



## 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#:	24-02	
Notice Date:	February, 21, 2024	
Submission Deadline:	March 13, 2024	At 2:00 PM
Project Number:	DSBA-13	
Project Title:	Study and Design for General Building Renovations, Repairs and Upgrades	
Project Location:	Statewide	
Awarding Agency:	Department of Conservation & Recreation (DCR)	
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>\$1,500,000</b>	

**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. 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 **eight (8)** contracts, each with a total value of **\$1,200,000** 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		Immediate Service Authorized	
<b>X</b>	Architect	<b>X</b>	Draft Study
	Landscape Architect	<b>X</b>	Certifiable Building Study
	Engineer	<b>X</b>	Schematic Plans and Outline Specifications
	Interior Designer	<b>X</b>	Design Development Plans and Specifications
	Programmer	<b>X</b>	Construction Plans and Specifications
	Construction Manager	<b>X</b>	Administration and Construction Contract
	Other	<b>X</b>	Other

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## AGENCY INFORMATION

The Department of Conservation and Recreation (DCR) is steward of one of the largest state parks systems in the country. DCR manages state parks and oversees more than 450,000 acres throughout Massachusetts. It protects, promotes, and enhances the state's natural, cultural, and recreational resources.

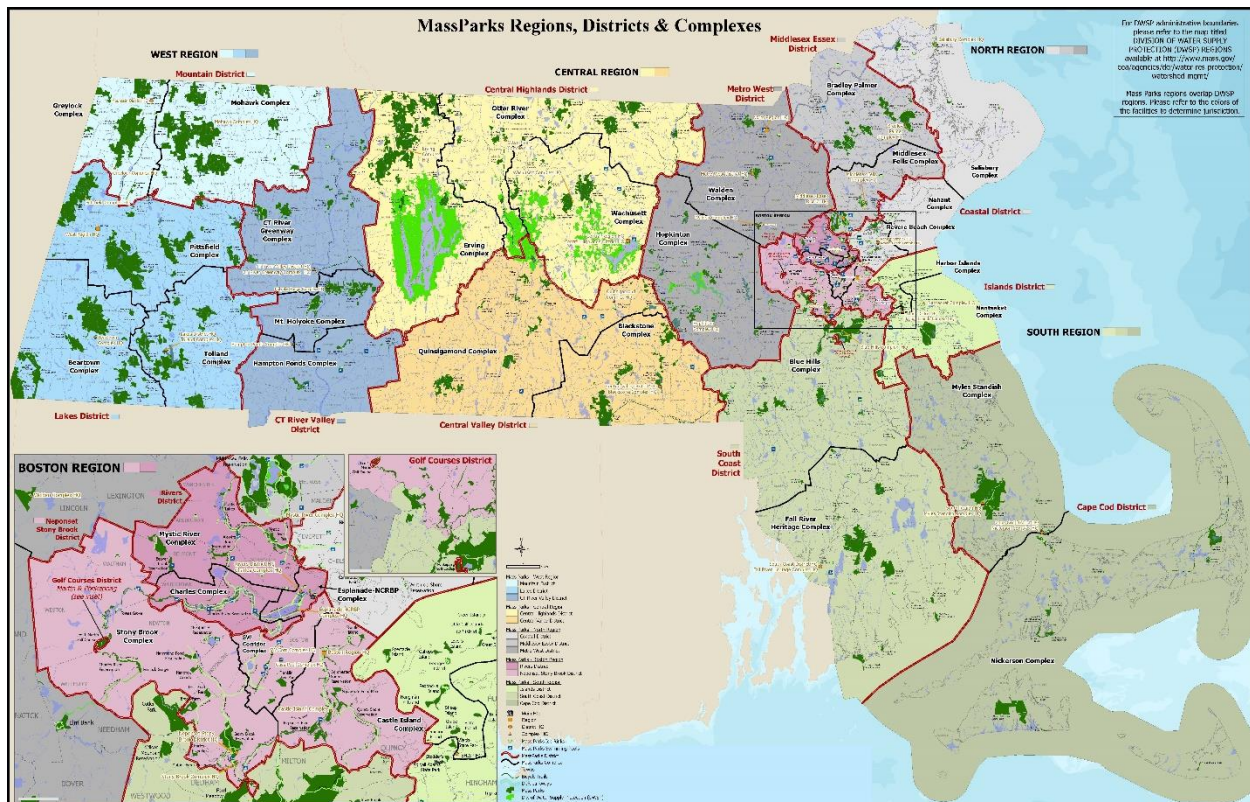
Its 450,000 acres is made up of forests, parks, greenways, historic sites and landscapes, seashores, lakes, ponds, reservoirs and watersheds. DCR continues to improve the vital connection between people and the environment throughout the Commonwealth of Massachusetts.

### Mission

To protect, promote and enhance our commonwealth of natural, cultural and recreational resources for the wellbeing of all. In meeting today's responsibilities and planning for tomorrow, DCR's focus is on:

- Improving outdoor recreational opportunities and natural resource conservation
- Restoring and improving our facilities
- Expanding public involvement in carrying out DCR's mission, and
- Establishing first-rate management systems and practices

The health and happiness of people across Massachusetts depends on the accessibility and quality of our green infrastructure - our natural resources, recreational facilities, and great historic landscapes. The DCR continues to improve the vital connection between people and the environment.<sup>1</sup>



<sup>1</sup> <https://www.mass.gov/orgs/departments-of-conservation-recreation>

## OVERVIEW AND SCOPE OF WORK

The Department of Conservation and Recreation (DCR) seeks House Doctors to investigate, evaluate, and prepare certifiable studies, final design services and construction administration for repairs, renovations, upgrades and minor replacement of various facilities within state and urban park divisions. Building types include but are not limited to: bathhouses, visitor centers, historic structures, skating rinks and systems, park restrooms, comfort stations and swimming pools.

Potential House Doctor projects are outlined below:

- Condition Assessments & Studies
- Herter Center Study
- Blessing of the Bay Study (Rehab or Replace)
- Decarbonization and Deep Energy Retrofits of DCR Buildings
- Self-Contained Modular Restroom Design
- Fall River Heritage Visitor Center Energy Retrofit and Stabilization
- Historic Buildings Assessments and Stabilization Projects
- Fire Control Facilities Master Plan State-wide (14 facilities)
- Mattapan Stone Building Design
- Chickatawbut Environmental Center – Energy and Universal Access Study
- Accessibility Improvements at DCR Facilities State-wide
- Stucco Bathhouse Replacement of Exterior Skin
- Historic Island Fort Buildings – Assessment, Design & Construction Services
- Emergencies such as roof collapse, fire damage, etc.

### Replacement of Restroom Building at Sandy Beach, Winchester (Net Zero):



Before



After

### Building 45 – Island District Headquarters Exterior Renovation:

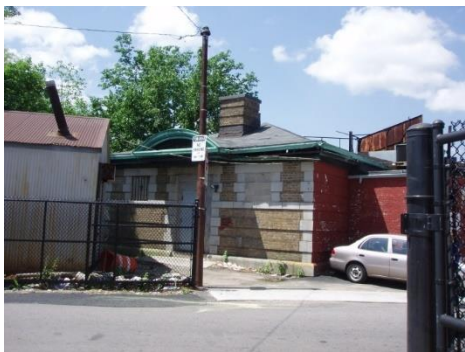


Before



After

### Mattapan Square Building Demolition & Stabilization:

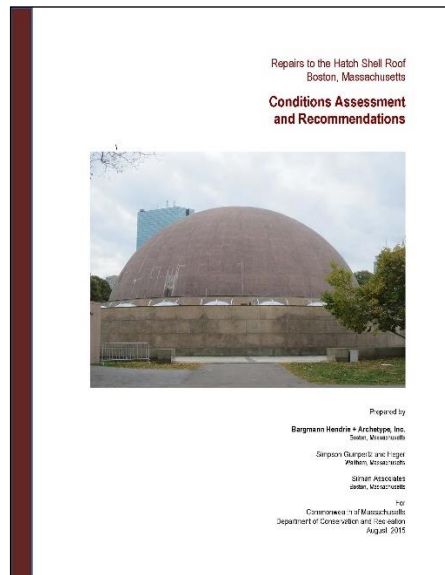
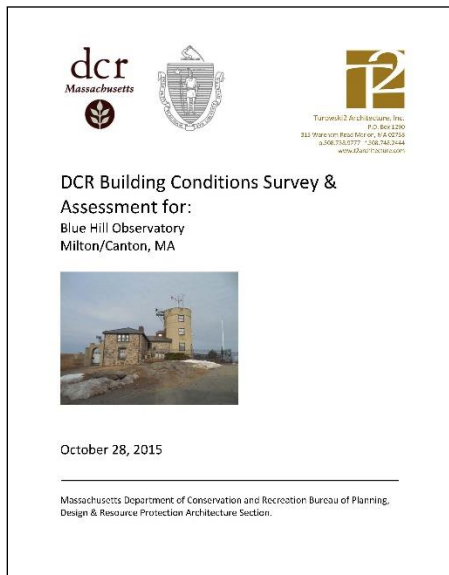


