PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board
One Ashburton Place, Room 1004, 10th Floor | Boston, MA | 02108
Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#:	19-40
Notice Date:	December 4, 2019
Submission Deadline:	January 8, 2020 At 2:00 PM
Project Number:	DOC2002
Project Title:	Bay State Correctional Center – Women's Facility
Project Location:	28 Clark Street, Norfolk
Awarding Agency:	Division of Capital Asset Management and Maintenance (DCAMM)
Preliminary Estimated Total Project Cost:	$50,000,000 ± – Final estimate to be determined by Study
Fee for Study:	$650,000
Fee for Schematic Design:	To be Negotiated
Final Design	To be Negotiated

Contract Type:

X Study & Design Services

Immediate Services Authorized:

X Schematic Plans ad Outline Specifications
X Certifiable Building Study
Other:

Prime Firm Requested:

X Architect
Landscape Architect
Engineer
Interior Designer
Programmer
Construction Manager
Other:

It is intended that the following continued services will be required of the selected Designer following completion of the certified study and notification of the Board in accordance with M.G.L. c.7C.

X Design Development Plans and Specifications
X Construction Plans and Specifications
X Administration of Construction Contract
Other:

AGENCY INFORMATION

The Division of Capital Asset Management and Maintenance (DCAMM) is the awarding authority responsible for strategic planning and technical analysis to support decision making and programming for all phases of study, design, and

construction. Together with its user agency clients, DCAMM must prioritize critical projects and identify innovative solutions to solve problems within a limited budget.

The Department of Correction (DOC) is the agency that oversees the state prison system across Massachusetts. DOC operates 16 correctional campuses in nine municipalities, housing a daily average of 8,300 inmates. Most of these campuses are a grouping of specialized buildings on a large land parcel that serve a distinct inmate population serving terms of over 30 months, such as correctional centers (at minimum-, medium-, or maximum-security levels), pre-release facilities, and specialized treatment centers. See the DOC's website for additional background information: www.mass.gov/orgs/massachusetts-department-of-correction.

The Executive Office of Public Safety and Security (EOPSS) is the secretariat responsible for the policy development and budgetary oversight of its agencies (including DOC), independent programs, and boards which aid in crime prevention, homeland security preparedness, and ensuring the safety of Massachusetts' residents and visitors.

PROJECT OVERVIEW

DCAMM, in collaboration with DOC and EOPSS, seeks a design team with professional skills and expertise for the study, design and construction administration for proposed improvements to existing buildings as well a new building, or buildings, at Bay State Correctional Center in Norfolk. The purpose of the study is to develop an implementable project to bring this correctional campus, which is currently occupied by DOC employees only, back into operational mode in order to accommodate approximately 200 female inmates (from medium and maximum security levels) who will be relocated from MCI Framingham.

Additionally, the study should review and determine at a conceptual level if South Middlesex Correctional Center, an inmate-occupied correctional center located directly adjacent to MCI Framingham, which has a design capacity for 125 female detainees (from pre-release and minimum security levels) who will be relocated from MCI Framingham. South Middlesex Correctional Center is currently dependent on infrastructure systems from the power plant at MCI Framingham, including electric power, steam heating, and water supply.

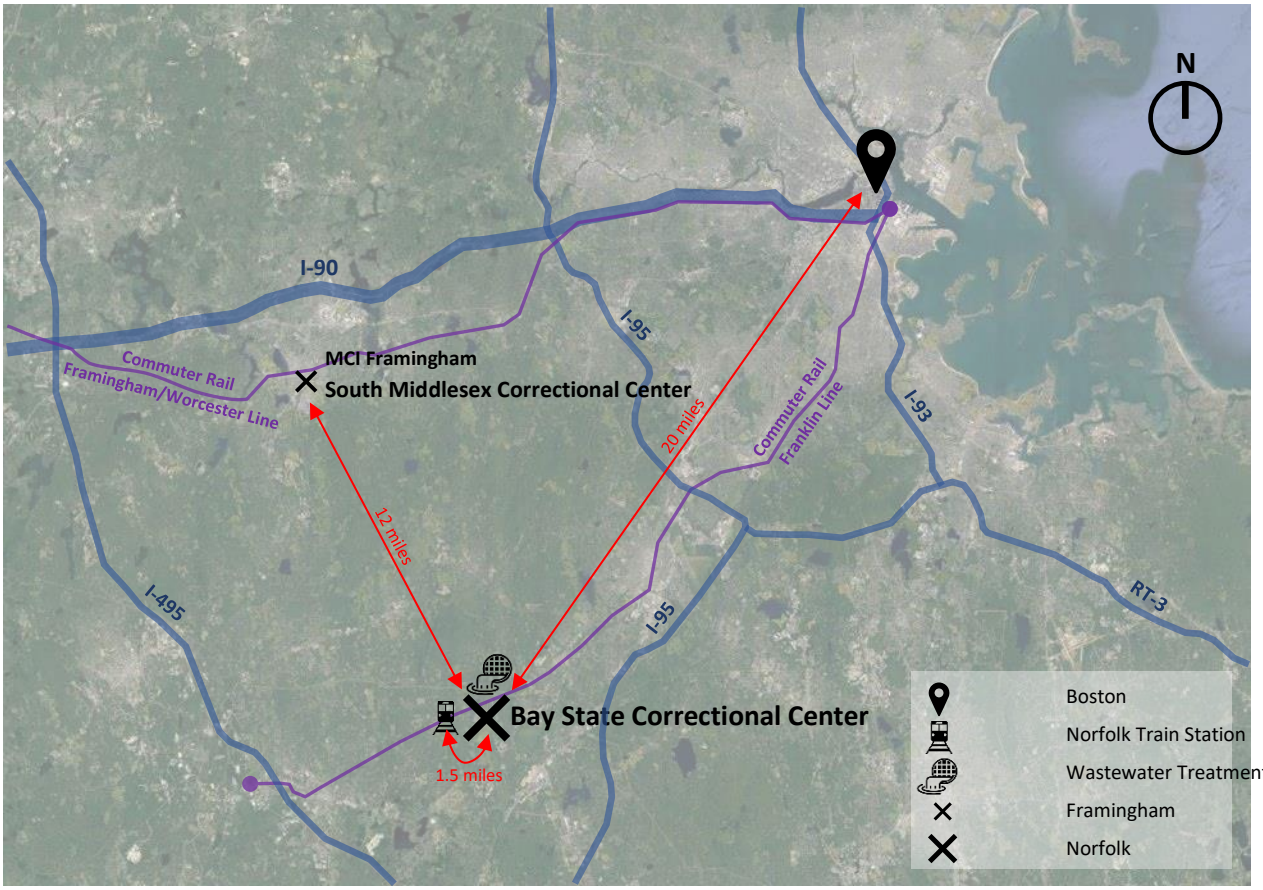
The scope of work for Bay State Correctional Center will include, but not be limited to:

