



# The Commonwealth of Massachusetts

Executive Office for Administration and Finance

Designer Selection Board

One Ashburton Place, Room 1004

Boston, Massachusetts 02108

TEL: (617) 727-4046 - FAX: (617) 727-0112

## PUBLIC NOTICE #17-03

May 24, 2017

This Board will accept applications from architects, engineers, or other disciplines as noted, whichever is designated for the projects described in the attached Public Notice identified as **List #17-03**. Applicants are requested to submit a separate Designer Selection Board Application Form (**16 COPIES**) for each project for which they wish to be considered. **An electronic copy of the DSB Master File Brochure and the DSB Application Form (updated July 2016) are available from the Web site address [www.mass.gov/dsb](http://www.mass.gov/dsb). Please be sure to use the latest forms. Application closing date for projects on DSB List #17-03 is 2:00 p.m., WEDNESDAY, June 14, 2017.** The advertisements may be found on the web by going to the DSB web-site at [www.mass.gov/dsb](http://www.mass.gov/dsb). Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108.

This Public Notice, including attachments, may be duplicated by any and all interested.

**Please note the following: This Public Notice #17-03 includes: (a) the procedures for conforming to M.G.L. C.7C, § 6, Executive Orders 526, 559 and 565 regarding Affirmative Market, Minority and Women Owned Business Participation and Service Disabled Veteran Owned Business Enterprises and Veteran Owned Business Enterprises Benchmark.**

**ALL APPLICATIONS MUST BE SUBMITTED ON THE DSB APPLICATION FORM (Updated July 2016)  
(ENCLOSED HEREIN)**

**FAILURE TO USE THE ABOVE FORM MAY BE THE BASIS FOR REJECTION OF YOUR APPLICATION.**

A handwritten signature in cursive script that reads "Claire G. Hester".

**Claire G. Hester  
Program Coordinator  
DESIGNER SELECTION BOARD**



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## PUBLIC NOTICE

**TO:** Worcester Telegram                      *(Email) 20 Franklin Street, Legal*                      Worcester, 01609  
The Republican                      *(Email) 1860 Main Street, Legal Ads*                      Springfield, 01101

**FROM:** Designer Selection Board

**DATE:** May 18, 2017

**SUBJECT:** Classified Legal Advertisement

On May 26, 2017, please insert one day only, the below approximate 2 column 2 inch classified legal advertisement of the Designer Selection Board. Submit proof of advertisement attached to your invoice. Please refer to P.O. #GAE \*23620 .

*Claire G. Hester*

Claire G. Hester  
Program Coordinator  
DESIGNER SELECTION BOARD

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PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

Architects and engineers are advised that DSB Project List #17-03, dated May 24, 2017 describing 02 Designer Selection Board project(s) is now available at [www.mass.gov/dsb](http://www.mass.gov/dsb)

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PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

## **APPLICANTS PLEASE NOTE:**

**The following requirements were implemented on the following dates and continue to be requirements.**

### **July 2016**

#### **DSB Application Form and Master File Brochure Form Updated**

Please use the updated version of the DSB Application Form and Master File Brochure Form updated July 2016. You can download the forms from our website at [www.mass.gov/dsb](http://www.mass.gov/dsb)

### **May 2014**

Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.

### **May 2013**

#### **Reasons for Rejection of Applicants**

The following list which would result in a Board determination that the application missing the following information will be considered ineligible for further review and the applicant is ineligible for selection either as a result of violation of provisions of law, provisions of Executive Order or rules properly established by the Board would include:

1. Application not signed by a Principal of the firm.
2. Applicant firm is not a designer as defined in Chapter 7C.
3. Applicant firm is not of the type (i.e. A, A/E, E) requested in the advertisement.
4. The P.I.C. of the prime applicant does not meet the requirements of the advertisement.
5. Failure to include resume of one or more of personnel listed on the organizational chart or otherwise required.
6. Application does not include both MBE and WBE.
7. MBE and/or WBE goals are met with non-requested prime or sub-consultants.
8. Ownership requirements as defined by Chapter 7C not fulfilled.
9. Application does not include all requested sub-consultants.
10. All sub-consultants must be registered in the Commonwealth of Massachusetts when such registration is available.
11. Section #12 of the application is not answered with "Yes" or "No".

12. No Master File Brochure on file.
13. Failure to supply sub-consultants acknowledgement form.
14. Failure to supply Out of State Registration Certificate - All Out of State firms applying to advertisements to the Designer Selection Board must insure they are registered to do business with the Secretary of the Commonwealth of MA.
15. Applications that are incomplete will be rejected.

## **DSB MASTER FILE BROCHURE (Updated July 2016)**

In addition to the individual application form separately filed for each specific project, architects, engineers, planners, construction managers, and related construction industry consultants who wish to be considered for appointment as program consultants, designers, or construction managers on state projects under the jurisdiction of the Designer Selection Board must submit current (within one year of application) credentials in the form of a master brochure as specified on the new DSB Master File Brochure (Updated July 2016), (attached herein). Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information which the applicant deems essential to be representative of his or her capabilities. Please utilize return receipt if an acknowledgment is desired. All material shall become the property of the Commonwealth, may be disposed of without notification, and shall be considered public information.

Electronic copies of the forms are available at the following Commonwealth's Web site: [www.mass.gov/dsb](http://www.mass.gov/dsb)

### **CHAPTER 579**

In accordance with Chapter 579 of the Acts of 1980 all contracts for designer services for all capital facility projects entered into on or after January 1, 1982 shall conform to those provisions specified in this act. Some of the major changes mandated by this legislation include the following:

1. Lump sum design fees may be set by the Commissioner prior to DSB selections process, or negotiated after the DSB selection process. (See M.G.L. C.7C, §50). If designer's fee is negotiated, he must file a truth-in-negotiations certificate. (Revised to M.G.L. C.7C, §50 per Chapter 165 of 2012).
2. There can be no change in consultants from those named on the DSB application unless approved by the Commissioner and reported to the DSB. The director may require a Consultant employed by the designer to obtain and maintain liability insurance.

#### **Section 50**

- (a) In the selection of a designer when the fee for design services has been set by the commissioner prior to the selection process, the commissioner shall appoint a designer from among the list transmitted to him or her under §49. If the commissioner appoints any designer other than the one ranked first by the board, he or she shall file a written justification of the appointment with the board.
- (b) When the fee for design services is to be negotiated, the commissioner shall review the list transmitted by the board, and may exclude any designer from the list if a written explanation of the exclusion is filed with the board. The commissioner shall then appoint a designer based on successful fee negotiation. The commissioner or persons designated by him or her shall first negotiate with the first ranked designer remaining on the list. Should the commissioner be unable to negotiate a satisfactory fee with the first ranked designer within thirty days, negotiations shall be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they were ranked by the board, until an agreement is reached. In no event may a fee be negotiated which is higher than a maximum fee set by the commissioner prior to selection of finalists. Should the commissioner be unable to negotiate a satisfactory fee with any designer initially selected as a finalist by the board, the board shall recommend additional finalists in accordance with the provisions of this chapter. The commissioner may require a finalists with whom a fee is being negotiated to submit a fee proposal and include with it such information as the commissioner requires to provide current cost and pricing data on the basis of which the designer's fee proposal may be evaluated.
- (c) All fees shall be stated in designer's contracts and in any subsequent amendment thereto as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

## **ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS TO THE DSB**

1. Submission of the DSB Master File Brochure (Updated July 2016) in the format required, and at least annually, continuously update same.
2. Updating of the DSB Master File Brochure (Updated July 2016) when there are significant principal or key personnel changes in a firm.
3. Receipt of applications from designers who are full time employees of another firm shall disqualify the applicant.
4. A person may not submit more than one application as a "prime" applicant on the same project. The applications of any such applicant shall be considered disqualified. This rule does not preclude a person applying as a "prime" applicant even though that applicant is also listed as a consultant on one or more other "prime" applications on the same project. For the purposes of this paragraph the term "person" means an individual, corporation, association, partnership or other legal entity.
5. Simultaneous receipt of applications from individuals or group of individuals who are associates or who are involved in an association or corporation filing for the same project shall disqualify the applicants.
6. Applicants agree to execute the current forms of the Commonwealth of Massachusetts Contract.
7. Chapter 7C, § 51 requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:
  - a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAMM), and continue to do so annually throughout the term of the contract;
  - b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls, and expresses their opinion regarding those controls.
8. Every application or statement filed pursuant to this section shall be sworn to under penalties of perjury. A designer, programmer or construction manager who has been determined by the Board to have filed materially false information under this section shall be disqualified by the Board from further consideration for any project for such time as the Board determines is appropriate. **UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED BY THE BOARD.**