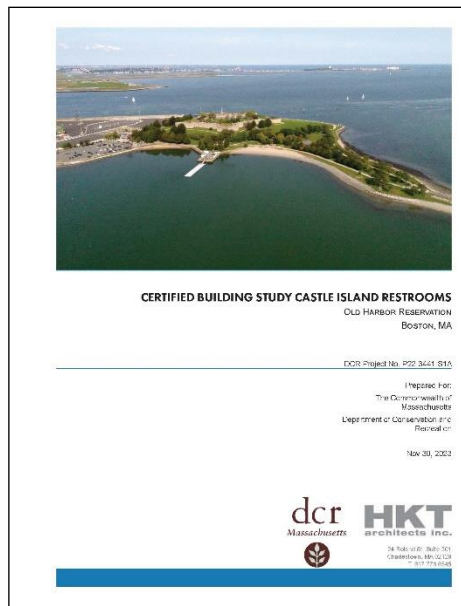
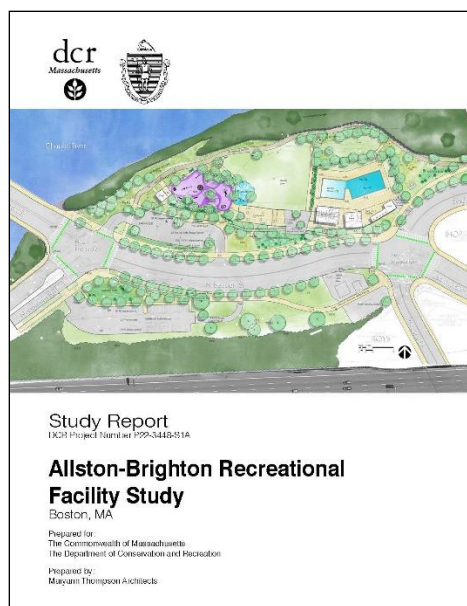
Before



After

### Numerous Condition Assessment Reports and Certified Studies:





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 (or replacement) 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, and fossil-fuel free 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>2</sup> (dated March 2023).

All work proposed on historic structures must be in accordance with the Secretary of the Interiors standards for the Treatment of Historic Properties: <https://www.nps.gov/tps/standards.htm>.

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

## APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on [the DSB Website](#).<sup>3</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. Landscape Architect
  3. Civil Engineer
  4. Mechanical Engineer (M/P/FP)
  5. Electrical Engineer
  6. Structural Engineer
  7. Specifications Consultant
  8. Cost Estimator (independent consultant required)
  9. MA Building Code Consultant
  10. Hazardous Materials Consultant
  11. Environmental 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 “Hazardous Materials Consultant” refers to design professionals that can demonstrate requisite experience in the identification and management of hazardous materials and hazardous waste; and
  - The title “Environmental Consultant” refers to design professionals that can demonstrate requisite experience in environmental regulations planning and design.

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<sup>3</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:

1. The House Doctor, through their Diversity Focus Statement (in Section 5), shall demonstrate their firm's implementation of Equity, Diversity, and Inclusion (EDI) principles within its organization and within the design profession. The Statement shall:
  - a. document the firm's track record for meeting and exceeding EDI goals, including the demonstrated track record of the House Doctor for meeting diversity goals, highlighting in particular prior projects that have met or exceeded these goals;
  - b. specify the firm's approach toward assembling the team for this project, both with internal staff and the inclusion of Minority Owned Business Enterprise (MBE)/Woman Owned Business Enterprise (WBE)/Veteran Owned Business Enterprise (VBE) firms; and
  - c. detail the experience of the working relationships among the team, including a description of the roles and responsibilities among the team members assigned to this project.
2. Demonstrated experience in the repair and renovation of parks and recreation-related primary and support facilities of similar size and scope.
3. Proven experience in the repair and replacement of mechanical, electrical, plumbing or related building systems of similar size and scope
4. Familiarity with accessibility, all pertinent codes, environmental law/permitting and historic preservation requirements in parks and recreation facilities.
5. 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.

## 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](https://www.mass.gov/info-details/designer-guidelines-and-procedures)<sup>4</sup> (dated March 2023) which provides direction and guidance to Designers who work on DCAMM Projects. This document replaces the August 2008 Designers Procedures Manual and incorporates the Guidelines for the Preparation of Studies for Building Projects.

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

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>5</sup>: Establishing an Integrated Climate Change Strategy for the Commonwealth, and [Executive Order 594 \(EO 594\)](#)<sup>6</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 studies may include preliminary estimates of the project’s energy use, water use, and greenhouse gas emissions using protocols established by EOEEA or as determined by Awarding Authority. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project’s final impact on the operating agency’s plan for meeting goals of the relevant Executive Orders are documented in the preferred solution, implementation plans and estimated construction cost.

- **BUILDING COMMISSIONING**

DCAMM or the Awarding Agency will include an independent third-party building commissioning agent as part of this project. The commissioning agent will develop in collaboration with DCAMM an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with DCAMM and the Designer’s team during planning, design and 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>7</sup> solutions and must comply, at a minimum, with 521 CMR, The Rules and Regulations of the [Architectural Access Board](#)<sup>8</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](#)

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<sup>5</sup> <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>

<sup>6</sup> <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>

<sup>7</sup> <https://idea.ap.buffalo.edu/about/universal-design/> as guidance for applying Universal Design

<sup>8</sup> <https://www.mass.gov/orgs/architectural-access-board>

[Americans with 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.

In addition to the general project requirements found in the Designer Guidelines and Procedures Manual, the House Doctor 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**

### **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 firms that may have less experience working on public projects, and other means that provide additional opportunities for MBE and WBE firms in new ways.

House Doctor applicants should include in their application, under Section 5, a Diversity Focus Statement directly addressing their approach to enhancing diversity in assembling the team for this project, including a clear description of each working relationship, and in their overall HR and business practices. The DSB strongly encourages teams composed of firms that expand the overall breadth of different firms working on Awarding Agency projects. See also the Evaluation Factors listed above.

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 **4.5% MBE and 10.6% 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

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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)

[Commonwealth of Massachusetts Contract for House Doctor Services](#)<sup>10</sup> 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 Benchmark - Ch. 108 of the Acts of 2012; Executive Order 565**

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises (“SDVOBE”) and Veteran-Owned Business Enterprises (“VBE”) on its design projects. The benchmark for combined SDVOBE and 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 as SDVOBE or VBE can be credited toward meeting project SDVOBE or VBE benchmark.

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**

### **CM at Risk**

Certain tasks under this contract may be performed utilizing a construction manager at-risk (CMAR) contract in accordance with M.G.L. c. 149A.

### **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

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<sup>10</sup> <https://www.mass.gov/doc/contract-for-house-doctor-services/download>

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

- 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.

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

Development of any hazardous materials assessments, specifications, and documents will be provided through the Hazardous Materials Consultant design team member 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 Commissioning**

The Awarding Agency may retain an independent third-party building commissioning agent as part of a particular project on an as needed basis. The commissioning agent will develop in collaboration with Awarding Agency an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with Awarding Agency and the House Doctor'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.

## **CONTRACT REQUIREMENTS**

Awarding Agency may elect to use a customized version of DCAMM's [Contract for House Doctor Services](#).<sup>12</sup> A non-customized version is available at <https://www.mass.gov/doc/contract-for-house-doctor-services/download> Applicants shall be required to execute the contract form selected by the Awarding Agency.

Applicants are advised that certain documents shall be required to be provided to the Awarding Authority as a condition of contract execution, including, without limitation, evidence of a certificate of insurance in a form acceptable to the Awarding Agency that shows that all insurance policies and types

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<sup>12</sup> <https://www.mass.gov/doc/contract-for-house-doctor-services/download>

and amounts of coverages are in place, all as required by the contract, including Worker's Compensation Insurance, Commercial General Liability Insurance, Automobile Liability Insurance, Valuable Papers Insurance, Pollution Liability Insurance, and 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.

## APPLICANTS, PLEASE NOTE

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

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<sup>13</sup> <https://www.mass.gov/service-details/dsb-online-registration-process>

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

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