- Documentation of existing conditions of all buildings and grounds;
- Recommendation of detailed repairs and magnitude of cost for such repairs;
- Evaluation of current and future programmatic needs, including the relocation of programs, services, and activities from MCI Framingham;
- Review of best practices in the design of correctional institution facilities, with regard to female inmates;
- Evaluation of sustainability, climate resilience, energy strategies, and zero net energy building;
- Finalization of program;
- Development of conceptual design alternatives and selection of preferred option including cost analysis;
- Development of the preferred sequence of relocation, demolition (if any), construction, and restoration of the correctional campus' function in the new and renovated facilities;
- Development of preferred alternative;
- The project will include study and schematic design services initially, with the intent to continue into design development, construction documentation and construction administration services for the recommended option identified by this Study, using a Construction Manager at Risk procurement method.

The scope of work for South Middlesex Correctional Center will include, but not be limited to:

- Documentation of existing conditions of all buildings and grounds;
- Recommendation of detailed repairs and magnitude of cost for such repairs, including immediate repairs and improvements to completely decouple South Middlesex Correctional Center from MCI Framingham;
- Evaluation of current and future programmatic needs, including the relocation of programs, services, and activities from MCI Framingham that are currently associated with South Middlesex Correctional Center;
- Development of a test fit to confirm whether South Middlesex Correctional Center can become a stand-alone correctional center for female inmates;
- Development of conceptual design alternatives and selection of preferred option including cost analysis.

The final product of the initial effort for this project will be a certifiable Study that incorporates Schematic Design for Bay State Correctional Center and conceptual design for South Middlesex Correctional Center.



Locus Map

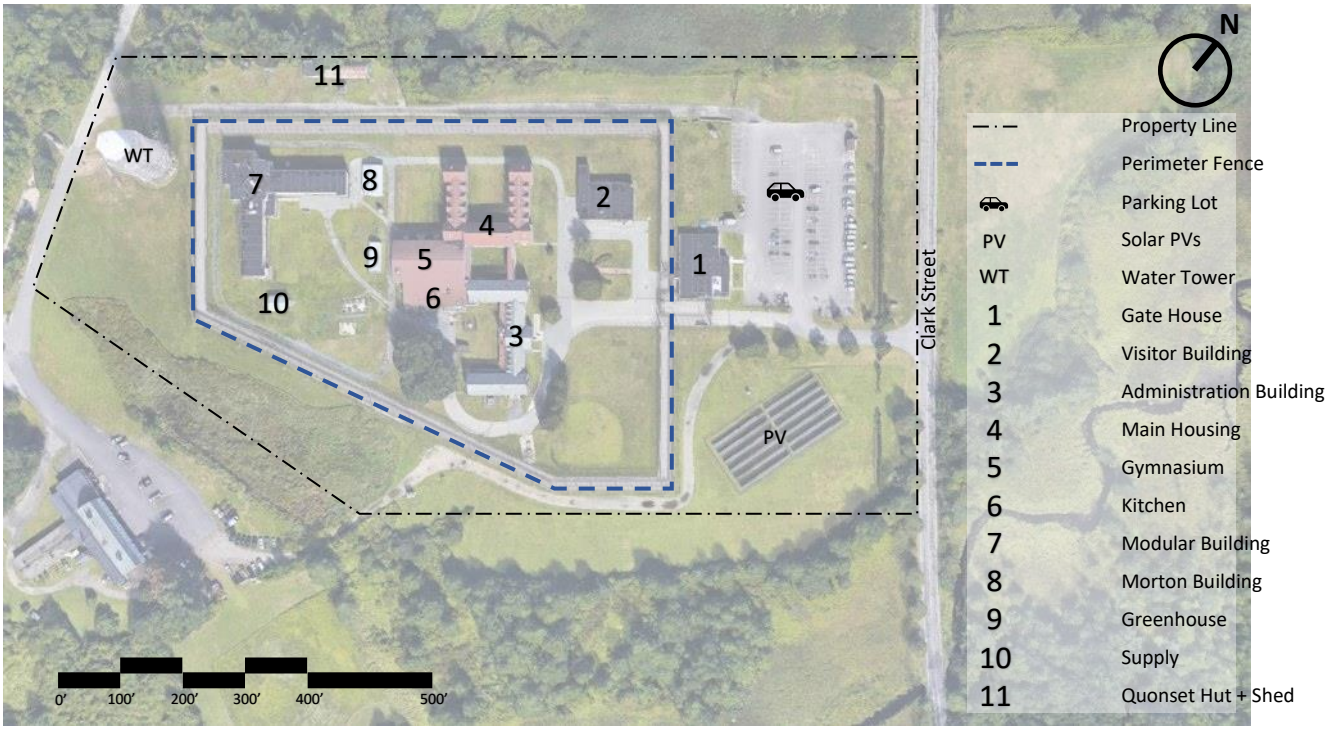
Project Locations

Bay State Correctional Center is located at 28 Clark Street in Norfolk, approximately 30 miles Southwest of Boston. This correctional campus under control of DOC was officially opened in 1977 as a minimum facility for 72 male inmates. There have been two subsequent expansions: one in the 1980's expanded the main building and a second in the early 1990's converting the facility to medium security by adding a perimeter fence and three Type II modular wood structures – gatehouse, visiting building and a 2-story housing unit. The inmate population was completely relocated from this correctional campus in late 2015. The property is technically not closed as DOC's Central Transportation Unit currently occupies the Gate House and Visiting Building. The Main Building and the Modular Building are currently utilized for the training of DOC employees.

Bay State Correctional Center is located on approximately 21 acres of land adjacent to MCI-Norfolk, DOC's largest correctional campus. The campus' portfolio is comprised of approximately 219,000 gross square feet distributed within 18 structures: seven major buildings (administrative and housing buildings) and 11 minor buildings (sheds, guard shacks, and a greenhouse). For a complete list of buildings at Bay State Correctional Center, please refer to the Facility Summary document in 'Supporting Documents'.

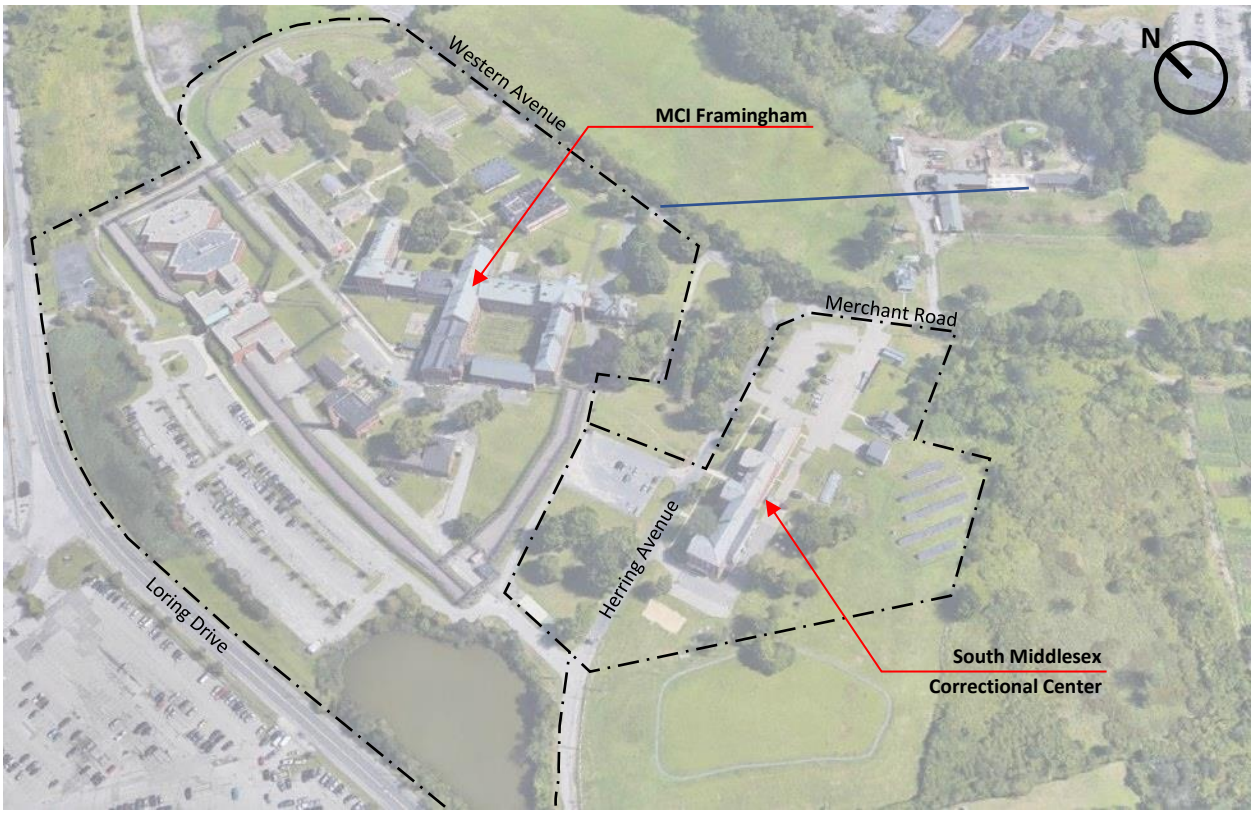
There are approximately about 136 parking spaces at Bay State Correctional Center and the site is within 1.5 miles from the Norfolk train station served by the Franklin commuter rail line. This correctional campus does not appear to have historic designation.

Bay State Correctional Center is served by a water tower located on the Southwest corner of the site. Sewage treatment is processed at the Wastewater Treatment Plant located at 10 Old Campbell Road about one mile Northwest of Bay State Correctional Center. The Wastewater Treatment Plant, which also serves three other nearby correctional campuses (MCI Norfolk, MCI Cedar Junction, and Pondville Correctional Center), will be undergoing an upgrade in the near future. Improvements to Wastewater Treatment Plant are currently in design under DCAMM Project DOC1805-HC1 and are expected to be completed by January 2022.



Site Map of Bay State Correctional Center

The Bay State Correctional Center parcel is flanked on the East and West by wetlands connected to the nearby Stop River. For detailed information on flood zones, please refer to the FEMA flood maps in 'Supporting Documents'.

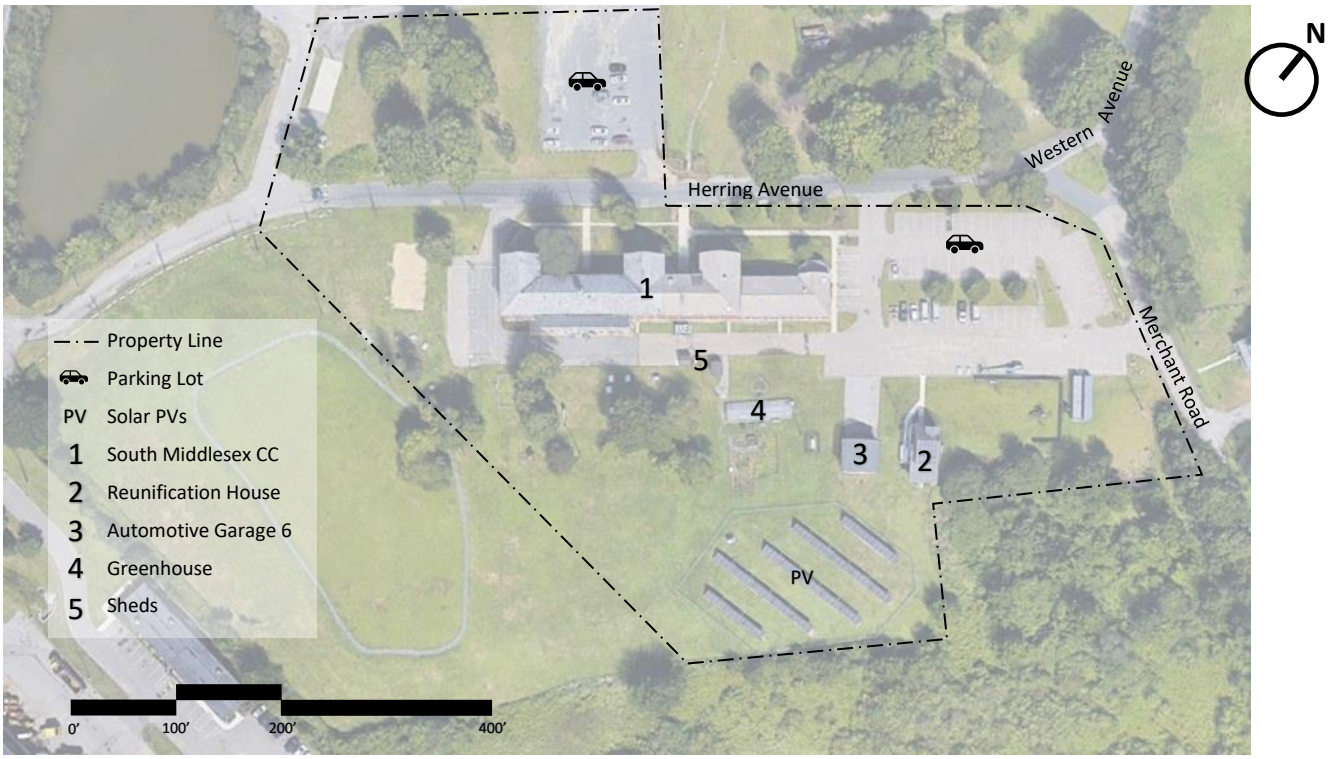


Bird's Eye View of MCI Framingham and South Middlesex Correctional Center

South Middlesex Correctional Center is located at 135 Western Avenue in Framingham, on approximately 6 acres of land directly adjacent to MCI Framingham. This correctional campus under control of DOC was officially opened in 1981 as a facility for male and female inmates and became an all-female correctional center in 2002. It currently houses sentenced county and DOC female inmates in the Pre-release security level.

The campus' portfolio is comprised of approximately 56,362 gross square feet distributed within six structures: two major buildings (South Middlesex Correctional Center (52,600 GSF) and the Reunification House (1,752)) and four minor buildings (Automotive Garage 6 (900 GSF), Greenhouse (1,100 GSF), and two sheds (96 and 80 GSF). For a complete list of buildings at South Middlesex Correctional Center, please refer to the Facility Summary document in 'Supporting Documents'. South Middlesex Correctional Center currently relies on infrastructure systems from the power plant at MCI Framingham, including electric power, steam heating, and water supply.

There are approximately about 140 parking spaces at South Middlesex Correctional Center, the site is served by a MetroWest Regional Transit Authority bus line and is within one mile from the Framingham train station served by the Framingham/Worcester commuter rail line. Unlike MCI Framingham, this correctional campus does not appear to have historic designation.



Project Goals

The main goal of this project is to ready Bay State Correctional Center for the transfer of approximately 200 female inmates from MCI Framingham with a target date of Spring 2024. To enhance the programs already offered on the Bay State Correctional Center campus as well as to relocate the functions currently provided at MCI Framingham, this approach may include multiple scenarios, including but not limited to:

- the renovation and/or addition to existing buildings;
- the demolition of existing minor buildings and/or other structures;
- the construction of a new building, or buildings.

DCAMM, in collaboration with DOC, seeks a Design Team with broad experience in the planning and design of correctional facilities to develop a roadmap for bringing Bay State Correctional Center back into full operation for a female inmate population. One of the major design aspects of this project will be the development of a logical sequence of renovations, additions, demolition, and new construction prior to transferring the inmates onto the correctional campus. The potential of utilizing DOC's Division of Resource Management, the stewards of DOC's portfolio, to perform minor and moderate renovations to existing buildings shall be explored and verified as viable, in addition to work utilizing a construction management firm. The Design Team will be required to evaluate these scenarios, develop others, and recommend, in conjunction with DCAMM and DOC staff, the most effective and efficient approach to executing the project through completion.

The renovation of existing buildings and the construction of a new building, or buildings, will need to incorporate certain programs, services, and activities that are already available at Bay State Correctional Center, but may also incorporate other program elements currently offered at MCI Framingham. The Design Team will be responsible for working with DOC to establish the final program for the new building(s) as well as options for relocation of programs to existing buildings to replicate and/or expand those currently offered to female inmates at MCI Framingham. For a complete list of programs and services currently offered to female inmates at MCI Framingham, please refer to the DOC Program Description Booklet in 'Supporting Documents'.

At Bay State Correctional Center, addressing capital projects will be balanced against a backlog of deferred maintenance needs which may include repairs and upgrades to building envelopes, mechanical systems, electric systems, security systems, utilities and energy improvements, and site work with regulatory requirements. Further, adequate parking will need to be determined for both DOC employees and visitors. All projects will have budgetary considerations taken into account.

The secondary goal of this project is to evaluate the potential of converting South Middlesex Correctional Center into a separate and self-sufficient correctional center with up to 125 female inmates, including inmates transferred from MCI Framingham. To enhance the programs already offered on the South Middlesex Correctional Center campus as well as to relocate the functions currently provided at MCI Framingham, this approach may include multiple scenarios that will need to be examined through a test fit. The Design Team will be required to evaluate these scenarios at a conceptual level and recommend, in conjunction with DCAMM and DOC staff, the most effective and efficient approach for making South Middlesex Correctional Center a stand-alone correctional center. For a complete list of programs and services currently offered to female inmates at South Middlesex Correctional Center, please refer to the DOC Program Description Booklet in 'Supporting Documents'.

At South Middlesex Correctional Center, conceptual scenarios will be balanced against a backlog of deferred maintenance needs which may include repairs and upgrades to building envelopes, mechanical systems, electric systems, security systems, utilities and energy improvements, and site work with regulatory requirements. Further, adequate parking will need to be determined for both DOC employees and visitors. All projects will have budgetary considerations taken into account.

For a complete summary of existing conditions and 10-year capital recommendations for both Bay State Correctional Center and South Middlesex Correctional Center, please refer to the Facility Condition Assessment Reports in 'Supporting Documents'.

Key Design Objectives

The Design Team will review and analyze the recent **Massachusetts' criminal justice reform** efforts, including but not limited to record keeping, Medication-Assisted Treatment (MAT), and segregation, which is now referred to as restrictive housing. The Design Team is expected to be knowledgeable on how the **criminal justice reform law impacts the built environment at Bay State Correctional Center and South Middlesex Correctional Center**.

The project must aim to set a higher standard for **women's correctional centers**. In addition to focusing on rehabilitation, the new building(s) and the renovations to the existing buildings must also have an eye to specific needs of the female prison population, such as on-site women's mental and medical health services, vocational programs aligned with women's interests, visiting area with a playroom for children, substance abuse and trauma treatment programs that are designed to reduce female offender recidivism. The Design Team is expected to strike the right balance between custodial and clinical needs and incorporate best practices in the design, operation, and security of correctional facilities and their application to a **correctional center designed for women**.

The project must utilize the principles of **trauma-informed design to create welcoming and therapeutic spaces**. Landscape architecture is also expected to play a role in breaking down the institutional feeling of the former male correctional center by generating an **outdoor environment of healing and peace in a safe and inspiring way**. The Design Team is expected to capitalize on an effective placemaking process to create a correctional center that contributes to the health, wellbeing, and rehabilitation of its occupants.

The project must place **female inmates and correctional officers at the center of the design**. The Design Team is expected to involve the future campus users (i.e., Superintendent and staff, inmates, etc.) in the project through workshops, focus groups, interviews or other participatory processes that support campus occupants in **identifying, expressing and developing their requirements for the future environment**.

Program Components for Bay State Correctional Center

The **Administration Building** was built in 1934, renovated in 1956 and then again in 1983. It is a two-story building served by a small elevator and with approximately 32,754 GSF, which housed the following programs, services, and activities when the building became vacant:

- Intake and processing, including holding cell and photo ID;
- Health care services, including dental office and exam rooms;
- Educational Programs, including classrooms, multi-purpose rooms and library;
- Recreation activities, including the gymnasium;
- Dining services, including cafeteria;
- Administrative, including offices and conference rooms.

Images 1 – 3: Front and rear views of Administration Building

The **Main Housing**, part of the addition to the Administration Building in 1983, is a three-story building connected to the Administration Building on the first and second floors via two ramped connectors that form a courtyard between the two buildings. At 75,762 GSF, the building contains inmate housing with 146 bedrooms distributed in two wings with 20-21 bedrooms each linked by a central corridor with seven bedrooms. No elevator is provided in this building.

Images 1 – 4: Exterior views of Main Housing, including courtyard

The **Gymnasium** and **Kitchen** were also part of the addition to the Administration Building in 1983. Both are one-story buildings connected to the Administration Building on the first floor. The 5,040-GSF **Gymnasium** includes a basketball court (that can be divided into two smaller courts), a weight room, an office, and a small, multi-user toilet room. Three at-grade exits are provided on the East and West sides of the gymnasium. The 7,080-GSF **Kitchen** is directly East of the Gymnasium and is connected to the dining hall inside the Administration Building. The loading dock is located behind the Administration Building.




Images 1 – 2: Interior and exterior views of Gymnasium; Images 3 – 4: Interior and exterior views of Kitchen

Three Type II modular wood structures were built at Bay State Correctional Center in 1992: the **Gate House**, the **Visitor Building**, and the **Modular Building**. The **Gate House** is a one-story building with approximately 11,312 GSF Directly off the parking lot and vehicular trap, it is the only building located outside the perimeter fence. The **Visitor Building** is also a one-story building with approximately 6,972 GSF. It has separate entrances for inmates and visitors and housed contact visitation and attorney visitation when the building became vacant.



Image 1: Front view of Gate House; Images 2 – 3: Side and rear views of Visitation Building

The **Modular Housing** is a two-story building located on the Southwest corner of the site, adjacent to the water tower. This 74,496-GSF building contains inmate housing with 57 bedrooms distributed in two wings with 12-15 bedrooms each. No elevator is provided in this building.



Images 1 – 3: Front and side views of Modular Housing

In addition to utility structures such as the **water tower** and **the photovoltaic panels**, the following small (and mostly offline) buildings are located inside and outside the perimeter fence: **Quonset Huts**, **Horticulture Shed**, **Morton Building**, **Greenhouse**, and **Supply Building**.



Image 1: View of Photovoltaic panels; Image 2: Water tower; Image 3: Quonset Huts and Horticulture Shed



Image 1: View of Morton Building; Image 2: Greenhouse; Image 3: Supply Building

Program Components for South Middlesex Correctional Center

The **South Middlesex Correctional Building** was built in 1939 and expanded in 1990. It is a three-story building served by an elevator and with approximately 52,600 GSF. The building contains 87 bedrooms as well as spaces for visitation, intake, kitchen, laundry, health services, library and programs, religious services, administration, and warehouse storage.



Images 1 – 3: Front and rear views of South Middlesex Correctional Center

The **Reunification House** is a 1,752-GSF, two-story, residential-like building that was constructed in 2008 to replace a trailer that was used for the parenting program. The **Automotive Garage 6** is a one-story, 900-GSF garage that was converted into a multi-purpose, function room when the automotive program at the site became inactive. Additionally, two utility structures serve this correctional center: a greenhouse and two sheds.



Image 1: View of Reunification House; Image 2: View of Automotive Garage 6; Image 3: View of Greenhouse

Estimated Project Timeline

Designer Selection	3 months
Contract Execution	1 month
Study and Schematic Design	9 months
Design and Construction Documents	9-12 months
Bid and Award	4 months
Construction	18-24 months
Total Timeline	**44-53 months**

SCOPE OF WORK

The tasks identified below are representative for the purposes of this advertisement and are by no means fully inclusive.

