural Access Board[8] 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[9] to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable. as well as the 2010 ADA Standards for Accessible Design. The Designer's team is expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act[10] to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

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[4] https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth
[5] https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government
[6] https://www.mass.gov/doc/massachusetts-embodied-carbon-reduction-plan-january-2026/download
[7] https://www.buffalo.edu/access/basics/universal-design/goals.html
[8] https://www.mass.gov/orgs/architectural-access-board

[10] http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm

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[11] (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" and the "Deferred Maintenance Study Template" documents the Designer must also be familiar with the procedures, project requirements, and general conditions of this public notice including (but not limited to):

Workforce Goals (M.G.L. c. 149, s. 44A(2)(G))

Each state agency or state assisted design contract must include the participation goals of minority and women workers to be employed. These goals are consistent with Administrative Bulletin 14, are 15.3% for minorities and 6.9% for women. These goals shall not be construed as quotas or set-asides but rather to be used to measure the progress of the Commonwealth's equal opportunity, non-discrimination and affirmative action program.

Affirmative Marketing

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 the 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.

[11] https://www.mass.gov/info-details/deferred-maintenance

In accordance with M.G.L. C.7C, §6 and Executive Orders 565 and 592, DCAMM has established minimum MBE and WBE participation goals of **5.5% MBE and 10.4% 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.[12]

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; Ch. 62 of the Acts of 2014
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.

[12] https://www.mass.gov/orgs/supplier-diversity-office-sdo

Policies & Procedures

Environmental and Other Supplemental Services

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

Financial Statement

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

a) File its latest CPA or PA audited financial statement with DCAMM, 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 DCAMM.

Contract Requirements

DCAMM may elect to use a customized version of DCAMM's Contract for House Doctor Services.[13] 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.[13] Firms must register on this platform to submit the required disclosure statement; paper disclosure statement submissions are no longer

[13] https://www.mass.gov/doc/contract-for-house-doctor-services/download

accepted. As part of applying for a particular project, firms must verify that the information provided remains accurate and up-to-date or, if necessary, submit updated information.

No fewer than three (3) public agency evaluations and/or private sector references completed within the past five years are required to be submitted with the application. All evaluations and references should be submitted through the Designer Selection Network form 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).[14]

Applicants, Please Note

Applicants are required to use the Designer Selection Network Portal.[15] New users can request credentials through the system login screen.

[14] https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter7C/Section44
[15] https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx