



## 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#:	26-04	
Notice Date:	February 11, 2026	
Submission Deadline:	March 4, 2026	At 2:00 PM
Project Number:	DSBA-50	
Project Title:	MassDOT Security Design Services House Doctor	
Project Location:	Statewide	
Awarding Agency:	Massachusetts Department of Transportation (MassDOT)	
Available Aggregate Amount:	\$3,000,000	
Estimated Construction Cost:	Varies per 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>\$1,000,000</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 **three (3)** contracts, each with a total value of **\$1,000,000** 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	
	Architect
	Landscape Architect
<b>X</b>	Engineer (Electrical)
	Interior Designer
	Programmer
	Construction Manager
	Other

Immediate Service Authorized	
	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

## Table of Contents

PUBLIC NOTICE OF DESIGNER SELECTION .....	1
Designer Selection Board .....	1
Table of Contents .....	2
AGENCY INFORMATION .....	3
OVERVIEW AND SCOPE OF WORK .....	3
APPLICATION EVALUATION .....	4
Personnel .....	4
Evaluation Factors .....	5
PROJECT REQUIREMENTS .....	5
MassDOT Designer Guidelines and Procedures (Vertical Construction) August 2025 .....	5
Affirmative Marketing .....	7
Additional Diversity Participation .....	7
Policies & Procedures .....	7
CONTRACT REQUIREMENTS .....	8
CONDITIONS FOR APPLICATION .....	8
APPLICANTS, PLEASE NOTE .....	9

## AGENCY INFORMATION

The Massachusetts Department of Transportation (“MassDOT”) is comprised of four Divisions: Highway, Aeronautics, Rail & Transit, and the Registry of Motor Vehicles. MassDOT directs, operates, administers and implements the programs of roadway, general aviation, rail and transit, and vehicular registration and regulation, and contracts for the design, construction, repair, maintenance, capital improvements development, and planning of its facilities as appropriate.

MassDOT Security & Emergency Management manages the design, implementation & administration of security technology for all agency locations, including video cameras, alarms, and access control. The department’s Security Operations Center is responsible for 24/7 monitoring security operations at all sites.

## OVERVIEW AND SCOPE OF WORK

MassDOT seeks house doctor services to address security design & integration at MassDOT facilities. The scope of work includes the design of security and access control technology on/into MassDOT-owned facilities statewide, including buildings, that the Highway Division and the Rail & Transit Division respectively utilize; on/into non-MassDOT-owned facilities at public-use airports that the Aeronautics Division supports; and at leased facilities that the Registry of Motor Vehicles Division utilizes.

- a) Functional SOW. The Scope of Work (SOW) may include but is not limited to the following:
  - I. Understanding and investigating security related needs at various types of facilities (e.g., airports, administration buildings, customer service centers) and developing and recommending repairs, improvements and upgrades.
  - II. Determining placement of:
    - a. cameras on building exteriors, building interiors, and poles
    - b. brackets to hold cameras
    - c. access controls (door locks and card readers)
  - III. Determining if the existing electrical conditions of the buildings can support the demands of the technology equipment, and identifying needed changes thereto (e.g., panel modifications, additional circuits).
  - IV. Preparing CAD, drawings, and schematics, including “Line Diagrams” showing the path of the wiring from the cameras to the end users (e.g., manager’s office).
  - V. Preparing plans, specifications and cost estimates for installation of equipment and wiring for advertisement.
  - VI. Providing construction administration and project oversight.
  - VII. Consideration in the analysis should include energy costs, sustainability principles, expected remaining useful life of building and systems and related life cycle costs. Particular attention should be paid to the constructability, reliability, durability and maintainability of building and security systems and materials.
  
- b) Geographic SOW may expand and final design at specific facilities may need to be modified.
  - I. Facilities requiring security and access control technology, including proprietary technology, have been identified. However, additional facilities may be identified, and the technology may need to be updated. Also,

modification of the technology design at facilities may be warranted, due to changed circumstances (e.g., closure of FAA towers, vandalism, break-ins at hangars).

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 and systems and related life cycle costs. Particular attention should be to the constructability, reliability, durability & maintainability of building & security systems & materials.

If the selected House Doctor is appointed for final design, the general scope of services will be defined by the approved building study and the current version of the [MassDOT Designer Guidelines Procedures \(for Vertical Construction\)](#)<sup>1</sup> (August 2025), as applicable to any specific task order.

## 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. Electrical Engineer (Prime Firm)
  2. Security Consultant
  3. Architect
  4. Structural Engineer
  5. Cost Estimator
- 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 “Security Consultant” refers to ASIS-certified design professionals who can demonstrate requisite experience in the planning and design of security systems for facilities including, but not limited to perimeter fencing, detection systems, site lighting, access control, video surveillance, alarm system, etc.
  - The title “Architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects.

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<sup>1</sup> <https://www.mass.gov/doc/massdot-designer-guidelines-procedures/download>

<sup>2</sup> <https://www.mass.gov/orgs/designer-selection-board>

If a discipline listed above is required to be registered by the Commonwealth of Massachusetts Division of Occupational Licensure Office of Public Safety and Inspections (OPSI), applicants & consultants shall be registered in their respective disciplines.