DRAFT STUDY PHASE (Immediate services authorized)

Task 1 - Project Start Up & Work Plan

Task 2 - Program Development & Existing Conditions Documentation and Analysis

Task 3 - Conceptual Options

Task 4 - Preferred Alternative

SCHEMATIC DESIGN / CERTIFIABLE BUILDING STUDY PHASE (Fee to be negotiated)

Task 5 – Schematic Design

Task 6 - Certifiable Study Report

DRAFT STUDY PHASE

Task 1 – Project Start Up & Work Plan

Objective: Confirm with the design team, DOC and DCAMM the scope of the work anticipated and establish clear, commonly understood objectives and a methodology for the project execution for both Bay State Correctional Center and South Middlesex Correctional Center.

1.1 Project Start Up

- Attend an Administrative Conference ("A" Conference) to review all project requirements and DCAMM administrative and project management policies, procedures and protocols.
- Conduct a Study Conference ("S" Conference) with DCAMM, user agency, and all design team members (including key sub-consultants) to review project goals and objectives, team structure, planning process, schedule of milestones, information and data requirements, etc. The Design Team should assume bi-weekly working sessions throughout the duration of the study phase unless otherwise notified. The Design Team is required to provide meeting minutes for all meetings, which are subject to review, editing and approval of the DCAMM Project Manager.
- Participate in site visits to Bay State Correctional Center, MCI Framingham, and South Middlesex Correctional Center.

1.2 Work Plan

- The Design Team, with DCAMM and DOC, will generate a Work Plan to confirm the scope of work and objectives for the project, including all required tasks, deliverables, schedule, and fee breakdown for this Study. The final approved Work Plan, which will constitute a formal amendment to the Designer's Contract, will include:
  - A statement of understanding of the vision, goals, program, scope, budget, and schedule for the project;
  - Confirmation of team members' roles and their expected participation including MBE/WBE;
  - Task and fee breakdown for the scope and each deliverable;
  - Evaluation of the preliminary Total Project Cost (TPC) developed by DCAMM;
  - A detailed schedule of meetings and workshops through the study phase.

1.3 Project Schedule

- Draft a proposed project schedule for DCAMM review that incorporates proposed dates for meetings and workshops. The overall project implementation schedule must also include design and construction phases and must address permitting timelines and construction phase logistics for Bay State Correctional Center.

1.4 Project Directory

- Prepare a project directory for DCAMM's review with a detailed listing of all project team personnel and all other key participants. The Project Directory will be updated as necessary during the project.

Deliverables Task 1

- Information should include, but not limited to:
  - Work Plan for final approval by DCAMM's Director of Planning;
  - Meeting minutes for "A" Conference, "S" Conference, and site visits;
  - Presentation for "S" Conference;
  - Project schedule;
  - Project directory.

Task 2 – Program Development & Existing Conditions Documentation and Analysis

Objective: Assess, analyze and document the programmatic, siting and building requirements for accommodating the programs, services and activities identified by DOC. Document existing conditions and project requirements for both Bay State Correctional Center and South Middlesex Correctional Center. Review all prior/relevant studies and documentation provided by DCAMM and DOC and request any additional existing conditions information needed to perform the work.

2.1 Program for both Bay State Correctional Center and South Middlesex Correctional Center

The DOC Working Group will serve as subject matter experts and work with the Design Team to identify the programmatic requirements for both Bay State Correctional Center and South Middlesex Correctional Center:

- Conduct walk-throughs of existing facilities at Bay State Correctional Center, MCI Framingham and South Middlesex Correctional Center and confirm documentation of existing layouts, space allocation and capacity.
- Prepare a request for supporting documentation pertinent to programming such as mission statements, use statistics, organization charts for business units, etc. to enable informed programming decisions.
- Conduct programming interviews to establish descriptions for existing and proposed programs, services and activities, including operational criteria necessary to project accommodation requirements (size, configuration, technical features, etc.).
- Distribute summary of findings and an assessment of the implications for space planning.

2.1.1 Space Program Development

- Develop adjacency diagrams for the different functional areas of the program.
- Develop a detailed prioritized tabular program for space allocation based on operational needs, staffing capacity, regulatory and technical requirements, justifiable space planning standards and guidelines, and code requirements, broken down by individual functional area and sub-areas.
- Include net usable space and other physical plant requirements as defined in the Standards for Adult Correctional Institutions published by the American Correctional Association (ACA).
- Include existing, right-sized and proposed space allocations, and both existing and proposed location of existing and proposed program space if applicable in the tabular program.
- Appropriate factors for grossing net usable areas to determine total built area and building footprint shall be provided.

2.1.2 Preliminary Room Data Sheets

- Generate preliminary typical room diagrams and data sheets outlining room layout, adjacency requirements, room requirements, and FF&E lists for each program area.

2.2 Site and Building for both Bay State Correctional Center and South Middlesex Correctional Center

The Design Team will assess the site and building of both Bay State Correctional Center and South Middlesex Correctional Center:

2.2.1 Site Analysis

- Identify, analyze, and document all conditions relevant to site selection and development for new construction, including, but not limited to:
  - Existing building locations and size;
  - Topography and wetlands;
  - Geotechnical;
  - Hazardous materials;
  - Drainage and groundwater flows;
  - Location and capacity of utilities and infrastructure;
  - Wind direction and solar exposure;
  - Primary internal and external pedestrian circulation,
  - Desire lines and access issues;
  - Vehicular circulation and parking;
  - Site security, including perimeter fence with detection system, lighting, etc.
- Propose any additional surveys and or testing as required to complete site plan (additional service).
- Identify all site utilities that require repair including, but not limited to, electrical, potable water, fire mains and sanitary sewer, storm water.
- Identify, analyze, and document all conditions relevant to outdoor recreational areas.