## **ADDITIONAL REQUIREMENTS FOR DESIGNERS PROVIDING PLANS & SPECIFICATIONS**

(a) Certification that the applicants' legal entity, if applying to perform design services other than preparation of studies, surveys, soil testing, cost estimates, programs, or construction management is a designer as defined. The definition of a design professional as listed in M.G.L. C.7C, §44 follows:

*"Designer," an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering, which satisfies the following:*

- (i) if an individual, the individual is a registered architect, landscape architect, or engineer; (registered in the Commonwealth of Mass.)*
- (ii) if a partnership, a majority of all the partners are persons who are registered architects, landscape architects, or engineers; (registered in the Commonwealth of Mass.)*
- (iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, landscape architects or engineers, and the person to be in charge of the project is registered in the discipline required for the project.*

**[Note: This requires that the chief executive officer and a majority of the directors or a majority of the stock ownership be registered architects, landscape architects or engineers, and that the person to be in charge of the project be registered in the discipline required for the project. “Registered” means registered in the Commonwealth of Massachusetts.]**

*(iv) if a joint venture, each joint venturer satisfies the requirements of this section.*

(b) As a condition of application, each applicant agrees to carry, if selected for the new project, (other than a master plan, program, or construction management) professional liability insurance in the amount equal to 10% of the estimated construction cost of the project, in conformance with the provisions of Article 12 of study contract and Article 12 of the design contract, i.e. minimum coverage of \$250,000 and maximum coverage of \$5,000,000. Note that the requirement for professional liability insurance shall apply to the Commonwealth of Massachusetts Contract for Study, Final Design and Construction Administration Services (June 2016) when a project is advertised by both study and design services.

## **CRITERIA FOR SELECTION OF SEMI-FINALISTS AND FINALISTS**

### **IN CONFORMANCE WITH CHAPTER 7C, SECTION 49**

1. Prior similar experience best illustrating current qualifications for this project.
2. Identity and qualifications of the key persons and consultants who will work on this project.
3. Depth of the firm with respect to size and complexity of the project.
4. Past performance on public and private projects.
  - a. Quality, clarity, completeness and accuracy of contract documents and design contract.
  - b. Effectiveness of meeting established program requirements and function within allotted budget.
  - c. Accuracy of cost estimates including assessment of contractors' requisitions for payment and change order proposals.
  - d. Management ability to meet schedules including submission of design and contract documents and processing of shop drawings, contractors' requisitions and change orders.
  - e. Coordination and management of consultants.
  - f. Working relationship with contractors, subcontractors, Division of Capital Asset Management and Maintenance (DCAMM) staff and agency representatives.
5. Financial stability - including prompt payment of consultant fees.
6. Current workload with DCAMM and other public agencies.
7. Geographical location of the firm with respect to the proposed project.
8. Participation of MBEs and WBEs as prime consultants or sub-consultants in a role consistent with the participation goals set forth for the project.
  - a. The Designer Selection Board adheres to M.G.L. C.7C, § 6, Executive Orders 526, 559 and 565 as implemented by the Division of Capital Asset Management and Maintenance establishing goals for Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation on all design contracts unless otherwise noted. (See attached pages 4-8) and a separate Service Disabled Veteran Owned Business Enterprises (SDVOBE) and Veteran Owned Business Enterprises (VBE) Benchmark of 3%

- b. The Minority Business Enterprise and Woman Business Enterprise participation goals established for each contract are set forth on the first page of the “Designer Selection Board Project Criteria” solicitation for that contract.

## PARTICIPATION BY MINORITY OWNED BUSINESSES AND WOMAN OWNED BUSINESSES

Pursuant to M.G.L. C.7C, § 6, Executive Orders 526,559 and 565, the Commissioner of the Division of Capital Asset Management and Maintenance (DCAMM), as designee of the Secretary of Administration and Finance, has developed the following goals and procedures to encourage full participation by minority business enterprises (MBEs) and women businesses enterprises (WBEs) (collectively MBE/WBEs) on contracts for design services entered into by DCAMM and other public awarding authorities with MBE/WBE Participation Programs.

### GOALS

*Subject to the terms of this memorandum*, the following MBE/WBE participation goals shall apply to the total dollar value of all study and design contracts awarded for DCAMM projects:

The Minority Business Enterprise and Women Business Enterprise (MBE/WBE) participation goal is a combined goal of 17.9%.

Applicants must utilize a mix of both MBE and WBE firms whose participation, when added together, meets the overall combined goal set for the Contract. The combined goal requires a reasonable representation of both MBE and WBE firm participation. The Combined MBE/WBE goal must be met within the list of requested prime and sub-consultants. All applicants must indicate in the prime firm’s application how they or their consultants will meet these goals and will be evaluated on that basis.

Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified will be required to bring a reasonable amount of participation by a firm(s) that holds the certification which is not held by the applicant to the project. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or have only nominal participation by one or the other to meet the combined goal, will not be considered responsive. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE/WBE goal. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goal, but must state this relationship on the organizational chart.

If the contracting design firm is not itself an MBE or WBE, then MBE/WBE participation credit will be given for the value of any work under the contract that is actually performed by each MBE or WBE consultant, subcontractor or sub-consultant (hereafter “subcontractors”) to the Designer.

Although the contract contains a combined goal, participation by MBE and WBE firms must be reported and tracked separately.

### MODIFICATION OF M/WBE PARTICIPATION GOALS FOR PARTICULAR PROJECTS

DCAMM reserves the right to reduce or waive the MBE/WBE participation goals stated above for a particular project prior to the receipt of applications to the Designer Selection Board upon its own initiative or upon the request of any applicant if DCAMM determines that it is not feasible for a non-MBE/WBE design firm to meet the MBE/WBE goal established for the project based upon any or all of the following: (i) actual MBE/WBE availability, (ii) the geographic location of the project to the extent related to MBE/WBE availability, (iii) the contractual scope of work, (iv) the percentage of work available for subcontracting to MBE/WBEs, or (v) other relevant factors as determined by DCAMM.

The MBE/WBE participation goals established for each project are set forth in the Designer Selection Board Project Criteria published for that project.



After a project is advertised, requests from prospective applicants to reduce or waive the MBE/WBE participation goals for that project, with all supporting documentation, must be submitted with the application, with a copy to DCAMM's Compliance Office, One Ashburton Place, 15<sup>th</sup> Floor, Boston, MA 02108. Except as provided below, DCAMM will not consider any request to reduce or waive the MBE/WBE participation goals for a project if the request is received after this deadline.

#### DETERMINATION OF MBE/WBE STATUS

A minority owned business shall be considered an MBE only if it has been certified as a minority owned business by the Supplier Diversity Office ("SDO") (formerly SOMWBA). A woman owned business shall be considered a WBE only if it has been certified as a woman owned business by SDO. Certification as a disadvantaged business enterprise ("DBE"), certification as an MBE/WBE by any agency other than SDO, or submission of an application to SDO for certification as an MBE/WBE shall not confer MBE/WBE status on a firm.

Minority owned businesses and woman owned businesses are strongly encouraged to submit applications for certification as MBE/WBEs to SDO. Information is available from SDO, One Ashburton Place, 13th Floor, Boston, MA 02108 (617) 502-8831 and at [www.mass.gov/sdo](http://www.mass.gov/sdo)

#### IDENTIFICATION OF MBE/WBE PARTICIPANTS BY THE SELECTED DESIGNER

**The current SDO Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.**

Not later than five (5) working days after the Designer receives notice of selection for the advertised project, (A-5 Letter), the Designer shall submit to DCAMM's Compliance Office (i) a Letter of Intent for each of the M/WBEs that will perform work under the contract, and (ii) a Schedule of MBE/WBE Participation. The form of Letter of Intent and Schedule of MBE/WBE Participation are included in this application package.

Within five (5) working days after receipt of the Letters of Intent, DCAMM's Compliance Office shall review and either approve or disapprove the Designer's submissions. Without limitation, DCAMM reserves the right to reject the Letter of Intent of any MBE/WBE that is to perform work in a category that is not listed in its SDO certification, or if the price to be paid for the MBE/WBE Work as stated in the Letter of Intent does not bear a reasonable relationship to the value of such work as reasonably determined by DCAMM. If the Designer has not submitted an appropriate Schedule of MBE/WBE Participation and appropriate Letters of Intent and SDO certification letters establishing that the MBE/WBE participation goal for the project will be met, the Designer may be considered ineligible for award of the contract and DCAMM may award the contract to the second ranked Designer, subject to that Designer's compliance with these conditions.

DCAMM reserves the right to reduce or waive the MBE/WBE participation goals for a project prior to the final selection of a designer, provided that no such reduction or waiver shall be granted except under the following circumstances: the Designer must establish and document that it has been unable to obtain commitments from MBE/WBE subcontractors sufficient to meet the MBE/WBE goals for the project after having made a diligent, good faith effort to do so; all such documentation must accompany the Designer's request to reduce or waive the MBE/WBE participation goal submitted with its application and shall include, at a minimum, the following:

- A list of all items of work under the contract that the Designer made available for subcontracting to MBE/WBEs. The Designer shall identify all items of work that the Designer did not make so available and shall state the reasons for not making such work available for subcontracting to MBE/WBEs. The Designer shall also demonstrate that, where commercially reasonable, tasks were divided into units capable of being performed by MBE/WBEs.
- Evidence that the Designer sent written notices soliciting proposals to perform the items of work made available by the Designer for subcontracting to MBE/WBEs to all MBE/WBEs qualified to perform such work. The Designer shall identify (i) each MBE/WBE solicited, and (ii) each MBE/WBE listed in the SDO directory under the applicable work

category who was not solicited and the reasons therefor. The Designer shall also state the dates notices were mailed and provide a copy of the written notice(s) sent.

- Evidence that the Designer made reasonable efforts to follow up the written notices sent to MBE/WBEs with telephone calls or personal visits in order to determine with certainty whether the MBE/WBEs were interested in performing the work. Phone logs or other documentation must be submitted.
- A statement of the response received from each MBE/WBE solicited, including the reason for rejecting any MBE/WBE who submitted a proposal.
- Evidence of efforts made to assist MBE/WBEs that need assistance in obtaining insurance, or lines of credit with suppliers if the inability of MBE/WBEs to obtain, insurance, or lines of credit is a reason given for the Designer's inability to meet the MBE/WBE goals.
- The Designer also shall submit any other information reasonably requested by DCAMM to show that the Designer has taken all actions which could be reasonably expected to achieve the MBE/WBE participation goals.

The Designer may submit any other information supporting its request for a waiver or reduction in the MBE/WBE participation goals, such as evidence that the Designer placed advertisements in appropriate media and trade association publications announcing the Designer's interest in obtaining proposals from MBE/WBEs, and/or sent written notification to MBE/WBE economic development assistance agencies, trade groups and other organizations notifying them of the contract and the work to be subcontracted by the Designer to MBE/WBEs.

Requests by a selected Designer to reduce or waive the M/WBE participation goals for a particular project based upon the Designer's inability to obtain commitments from MBE/WBE subcontractors sufficient to meet the MBE/WBE goals after having made a diligent, good faith effort to do so must be received by DCAMM not later than with that firm's application to the DSB.

The Designer's compliance with these procedures and goals is a prerequisite for award of the contract, provided that DCAMM reserves the right to waive minor defects in documents and extend time limits in its sole discretion.

**SCHEDULE FOR PARTICIPATION**  
**BY MINORITY/WOMEN BUSINESS ENTERPRISES**  
**DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE**

DCAMM Project Number \_\_\_\_\_ Project Location \_\_\_\_\_

Project Name \_\_\_\_\_

This form must be submitted to DCAMM's Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter). A Letter of Intent and SDO certification letter for each MBE/WBE must be submitted with this Schedule of MBE/WBE participation.

**DESIGN FIRM CERTIFICATION:**

The undersigned Design firm agrees that it will subcontract with the following listed firms for the work described and for the dollar amounts listed below. For purposes of this commitment, the MBE and WBE designation means that a business has been certified by SDO as an MBE, WBE or M/WBE. The Designer must indicate the MBE/WBE firms it intends to utilize on the contract as follows (attach additional sheets if necessary):

Company Name & Address	MBE or WBE	Describe MBE/WBE Scopes of Work	Total Dollar Value of Participation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Combined MBE/WBE Goal \$ \_\_\_\_\_

Total Dollar Value of MBE Commitment: \$ \_\_\_\_\_

Total Dollar Value of WBE Commitment: \$ \_\_\_\_\_

The undersigned hereby certifies that he/she has read the terms and conditions of the contract with regard to MBE/WBE participation and is authorized to bind the Designer to the commitment set forth above.

Name of Designer Firm \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Business Address \_\_\_\_\_

Print Name \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Date \_\_\_\_\_

Design Schedule for Participation – Revised 1/12

## MINORITY/WOMEN BUSINESS ENTERPRISES PARTICIPATION DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

**THIS OFFICIAL FORM MAY NOT BE ALTERED**  
**POLICY ON EMPLOYMENT OF STUDY CONSULTANTS FOR SUBSEQUENT DESIGN PROJECTS**

**Amended by the Designer Selection Board on December 15, 2000**

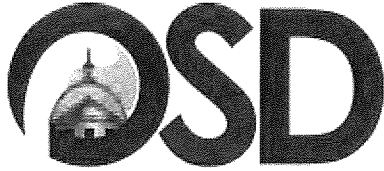
1. The Commissioner may appoint a designer to perform continued or extended services if the following conditions are met:
  - (i) *a written statement is filed with the Board explaining the reasons for the continuation or extension of services;*
  - (ii) *the program for the design services is filed with the Board if one is required by the regulations of the division; and*
  - (iii) *the Board approves the appointment of the designer for continued or extended services and states the reasons therefor.*
2. When the Board has required that applicants list consultants which the applicants may employ, in no event shall a consultant be used who is debarred pursuant to Section forty-four C of Chapter one hundred and forty-nine as amended, and any change or addition to the consultants named in the application and allowed by the Board upon appointment must be approved by the Deputy Commissioner and reported to the Board, along with a written statement by the designer or construction manager of the reasons for the change.

## MINORITY/WOMEN BUSINESS ENTERPRISES PARTICIPATION DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

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**POLICY ON EMPLOYMENT OF STUDY CONSULTANTS FOR SUBSEQUENT DESIGN PROJECTS**

**Amended by the Designer Selection Board on December 15, 2000**

1. The Commissioner may appoint a designer to perform continued or extended services if the following conditions are met:
  - (i) *a written statement is filed with the Board explaining the reasons for the continuation or extension of services;*
  - (ii) *the program for the design services is filed with the Board if one is required by the regulations of the division; and*
  - (iii) *the Board approves the appointment of the designer for continued or extended services and states the reasons therefor.*
2. When the Board has required that applicants list consultants which the applicants may employ, in no event shall a consultant be used who is debarred pursuant to Section forty-four C of Chapter one hundred and forty-nine as amended, and any change or addition to the consultants named in the application and allowed by the Board upon appointment must be approved by the Deputy Commissioner and reported to the Board, along with a written statement by the designer or construction manager of the reasons for the change.



**OPERATIONAL SERVICES DIVISION**  
**SUPPLIER DIVERSITY OFFICE**

**THE COMMONWEALTH OF MASSACHUSETTS**  
Executive Office for Administration and Finance  
**OPERATIONAL SERVICES DIVISION**  
One Ashburton Place, Suite 1017  
Boston, MA 02108-1552

Charles D. Baker  
Governor  
Karyn E. Polito  
Lieutenant Governor  
Kristen Lepore  
Secretary  
Gary J. Lambert  
Assistant Secretary for  
Operational Services

**Memorandum**

**To:** All Public Awarding Authorities  
**From:** Bill McAvoy, Deputy Assistant Secretary for Supplier Diversity and Chief Legal Counsel  
Supplier Diversity Office of the Operational Services Division  
**Date:** April 21, 2016  
**Re:** MBE Certification Status of Portuguese-Owned Businesses

The purpose of this memorandum is to inform you that, effective April 12, 2016, all Portuguese-owned Minority Business Enterprises (MBEs), as certified by the Supplier Diversity Office (SDO), will no longer be considered MBEs but will instead be considered Portuguese Business Enterprises (PBEs). This change complies with an order of the Superior Court of the Commonwealth of Massachusetts in a case entitled Federal Concrete, Inc. v. Executive Office of Administrative & Finance et al., No. 1684CV00627. The change also complies with the language of SDO's current regulation.

The SDO's current regulations, 425 C.M.R. § 2.02, define "Portuguese" for purposes of certification as follows: "All persons having Portuguese origin. Portuguese persons shall only be included in the definition of minority if specifically set forth in programs funded by state transportation bond statutes which include such persons as eligible participants." As such, PBEs shall be eligible for participation in programs funded by state transportation bond statutes where such statutes include Portuguese businesses as eligible participants.

SDO has posted notice of this change on our website at [www.mass.gov/sdo](http://www.mass.gov/sdo). We have also removed Portuguese-owned businesses from our certification database and lists of eligible MBEs. Later this week we will add such businesses back onto our certification database and lists, but as PBEs instead of MBEs. We will also inform the Portuguese-owned firms impacted by this change.

Awarding authorities are hereby advised that, for any bids submitted by a prime bidder after April 12, 2016, the SDO will not recognize, and the awarding authority should not recognize, an MBE certification issued to a Portuguese-owned firm. (In contrast, if the bid was submitted by the prime bidder to the Awarding Authority on or before April 12, 2016, any Portuguese-owned businesses included as MBEs on the prime bidder's list of MBE subcontractors may remain on that list and count toward the project's M/WBE participation goal.) Any bids submitted after April 12 may not count Portuguese-owned businesses toward the contract's M/WBE participation goals, unless PBE participation is permitted in the project as stated in the SDO regulation. If any Awarding Authority or prime bidder is unsure as to the current MBE or PBE status of a particular subcontractor, we encourage you to visit our website, as our records will be updated by the end of this week to reflect this change.

Recipients of this memo should feel free to forward this to other interested parties. If you have any questions about this change or about bids submitted after April 12, 2016, please feel free to contact our office at [john.b.fitzpatrick@state.ma.us](mailto:john.b.fitzpatrick@state.ma.us).



## GENERAL INSTRUCTIONS FOR FILING APPLICATIONS

1. As of 07/2016, the application form required for submission to the Designer Selection Board has been updated. The form is as follows: DSB Application Form (Updated July 2016) (included herein). All specific project applications must be submitted on the DSB (Updated July 2016) Application form. Failure to supply above documents will result in rejection of application.
2. Please mail One Original copy of the Master File Brochure to: **Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02108**. Electronic copies are not accepted.
3. An electronic copy of the DSB Master File Brochure (Updated July 2016) and the DSB Application Form (Updated July 2016) are available for download from the Web site address: [www.mass.gov/dsb](http://www.mass.gov/dsb).
4. Applications should be limited to the application plus a maximum of **3 supplementary pages** (double sided) unless otherwise noted. **Please ensure that the Original copy of the application that contains the sub-consultant acknowledgement and the SDO certifications are clearly marked ORIGINAL**. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. **Submit 16 copies. Please duplicate forms double-sided, if possible, to minimize paper waste.**
5. No cover letters, binders and superfluous material. **Please staple upper right corner, landscape.**
6. DSB recommends that the principal who would be in charge of the project make sure that the form is complete including appropriate signature. Unsigned applications will not be considered.
7. Out of State Prime Firms MUST be registered with the Secretary of State. Please attach (one copy only with Original application) firm's State Registration Certificate – Registered to do business with the Commonwealth of Massachusetts.
8. When citing work performed by the applicant while employed by another firm, make certain said firm is properly identified including the individual's level of responsibility.
9. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected. It is a requirement that all applicants supply a signed DSB SC-A's (Sub-Consultant Acknowledgement). There can be no change in consultants from those named unless approved by DCAMM and reported to the Designer Selection Board (C.7C, §51) It is a requirement that all applicants supply the signed document, attached to the application, by the listed sub-consultants stating that they are aware and agree to being nominated by said applicant. Failure to supply above documents may result in rejection of application.
10. DCAMM contracts require that the Prime and Sub-Consultant personnel must be registered by the Commonwealth of Massachusetts in their respective disciplines and therefore, when applicable, the DSB **requires** registration in the disciplines listed in order to satisfy DCAMM contract requirements.
11. A person may not submit more than one application as a "prime" applicant on the same project. The applications of any such applicant shall be considered disqualified. This rule does not preclude a person applying as a "prime" applicant even though the applicant is also listed as a consultant on one or more other "prime" applications on the same project. For the purposes of this paragraph the term "person" means an individual, corporation, association, partnership or other legal entity.
12. Eligibility requirements are set forth in this Public Notice in item 8(a). Sub-paragraph (iii) of item 8(a) requires: 1) the majority of directors or a majority of the stock ownership to be persons who are Mass. registered architects, landscape architects or engineers; 2) the chief executive officer to be a person who is so registered; and 3) the person to be in charge of the project to be so registered in the discipline required for the project.
13. When the Prime applicant is to fulfill any of the requested consultant roles in the advertisement, then that role shall be defined in the organization chart as the applicant. It should also be referenced in Section 7 (resume) and Section 8 (experience) such that it proves the applicant is skilled in supplying these roles on the project.
14. Current SDO Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the original application.
15. Applicants are advised to apply only for those projects for which they are demonstrably qualified, as it reflects negatively on the applicant's credibility if the firm applies for every job advertised when only marginally qualified.
16. Applications should be mailed to the **Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02108**.
17. The Board relies almost exclusively on the information submitted on the applications to arrive at a short list of semi-finalists. Therefore, do not include statements that refer to the Master File Brochure for additional information. The Master File Brochures are usually considered upon request of a DSB member when additional supplementary information is needed.

18. Joint ventures are not encouraged. However, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
19. Current workload with DCAMM, other public agencies and the private sector are taken into consideration, however, usually only after the DSB has narrowed down the original applicants to a short list of qualified semi-finalists. The Board fosters effective broad-based participation in public work within the design professions.

**NOTE** **CMR 810 Publication/Instructions for Designers** (Form 9) was replaced by Designers Procedures Manual available on the Web site: <http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>

<b>Commonwealth of Massachusetts</b>  <b>DSB Master File Brochure</b>  (Updated July 2016)	1. Firm Name (or if not an entity, individual's name), and Business Address   Telephone No.: _____ 1a. Submittal is for _____ Parent Company _____ Branch or Subsidiary Office 1b. Federal ID#: _____		2. Year Present Firm Established: _____	3. Date Prepared: _____																																																																	
	4. Specify type of ownership and check 1, 2 or 3 below, if applicable.																																																																				
	<input type="checkbox"/> (1) SDO Certified Minority Business Enterprise (MBE)																																																																				
	<input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE)																																																																				
	<input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE)																																																																				
<input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE)																																																																					
<input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE)																																																																					
5. Name of Parent company, if any: _____		5a. Former Company Name(s), if any, and Year(s) Established: _____																																																																			
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10. Summary of Professional Services Fees Received: (insert Index number)						Ranges of Professional Services Fees INDEX			
Last 5 Years (most recent year first)									
						1.	Less than \$100,000	5.	\$1 million to \$2 million
Federal Work						2.	\$100,000 to \$250,000	6.	\$2 million to \$5 million
Commonwealth of Massachusetts work						3.	\$250,000 to \$500,000	7.	\$5 million to \$10 million
All other domestic and foreign work						4.	\$500,000 to \$1 million	8.	\$10 million or greater
Experience Profile Code Numbers for use with questions 11, 12 and 13									
001	Acoustics; Noise Abatement	037	Fisheries; Fish Ladders	065	Microclimatology; Tropical Engineering	100	Special Environments; Clean Rooms, Etc.		
002	Aerial Photogrammetry	038	Forestry & Forest Products	066	Military Design Standards	101	Structural Design; Special Structures		
003	Agricultural Development; Grain Storage; Farm Mechanization	039	Garages; Vehicle Maintenance Facilities; Parking Decks	067	Mining and Mineralogy	102	Surveying; Platting; Mapping; Flood Plain Studies		
004	Air Pollution Control	040	Gas Systems ( <i>Propane; Natural, Etc.</i> )	068	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	103	Swimming Pools		
005	Airports; Navajds; Airport Lighting; Aircraft Fueling	041	Graphic Design	069	Modular Systems Design; Pre-fabricated	104	Storm Water Handling & Facilities		
006	Airports; Terminals & Hangars; Freight Handling	042	Harbors; Jetties, Piers, Ship Terminal Facilities Structures or Components	070	Naval Architecture; Off-Shore Platforms	105	Telephone <i>Systems (Rural; Mobile Intercom, ; Etc.)</i>		
007	Arctic Facilities	043	Heating, Ventilating, Air Conditioning	071	Nuclear Facilities; Nuclear Shielding	106	Testing & Inspection Services		
008	Auditoriums & Theaters	044	Health Systems Planning	072	Office Buildings; Industrial Parks	107	Traffic & Transportation Engineering		
009	Automation; Controls; Instrumentation	045	Highrise; Air-Rights-Type Buildings	073	Oceanographic Engineering	108	Towers (Self-Supporting & Guyed Systems)		
010	Barracks; Dormitories	046	Highways; Streets; Airfield Paving; Parking Lots	074	Ordnance; Munitions; Special Weapons	109	Tunnels & Subways		
011	Bridges	047	Historical Preservation	075	Petroleum Exploration; Refining	110	Urban Renewals; Community Development		
012	Cemeteries	048	Hospital and Medical Facilities	076	petroleum and Fuel ( <i>Storage and Distribution</i> )	111	Utilities ( <i>Gas &amp; Steam</i> )		
013	Chemical Processing & Storage	048A	Medical Facilities - Mental Health	077	Pipelines ( <i>Cross-Country - Liquid &amp; Gas</i> )	112	Value Analysis; Life-Cycle Costing		
014	Churches; Chapels	048B	Medical Facilities - Acute Care	078	Planning ( <i>Community, Regional</i> )	113	Warehouses & Depots		
015	Codes; Standards; Ordinances	048C	Medical Facilities - Ambulatory Care, Clinics	079	Planning ( <i>Site, Installation, and Project</i> )	114	Water Resources; Hydrology; Ground Water		
016	Cold Storage; Refrigeration; Fast Freeze	049	Hotels, Motels	080	Plumbing and Piping Design	115	Water Supply; Treatment and Distribution		
017	Commercial Building ( <i>low rise</i> ); Shopping Centers	050	Housing (Residential, Multi-Family; Apartments; Condominiums)	081	Pneumatic Structures, Air-Support Buildings	116	Wind Tunnels; Research/Testing Facilities Design		
018	Communication Systems; TV; Microwave	050A	Housing - Residential Mental Health	082	Postal Facilities	117	Zoning; Land Use Studies		
019	Computer Facilities; Computer Service	050B	Housing - Resid. Mental Ret. /Group Home	083	Power Generation, Transmission, Distribution	201			
020	Conservation and Resource Management	050C	Housing - Elderly	084	Prisons & Correctional Facilities	202			
021	Construction Management	050D	Housing - Assisted Living	084A	Correctional Facilities - Minimum Security	203			
022	Corrosion Control; Cathodic Protection; Electrolysis	051	Hydraulics and Pneumatics	084B	Correctional Facilities - Medium Security	204			
023	Cost Estimating	052	Industrial Buildings; Manufacturing Plants	084C	Correctional Facilities - Maximum Security	205			
024	Dams ( <i>Concrete; Arch</i> )	053	Industrial Processes; Quality Control	084D	Correctional Facilities - Youth Detention				
025	Dams ( <i>Earth; Rock</i> ); Dikes; Levees	054	Industrial Waste Treatment	084E	Public Safety Facilities - Police/Fire Stations				
026	Desalination ( <i>Process &amp; Facilities</i> )	055	Interior Design; Space Planning	084F	Public Safety Facilities - Training				
027	Dining Halls; Clubs; Restaurants	056	Irrigation; Drainage	085	Product, Machine & Equipment Design				
028	Ecological & Archeological Investigations	057	Judicial and Courtroom Facilities	086	Radar; Sonar; Radio & Radar Telescopes				
029	Educational Facilities; Classrooms	058	Laboratories; Medical Research Facilities	088	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )				
029A	Educational Facilities; Higher Ed	055A	Facilities Management	088A	Recreation Facilities - Ice Rinks				
029B	Educational Facilities; Secondary Ed	056	Irrigation; Drainage	088B	Recreation Facilities - Senior/Community Centers				
029C	Educational Facilities; Elementary Ed	057	Judicial and Courtroom Facilities	088C	Park Support Facilities ( <i>Bath House; Visitor Center</i> )				
029D	Educational Facilities; Child Day Care	058A	Laboratories; Commercial	089	Rehabilitation ( <i>Buildings; Structures; Facilities</i> )				
030	Electronics	058B	Laboratories; Higher Ed Research Sciences	090	Resource Recovery; Recycling				
031	Elevators; Escalators; People Movers	058B	Laboratories; Heavy Equipment	091	Radio Frequency Systems & Shieldings				
032	Energy Conservation; New Energy Sources	058C	Laboratories; Pathology, Medical Examiner	092	Rivers; Canals; Waterways; Flood Control				
032A	Sustainable Design	058D	Laboratories; Crime Investigation	093	Safety Engineering; Accident Studies, OSHA Studies				
033	Environmental Impact Studies, Assessments or Statements	059	Landscape Architecture	094	Security Systems; Intruder & Smoke Detection				
034	Fallout Shelters; Blast-Resistant Design	060	Libraries; Museums; Galleries	095	Seismic Designs and Studies				
035	Field Houses; Gyms; Stadiums	061	Lighting (Interiors; Display; Theatre, Etc.)	096	Sewage Collection, Treatment and Disposal				
036	Fire Protection	062	Lighting ( <i>Exteriors</i> )	097	Soils & Geologic Studies; Foundations				
		063	Materials Handling Systems; Conveyors; Sorters	098	Solar Energy Utilization				
		064	Metallurgy	099	Solid Wastes; Incineration; Land Fill				
				099A	Hazardous materials Abatement				

11. Profile of Firm's Project Experience, Last 5 Years								
Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)
1.			11.			21.		
2.			12.			22.		
3.			13.			23.		
4.			14.			24.		
5.			15.			25.		
6.			16.			26.		
7.			17.			27.		
8.			18.			28.		
9.			19.			29.		
10.			20.			30.		

12. List all current Projects (except for work for the Commonwealth) for which Prime Applicant is performing or is under contract to perform any design services (add/subtract rows as needed).						
Profile Code	Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C. *	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			

			8.			
			9.			
			10.			
			11.			
			12.			
			13.			
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			16.			
			17.			
			18.			
			19.			

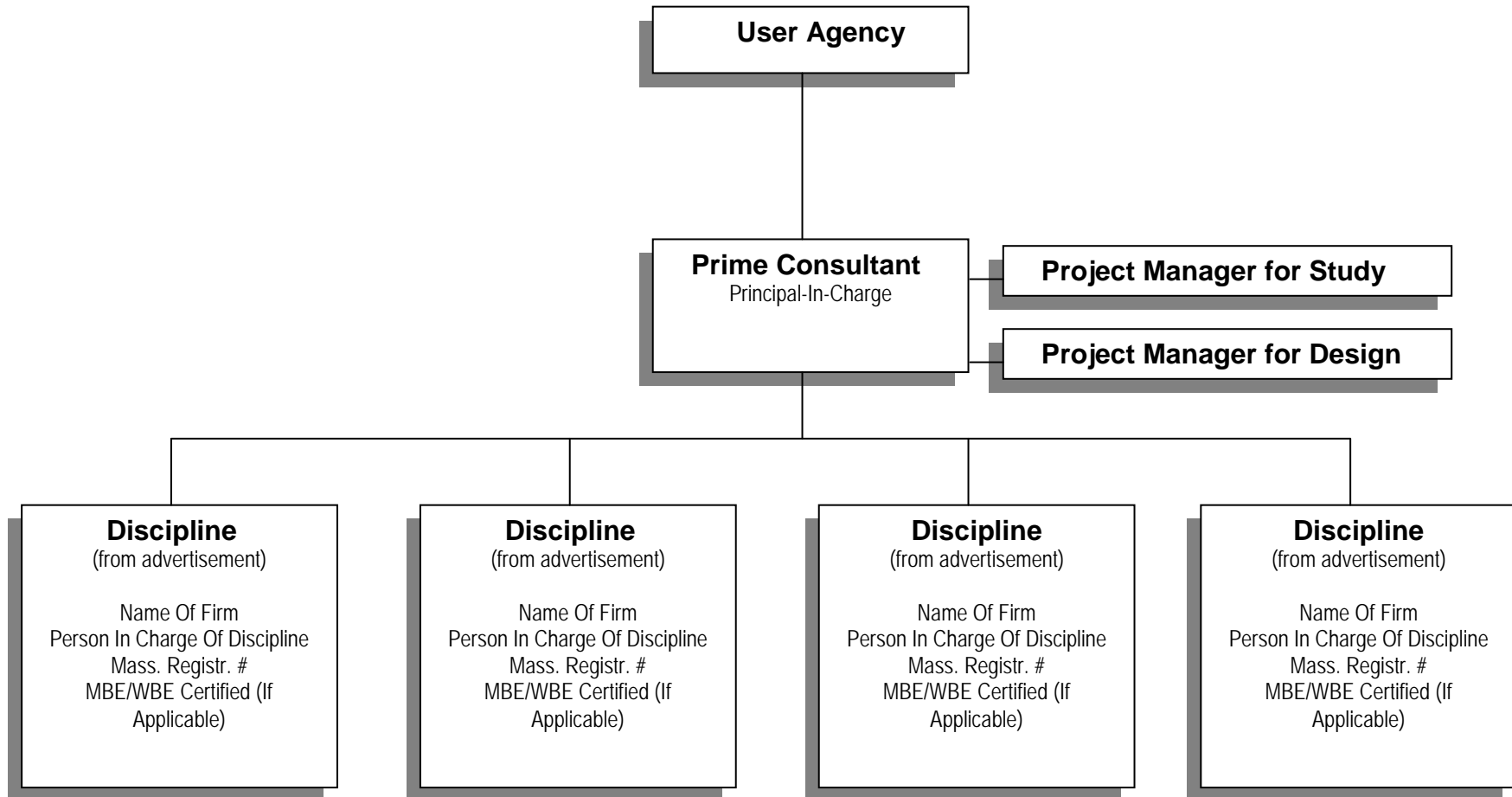
13. List all Projects completed within the past 5 years for which Prime Applicant has performed, or has entered into a contract to perform any design services for all public agencies within the Commonwealth (add/subtract rows as needed).						
Profile Code	Role P, C, JV	Phases St., Sch., D.D., C.D.,A.C.	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			
			8.			
14. Professional Liability Insurance:						
Professional Liability Policy Certificate Number		Present Policy Expiration Date		Aggregate Amount Payable		
15. I certify that all information is submitted under the penalties of perjury and that I am familiar with the Mass. State Building Code and also Mass. General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M. I also certify that the undersigned is an Authorized Signatory of the Firm and is a Principal or Officer of the Firm.						
Submitted by (Signature) _____				Printed Name and Title _____		Date _____

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

<b>Commonwealth of Massachusetts DSB Application Form (Updated July 2016)</b>	1. Project Name/Location for Which Firm is Filing:		2a. DSB #                      Item #								
	2b. Mass. State Project #										
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:		3e. Name Of Proposed Project Manager: For Study:    (if applicable) For Design:   (if applicable)									
3b. Date Present and Predecessor Firms Were Established:		3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:									
3c. Federal ID #:		3g. Name and Address Of Parent Company, If Any:									
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):      <div style="display: flex; justify-content: space-between;"> <span>Email Address:</span> <span>Telephone No:                      Fax No.:</span> </div>		3h. Check Below If Your Firm Is Either: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>           (1) SDO Certified Minority Business Enterprise (MBE)            (2) SDO Certified Woman Business Enterprise (WBE)            (3) SDO Certified Minority Woman Business Enterprise (M/WBE)            (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE)            (5) SDO Certified Veteran Owned Business Enterprise (VBE)         </div> <div style="text-align: right;"> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </div> </div>									
4. <b>Personnel From Prime Firm Included In Question #3a Above</b> By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):											
Admin. Personnel Architects Acoustical Engrs. Civil Engrs. Code Specialists Construction Cost Estimators Drafters	_____ _____ _____ _____ _____ _____ _____ _____	(    ) (    ) (    ) (    ) (    ) (    ) (    ) (    )	Ecologists Electrical Engrs. Environmental Engrs. Fire Protection Engrs. Geotech. Engrs. Industrial Hygienists Interior Designers Landscape Architects	_____ _____ _____ _____ _____ _____ _____ _____	(    ) (    ) (    ) (    ) (    ) (    ) (    ) (    )	Licensed Site Profs. Mechanical Engrs. Planners: Urban./Reg. Specification Writers Structural Engrs. Surveyors	_____ _____ _____ _____ _____ _____ _____ _____	(    ) (    ) (    ) (    ) (    ) (    ) (    ) (    )	Other _____ _____ _____ _____ _____ _____ _____ Total	_____ _____ _____ _____ _____ _____ _____ _____	(    ) (    ) (    ) (    ) (    ) (    ) (    ) (    )
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No											



6. List **ONLY** Those Prime and Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm and Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u>. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</p> <p style="text-align: right;">             MBE <input type="checkbox"/>              WBE <input type="checkbox"/>              SDOVBE <input type="checkbox"/>              VBE <input type="checkbox"/> </p>	<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</p> <p style="text-align: right;">             MBE <input type="checkbox"/>              WBE <input type="checkbox"/>              SDOVBE <input type="checkbox"/>              VBE <input type="checkbox"/> </p>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <b><u>ONLY</u></b> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C. *	Project Name, Location and Principal-In-Charge:	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, or Estimated if Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. <b><u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u></b>																																							
<b>Be specific – No Boiler Plate</b>																																								
11.	Professional Liability Insurance: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 30%;">Policy Number</td> <td style="width: 10%;">Expiration Date</td> </tr> </table>								Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
Name of Company	Aggregate Amount	Policy Number	Expiration Date																																					
12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer <b>YES</b> or <b>NO</b> . If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).																																							
13.	Name Of Sole Proprietor Or Names Of All Firm Partners and Officers: <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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c.				f.																																				
15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 20%;">Name and Title</th> <th style="width: 15%;">% Ownership</th> <th style="width: 15%;">MA Reg.#</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 20%;">Name and Title</th> <th style="width: 15%;">% Ownership</th> <th style="width: 15%;">MA Reg.#</th> <th style="width: 15%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
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a.				d.																																				
b.				e.																																				
c.				f.																																				
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.																																							
Submitted By _____ Printed Name and Title _____ Date _____ (Signature)																																								

**The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.**

DSB S-CA	Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT
-------------	---

Project: \_\_\_\_\_

Applicant Designer: \_\_\_\_\_

Sub-consultant: \_\_\_\_\_

### SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

\_\_\_\_\_  
Signature of Sub-Consultant Duly Authorized Representative

\_\_\_\_\_  
Print Name and Title

Date \_\_\_\_\_

**It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.**

**COMMONWEALTH OF MASSACHUSETTS  
DESIGNER SELECTION BOARD PROJECT CRITERIA**

**DSB LIST #** 17-03 **ITEM #** 1 **DSB PUBLIC NOTICE DATE:** May 24, 2017

**LAST DATE FOR FILING APPLICATION IS:** June 14, 2017 at 2:00 PM

**The Board requests applications to be by any of the following firms:**

(     )	Architect	( <b>X</b> )	Mechanical Engineer
( <b>X</b> )	Architect/Engineer (A/E)	(     )	Other:

**PROJECT NUMBER:** **VPCS 2017**

**PROJECT TITLE:** **STUDY & DESIGN FOR MECHANICAL SYSTEM AT VERITAS PREP CHARTER SCHOOL**

**PROJECT LOCATION:** **SPRINGFIELD, MA**

**AWARDING AUTHORITY:** **VERITAS PREPARATORY CHARTER SCHOOL AND/OR AFFILIATE**

**APPROPRIATION SOURCE:** **Tax-exempt bond issuance, private donations, and board designated funds**

**AVAILABLE AMOUNT:** **Approximately \$750K**

**ESTIMATED CONSTRUCTION COST:** **\$500,000**

**TOTAL FEE**, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

( <b>X</b> ) Lump Sum Established Set Fee for Study/Concept Phase Per M.G.L. C.7C, §50	<u><b>\$5,000</b></u>	<b>dollars</b>
( <b>X</b> ) Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7C, §50, based on the approved estimated construction cost in the study.	<u><b>8%</b></u>	<b>percent</b>

**IMMEDIATE SERVICES AUTHORIZED:**

( **X** ) BUILDING STUDY

It is intended that the following continued services will be required of the selected Designer, and approval of the Designer by the DSB for the study phase shall also constitute approval of the Designer for continued services at the Awarding Authority's discretion. If the Awarding Authority determines that the continued services will not be required of the Designer then the Awarding Authority must notify the Designer and the Board, upon making that determination.

( **X** ) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS  
( **X** ) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS  
( **X** ) CONSTRUCTION PLANS AND SPECIFICATIONS  
( **X** ) ADMINISTRATION OF CONSTRUCTION CONTRACT

**MBE/WBE PARTICIPATION:**

Veritas Preparatory Charter School (VPCS) has not established minimum MBE/WBE participation goals for this project. Applicants from MBE/WBE firms as prime or sub consultants are encouraged.

**APPROPRIATION LANGUAGE:** N/A

**Briefing session:** A briefing session will be held at VPCS, 370 Pine Street, Springfield, Mass. The session is scheduled for June 1, 2017 at 4 p.m. **Contact Person:** All inquiries shall be directed in writing via email to: Rachel Romano, [rromano@vpcs.org](mailto:rromano@vpcs.org)



**GENERAL INFORMATION:**

**Veritas Preparatory Charter School:** VPCS is a public 5<sup>th</sup> – 8<sup>th</sup> grade college preparatory charter school in its 5<sup>th</sup> year of operation. VPCS provides a rigorous college preparatory curriculum in a highly-structured learning environment. VPCS has consistently outperformed the sending district and is providing a high quality middle school option for public school students and their families in Springfield.

The school currently enrolls 316 students and has recently received an unconditional charter renewal for another five (5) year charter term.

**Friends of Veritas Preparatory Charter School, Inc. (“Friends of Veritas”):** Friends of Veritas is a non-profit entity which exists to support the mission of VPCS. Friends of Veritas recently purchased an approximately 48,500 square foot building, located at 370 Pine Street, Springfield, in which VPCS is currently located. The building was originally built in 1971.

Friends of Veritas now leases the space to VPCS under a long-term lease. A new HVAC system is needed to replace the existing outdated and sub-optimal HVAC and boiler, which were designed for previous use as office space. A cursory evaluation of the HVAC systems, based on two (2) site visits and a review of as-built document, was performed in 2015/2016 by a consulting engineering firm. The resulting report includes a description of the existing conditions, a discussion of the present operation and long-term recommendations.

An air quality study following asbestos abatement work was performed in 2012 and an asbestos management plan was created in 2014, each as further described below.



**SCOPE OF WORK:**

Friends of Veritas has obtained preliminary commitments for financing from a local bank. The financing includes provision for additional building improvements. Of particular interest and need is an updated HVAC system that will provide thermal comfort and increase the life of the building. The existing HVAC system features a boiler and an aging split system that does not provide adequate circulation and thermal comfort for the current use of the building.

VPCS would like to evaluate two (2) to three (3) options for a new HVAC system and would like to develop the chosen alternative. The site is properly permitted and zoned for its current use. Building permits only are anticipated as part of the

project. The target date for completed construction documents is September, 2017, if feasible; the target for construction would be scheduled within the school's schedule, to be completed no later than July, 2018.

**Project Scope of Work:**

The Scope of Work for this project will include the following:

**Study/Concept Phase:**

Identify general condition of existing systems, collect existing usage data, plans, other documentation and maintenance records, list available utility types, conduct preliminary evaluation of energy efficiency of building envelope.

Identify primary replacement/repair options and provide preliminary assessment.

**Final Design Phase:**

- **Schematic Design/Design Development:** The Designer shall review the existing HVAC and boiler system and identify two (2) to three (3) alternate systems that would provide thermal comfort and adequate ventilation for use of the building for school purposes. Work with Friends of Veritas, VPCS, and consultant to determine and document specifications, details and material and equipment selections consistent with the work product of Schematic Design to further clarify and define that stage's design decisions that are in line with the design objectives, cost and schedule constraints.
- **Construction Documents:** Prepare final construction documents that will facilitate accurate and dependable final pricing by public bid process, as required.
- **Permits and Approvals:** Work with Friends of Veritas and VPCS (and, as relevant, consultant and/or contractor) to identify and obtain all required permits and approvals. Provide design drawings as required for all permit submissions. Building Code compliance is MEP engineer responsibility. Building Code consulting and any necessary meetings with city departments required to obtain building permit should be included in base scope.
- **Bid / GMP phase:** Perform all necessary bid phase services, including participation in subcontractor prequalification.
- **Construction Phase:** Perform Construction Administration services, including construction management and construction scheduling, and project close-out duties.

Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract. In 2012, asbestos abatement clearance monitoring procedures were performed and analysis of air samples indicated levels equal to or below 0.010 fibers per cubic centimeter (f/cc), the minimum level required by the U.S. Environmental Protection Agency and the Massachusetts Department of Labor and Workforce Development following an asbestos response action. In 2014, VPCS commissioned an AHERA Asbestos Management Plan which found that no asbestos containing building material was present in the building.

**ADDITIONAL SUPPORTING DOCUMENTS:**

**1. HVAC Assessment by Robt. W. Hall Consulting Engineers, January 27, 2016**

<http://www.mass.gov/anf/docs/dsb/dsb17-03-01-vcps-hvac-assessment-report.pdf>

**GENERAL CONDITIONS OF THIS CONTRACT:**

*Contract for Study, Final Design, and Construction Administration Services*

Friends of Veritas will use a single contract for all phases of the work.

**Schedule:** The target date for completed construction documents is September, 2017, if feasible; the target for construction would be scheduled within the school's schedule, to be completed no later than July, 2018.

*Financial Statement*

Chapter 7C, Section 51 requires that for public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:

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

*LEED Certification*

The project is not pursuing a LEED certification. However, Friends of Veritas expects that the Designer will utilize appropriately energy efficient and sustainable design techniques and materials.

*Universal Design*

In addition to complying with 521 CMR, the Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/aab>), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. Friends of Veritas and VPCS welcome innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

*Environmental and other supplemental services*

Friends of Veritas and VPCS reserve the right to obtain supplemental services through independent consultants who will collaborate with the Principal-in-Charge (P.I.C.) and the project team.

*Construction Specifications*

The designer shall be responsible for creating detailed comprehensive specifications specifically suited to the project in Standard CSI format.

*Cost Estimating*

Two detailed costs estimates will be included in the Scope of Work- 30% CDs and 100% CDs.

*Building Commissioning*

The project design team will develop, in collaboration with Friends of Veritas and VPCS, a training, operations and maintenance plan that is reflective of the capabilities of current building staff to maintain and operate the new mechanical systems. Said plan shall include appropriate commissioning techniques to assure proper operation. Friends of Veritas and VPCS may include an outside building commissioning consultant as part of the project team at its own expense who, if contracted, will be the owner's representative on building commissioning issues.

**CONDITIONS FOR APPLICATION:**

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the greater of \$2,000,000 or 10% of the Project's Fixed Limit Construction Cost. Friends of Veritas and VPCS may seek additional coverage for the selected designer, and, if so, will bear the cost of the additional coverage.

**APPLICATION EVALUATION – PERSONNEL**

Applications will be evaluated based on the applicant and consultant's personnel. Please see Section 6 on DSB Application Form: On the organizational chart, identify the team by listing them in the same order as below. Include resumes for all personnel. Reasonable changes to the proposed sub-consultants and engineers will be permitted.

1. **Mechanical Engineer (M/P/FP) (P.I.C.\*)**
2. Architect
3. Electrical Engineer
4. Cost Estimator
5. MA Building Code Consultant

\*Should the advertisement require the applicant to be either an Engineer or an A&E firm, the P.I.C. or P.M. must be a Registered Engineer in the Commonwealth of Massachusetts.

**APPLICATION EVALUATION – PROJECT EXPERIENCE**

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

1. Prior successful experience programming, designing and constructing projects of similar scope. Experience with Chapter 149 compliant projects.
2. VPCS is highly motivated to occupy the building with a new HVAC system in place. The firm should have experience in designing MEP alternatives and working to meet tight deadlines.
3. A client centered approach that considers budget realities, program needs, operational and personnel constraints.

**APPLICANTS PLEASE NOTE**

A copy of the most current Application Form and General Instructions - **DSB Application Form (Updated July 2016)** are included with this Public Notice and available for download at [www.mass.gov/dsb](http://www.mass.gov/dsb) . Applications that are incomplete will be rejected. Applications that are submitted on a form other than **DSB Application Form (Updated July 2016)** may be rejected as non-compliant and not be considered by the Board. Applications received at the DSB Office after the advertised deadline will not be considered.



**COMMONWEALTH OF MASSACHUSETTS  
DESIGNER SELECTION BOARD PROJECT CRITERIA**

**DSB LIST #** 17-03 **ITEM #** 2 **DSB PUBLIC NOTICE DATE:** May 24, 2017

**LAST DATE FOR FILING APPLICATION IS:** June 14, 2017 at 2:00 PM

**The Board requests applications to be submitted by any of the following firms:**

( <input checked="" type="checkbox"/> )	Architect	(        )	Engineer
( <input checked="" type="checkbox"/> )	Architect/Engineer (A/E)	(        )	Other:

**PROJECT NUMBER:** **WORHD17**

**PROJECT TITLE:** **Study and Design for Building Renovations, Repairs and Upgrades**

**PROJECT LOCATION:** **Worcester**

**AWARDING AGENCY:** **Worcester State University (WSU)**

**APPROPRIATION SOURCE:** **Various (TBD)**

**AVAILABLE AMOUNT:** **\$1,000,000 per contract**

**ESTIMATED CONSTRUCTION COST:** **Less than \$2 million for each project**

**TOTAL FEE**, excluding reimbursables, based on scopes of work and services authorized, shall not exceed:

( ☒ ) Lump sum established set fee per M.G.L. C.7C, §50 \$1,000,000 Dollars

**IMMEDIATE SERVICES AUTHORIZED:**

( ☒ ) CERTIFIABLE BUILDING STUDY  
( ☒ ) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS  
( ☒ ) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS  
( ☒ ) CONSTRUCTION PLANS AND SPECIFICATIONS  
( ☒ ) ADMINISTRATION OF CONSTRUCTION CONTRACT  
(        ) OTHER

**MBE/WBE PARTICIPATION:**

In accordance with M.G.L. C.7C, §6 and Executive Orders 526 and 565, **Worcester State University** has established a minimum combined MBE/WBE participation goal of 17.9% of the overall value of the study and final design contracts for this project. Applicants must utilize a mix of both MBE and WBE firms whose participation, when added together, meets the overall combined goal set for the Contract. The combined goal requires a reasonable representation of both MBE and WBE firm participation. The Combined MBE/WBE goal must be met within the list of requested prime and sub-consultants. All applicants must indicate in the prime firm's application how they or their consultants will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the DSB Public Notice at pages 4-8 titled "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for Study , Final Design and Construction Administration Services (June 2016) at Attachment E, and on the Supplier Diversity Office website: <http://www.mass.gov/sdo>. Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified will be required to bring a reasonable amount of participation by a firm(s) that holds the certification which is not held by the applicant to the project. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or have only nominal participation by one or the other to meet the combined goal, will not be considered responsive. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE/WBE goal. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goal, but must state this relationship on the organizational chart (Section 6 of the application form).

- N.B.1:** This contract will be a "House Doctor" contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the contract.
- N.B.2:** The Awarding Agency may award up to **four (4)** contracts, each with a total value of **\$1,000,000** to qualified designers under this contract.

**APPROPRIATION LANGUAGE:**

N/A

**GENERAL SCOPE OF WORK:**

Worcester State University (WSU) is a public institution of higher learning set on 58 acres in the residential west side of Worcester, Massachusetts. We are dedicated to preparing students for personal success, rewarding careers, and effective citizenship in the 21<sup>st</sup> century. We offer undergraduate and graduate degree programs in the traditional liberal arts and sciences, business, and the health professions. The University's population consists of approximately 6,300 full and part-time undergraduate and graduate students. Worcester State University offers 62 undergraduate majors and minors and 31 master degree and post-baccalaureate certificate programs. The campus consists of 36 buildings containing over 1.2 million gross square feet consisting of general purpose classrooms, specialized laboratory instructional space, lecture halls, theaters, faculty and administrative offices, wellness center, library, student center, dining facilities, police station, residence halls and a 554 space parking garage. Building construction dates range from 1931 to 2016. Please visit the University's website for additional images and for summaries of the University's academic and administrative missions. The campus layout is as follows:



Worcester State University requires house doctor services for architectural, mechanical, electrical, structural, plumbing, life safety and building envelope systems. The scope of this work includes, but is not limited to, interior and exterior renovations and repairs to all buildings and grounds on campus such as administrative offices, general purpose classrooms,

laboratories, building envelope components, theater support spaces, dining areas, public assembly spaces and building mechanical, electrical, plumbing and life safety operating systems. The architectural and engineering team, along with appropriate consultants as needed, will be required to provide technical advice, have excellent knowledge of all applicable local, state and federal code requirements, perform studies for DCAMM certification, create schematic, design and construction documents, oversee bidding process in accordance with MGL and provide construction administration services. Familiarity with jurisdictional authorities, knowledge of DCAMM's Designer Procedure Manual, effective cost estimating, schedule management and communication is also required.

Projects may include review and evaluation of existing condition of structures, building envelope systems, MEP assessments, interior finishes and systems, as applicable. For each project, the selected team will be asked to provide Worcester State University with a written detailed scope of work and associated fee along with a proposed schedule for each scope milestone. After review by WSU, a notice to proceed will be issued to the House Doctor.

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

1. Investigating the nature and severity of the problem.
2. Documenting existing conditions.
3. Recommending detailed repairs and magnitude of cost for such repairs.
4. Proposing alternate methods of repairs for resolution of the problem, including energy efficient alternatives.
5. Developing the preferred solution to schematic design and/ or design development.
6. Preparing construction specifications and documents, cost estimates, and providing construction administration for the solution.

Consideration in the analysis should include energy costs, sustainability principles, accessibility, expected remaining useful life of building systems and related life-cycle costs. Particular attention should be paid to the constructability, reliability, durability and maintainability of building systems and materials.

If the selected designer is appointed for final design, the General Scope of Work will be defined by the certifiable building study and the current version of the DCAMM Designer Procedures Manual.

Asbestos and Polychlorinated Biphenyl (PCB) inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

#### **ADDITIONAL SUPPORTING DOCUMENTS:**

The scope of work for this project is supported by the materials listed below, which are available for review and download on the Designer Selection Board website.

N/A

#### **GENERAL CONDITIONS FOR THIS CONTRACT:**

##### *Contract for Study, Final Design, and Construction Administration Services*

The Awarding Authority uses one standard Contract for Study, Final Design and Construction Administration Services (June 2016) ("Study/Design Contract"). The contract will be signed when the study services are procured, but there will be a break from the Study Phase to the Design Phase for study certification and finalizations of the Design and Construction Administration scope of services. Designers awarded a contract for the Study Phase are not guaranteed to be awarded the Design Phase.

*Study Phase:* Pursuant to a recent revision to M.G.L. c. 7C Section 59, the Schematic Design will be included in the certified study. If selected for study services, the applicant agrees to execute the Study/Design Contract or its successor, without revisions or modifications. The Awarding Authority compensates the Designer during the Study Phase for approved products in accordance with the approved work plan.

*Design Phase:* At the conclusion of the study, if the applicant is requested by Awarding Authority to perform final design services, the applicant agrees to amend the Study/Design Contract's scope of services to include final design and construction administration services, the certified study, and any other documents as necessary.

<http://www.mass.gov/anf/docs/dcam/dlforms/forms/contract-for-study-final-design-and-construction-administration-services.pdf>

This contract is limited to projects with an estimated construction cost of less than \$2,000,000 as per M.G.L. C.7C §5, as amended by C. 159 §15 of the Acts of 2000, C. 245 §22 of the Acts of 2002 and C. 120 §8 of the Acts of 2009. **The designer must prepare studies for all projects under this contract, and all studies must be certified by the DCAMM Director of Programming before final design can proceed.**

*Veteran Owned Business Participation- Chapter 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 SDVOBE and VBE participation on DCAMM and other “state assisted building” design projects is 3% of the contract price as set forth in the standard DCAMM Study/Design Contract referenced above.

*Financial Statement*

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:

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

*DCAMM Procedures*

The designer will follow the procedures established in DCAMM’s Designer Procedures Manual dated August 2008 (<http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/dcam>).

*Executive Order 484*

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/anf/docs/dcam/dlforms/energy/energy-eo484-final.pdf>. All building studies shall include preliminary estimates of the project’s energy use, water use, and greenhouse gas emissions using protocols established by EOEA or as determined by DCAMM. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project’s impact on the operating agency’s plan for meeting EO 484’s goals are documented in the consensus solution, implementation plan and estimated construction cost.

*Universal Design*

Design solutions provided under this contract are expected to provide environments elements that meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. WSU welcomes innovative design strategies that are usable by the widest range of people operating in the widest range of situations without special or separate design.

*Accessibility*

The consultant’s design must comply, *at a minimum*, with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations.html>), as well as the 2010 ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>). When the requirements of these two laws differ the consultant shall comply with the one that provides the greater degree of accessibility. The consultant is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act ([http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)) to provide equal access to programs, services and activities.

*Construction Specifications*

The designer shall utilize the DCAMM Standard Specification.



*Environmental and other supplemental services*

Worcester State University reserves the right to obtain supplemental services through independent consultants who will collaborate with the Principal-in-Charge (P.I.C.) and the project team. Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

*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 Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at <http://www.mass.gov/anf/docs/dcam/dlforms/cem-feb06.pdf> and Uniformat II can be found at <http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf>.

**CONDITIONS FOR APPLICATION:**

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry 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 in accordance with the Design Contract (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

**APPLICATION EVALUATION – PERSONNEL**

Applications will be evaluated based on the applicant and consultant's personnel and extent of compliance with MBE/WBE participation goals. Please see Section 6 on DSB Application Form: On the organizational chart, identify the team by listing them in the same order as below. Include resumes for all personnel.

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| 1. Architect (P.I.C.)*          | 6. Landscape Architect               |
| 2. Mechanical Engineer (M/P/FP) | 7. Building Envelope Consultant      |
| 3. Electrical Engineer          | 8. Cost Estimator                    |
| 4. Structural Engineer          | 9. Building Code Consultant          |
| 5. Civil Engineer               | 10. MAAB/ADA Title II Access Planner |

\*Should the advertisement require the applicant to be either an Architect or an A&E firm, the P.I.C. or P.M. must be a Registered Architect in the Commonwealth of Massachusetts.

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately on the organizational chart.

**APPLICATION EVALUATION – PROJECT EXPERIENCE**

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

- |   |   |
|---|---|
| 1. Demonstrated experience in the renovation and repair of facilities of comparable type and size, in Higher Education settings.  | 3. Demonstrated experience with the renovation and modification of existing infrastructure which complies with ADA and MAAB requirements including the design and renovation of public assembly venues. |
| 2. Demonstrated experience in the renovation and repair of complex HVAC, electrical, plumbing, structural and building envelope systems in University classroom, laboratory and other specialized facility types. | 4. Demonstrated experience in designing sustainable landscapes which support recreation and education.  |

**APPLICANTS PLEASE NOTE**

A copy of the most current Application Form and General Instructions - **DSB Application Form (Updated July 2016)** are included with this Public Notice and available for download at [www.mass.gov/dsb](http://www.mass.gov/dsb)

Applications that are incomplete will be rejected. Applications that are submitted on a form other than **DSB Application Form (Updated July 2016)** may be rejected as non-compliant and not be considered by the Board. Applications received at the DSB Office after the advertised deadline will not be considered.