**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>• The qualified designer shall employ full-time dedicated security and emergency management practitioners with recent relevant experience in design and project management of integrated security and communication technology solutions for public transportation agencies/authorities of comparable size and scope as MassDOT.</li> </ul>
	<ul style="list-style-type: none"> <li>• The qualified designer shall employ ancillary design disciplines with MA registered design professionals in the fields of Architecture, MEP, Civil, Structural, and ITS engineering disciplines.</li> </ul>
	<ul style="list-style-type: none"> <li>• The qualified designer shall have a minimum of eight (8) years’ experience in the following: Designing Security Technology Upgrades and Installations, Developing Security Risk Management Studies, including Security Surveys and Threat and Vulnerability Assessments for public transportation agencies/authorities comparable in size and scope to MassDOT.</li> </ul>

**PROJECT REQUIREMENTS**

**MassDOT Designer Guidelines and Procedures (Vertical Construction) August 2025**

The Designer must be familiar with the guidelines and procedures established in [MassDOT’s Designers Guidelines and Procedures](#)<sup>3</sup> (Vertical Construction) dated August 2025 (“MassDOT DGP”) which provides

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<sup>3</sup> <https://www.mass.gov/doc/massdot-designer-guidelines-procedures/download>

direction and guidance to Designers who work on MassDOT Projects. The MassDOT DGP is an adaptation of DCAMM's Design Guidelines and Procedures.

The MassDOT DGP is intended to set clear expectations, improve productivity, enhance communication, and ensure consistency to help Designers translate MassDOT requirements more efficiently into successful design solutions.

- **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.

- **BUILDING COMMISSIONING**

The Awarding Agency may include an independent third-party building commissioning agent as part of this project. The commissioning agent will develop an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with MassDOT 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> solutions 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](#).<sup>8</sup> The Designer's team is expected to understand and reflect in its design the civil rights obligations of the Commonwealth under [Title II of the Americans with Disabilities Act](#)<sup>9</sup> to provide equal access to programs, services, and 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 MassDOT DGP, 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:

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

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

<sup>8</sup> <https://www.ada.gov/law-and-regs/design-standards/2010-stds/>

<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)

## **Affirmative Marketing MBE/WBE Participation**

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Applications from MBE and WBE firms are encouraged for this solicitation. The DSB and MassDOT 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 MassDOT projects.

Applicants, as prime firm and team lead should include in their application, under Section 5, a Diversity Focus Statement directly addressing the efforts they made to actively engage and include underrepresented subconsultants on their project teams.

Further information about the MBE and WBE participation program appears in the MBE/WBE Participation Provisions in the [MassDOT House Doctor Contract Template](#)<sup>10</sup> (October 2025) and a list of firms currently MBE, WBE and M/WBE certified appears on the [Supplier Diversity Office website](#).<sup>11</sup>

## **Additional Diversity Participation**

In addition, the Commonwealth encourages the participation of Disability-Owned Business Enterprises (DOBEs) Veteran-Owned Business Enterprises (VBEs), Service-Disable Veteran-Owned Business Enterprises (SDVOBEs), and Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBEs) firms on its design projects (see Executive Order 599: Reaffirming and Expanding the Massachusetts Supplier Diversity Program).

## **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 Division of Capital Asset Management and Maintenance (DCAMM), and continue to do so annually throughout the term of the contract;

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<sup>10</sup> <https://www.mass.gov/doc/massdot-house-doctor-contract-template-oct-2025/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 Massachusetts Department of Transportation (MassDOT).

## CONTRACT REQUIREMENTS

MassDOT uses one standard contract: [MassDOT House Doctor Contract Template](#)<sup>12</sup> (October 2025) (House Doctor Contract). If selected for house doctor services, the applicant agrees to execute the Contract, or its successor, without revisions or modifications. Once a House Doctor Contract is executed with a selected applicant, MassDOT will solicit proposals from the House Doctor related to specific projects and issue Notices to Proceed for agreed upon scopes of work as set forth in the House Doctor Contract. *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 House Doctor Contract.*

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/Estimated Construction Cost, but in no event less than \$250,000 per claim in accordance with the House Doctor Contract (i.e., minimum coverage of \$250,000 up to \$5,000,000 per claim depending on the construction cost). 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](#)<sup>13</sup> for attachment to the application. The Designer Selection Board and Agencies reserve the right to check additional evaluations and references as part of the application review process.

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<sup>12</sup> <https://www.mass.gov/doc/massdot-house-doctor-contract-template-oct-2025/download>

<sup>13</sup> [https://dsb.formverse5.com/AUTOCENESERVER\\_DSB/WebApp/Login.aspx](https://dsb.formverse5.com/AUTOCENESERVER_DSB/WebApp/Login.aspx)

In addition to the criteria described in the public notice, the Designer Selection Board will review the applications in pursuit of the principles described in [M.G.L. c. 7C, § 44 \(a\)](#).<sup>14</sup>

## **APPLICANTS, PLEASE NOTE**

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

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<sup>14</sup> <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter7C/Section44>

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