2.2.2 Existing Buildings

- Prepare documentation of existing space including layouts and a program indicating function, space type, and square footage.
- Review and update the documentation of the Facility Condition Assessment (FCA) Report for all existing buildings. The FCA report should be reviewed, verified, and updated to provide a basis for the technical improvements necessary to address the proposed building modernization at each building. Particular attention should be paid to building envelope and building systems.
- Identify potential swing space needs.
- Conduct a visual survey, supplemented by destructive testing if necessary, to document existing conditions for all buildings listed above.
- Review existing hazardous materials documentation available for the buildings and advise DCAMM regarding any additional testing (additional service).
- Advise DCAMM regarding any necessary additional site or building investigations that might be required to complete the scope.

2.2.3 Code Analysis

- Provide a preliminary code analysis identifying all building code requirements, including a Chapter 34 code review for all major buildings. Seismic requirements should be clearly noted.

- Coordinate with DCAMM's Statewide Accessibility Initiative (SAI) and its consultants to evaluate existing conditions for accessibility compliance in accordance with the Rules and Regulations of the Massachusetts Architectural Access Board (521 CMR), Title II of the Americans with Disabilities Act (ADA), and the 2010 ADA Standards.

2.2.4 Base Drawings – Existing Conditions

- Based on existing site conditions, prepare a campus site plan to scale showing relevant context.
- Prepare base drawings for all buildings to illustrate existing conditions, including plans, elevations and sections.

2.2.5 Sustainability / Climate Resilience

- Conduct a workshop with DCAMM and DOC to discuss sustainability, energy and climate resilience goals and strategies, including Executive Order 484.
- Outline achievable goals and challenges for this project:
  - Zero Net Energy Building (ZNEB) Analysis;
  - Energy usage analysis;
  - Utility Incentives;
  - LEED Certification;
  - Climate Resilience.

2.2.6 Commissioning

- As the basis for commissioning, generate an outline of the Owner's Project Requirements addressing building performance criteria from planning to project closeout and the Basis of Design (BOD) to describe how the project requirements are to be met. These documents are intended to be updated throughout the project.

2.3 Project Schedule for both Bay State Correctional Center and South Middlesex Correctional Center

- Prepare preliminary project schedule for review and updating as the study phase progresses, including permits, reviews and interactions with regulatory agencies, potential swing space swing space coordination and other critical logistics.

2.4 Cost Analysis for both Bay State Correctional Center and South Middlesex Correctional Center

- Develop analytical framework for measuring construction (using Uniformat II system to Level 2 detail) and operating cost impacts during study and design phases, including swing space needs. All cost analyses should be based on a Construction Management-at-Risk project delivery method and should adhere fully to the detailed requirements described in the DCAMM Cost Estimating Manual.
- A cost analysis working session will be conducted to review the project budget, discuss strategic allocation of resources and provide initial guidance for the development of affordable architectural options.

Provide draft documentation for DCAMM review and comment. Existing Conditions and Analysis report to be included in final study.

Deliverables Task 2

- Prepare and provide the following comprehensive documentation of existing conditions, program, site and building analysis for both Bay State Correctional Center and South Middlesex Correctional Center in 8 ½ x 11 report format (portrait orientation). Report shall include, but not limited to:

Project Scope Summary

Existing Documents

- Complete annotated list of all documentation provided by DCAMM and DOC identifying major takeaways.
- List of additional documentation or information identified by Design Team required to complete the study.

Program Analysis

- Program Narrative, including swing space needs.
- Summary of programming interviews and responses.
- Adjacency Diagrams.
- Prioritized Tabular Space Program.
- Preliminary Room Data Sheets including preliminary equipment lists.

Site & Building Analysis

- Site analysis diagrams and analysis, including findings from additional site investigations (Geotech, civil, hazmat, etc.).
- Summary of project sustainability, energy and climate resilience goals.
- Completed resilience checklist.
- Zero Net Energy Building Analysis.
- Summary of current energy usage and available utility incentives and evaluation.
- Preliminary commissioning requirements.
- Reviewed, verified, and updated Existing Conditions Assessment for all buildings, structures and grounds, including summary narratives and photographs.
- Preliminary code analysis.
- Base drawing set per 2.3.4.

Schedule

- Preliminary Project Schedule.

Cost

- Summary of Cost Estimating Framework.

Task 3 – Conceptual Options

Objective: Identify and analyze up to three meaningful alternative design concepts for implementing the proposed project for both Bay State Correctional Center and South Middlesex Correctional Center.

3.1 Options for both Bay State Correctional Center and South Middlesex Correctional Center

- Develop evaluation criteria for program, site and building design options with DOC and DCAMM.
- Develop and present a minimum of three conceptual site and building design options for the new facility or facilities, the renovation of existing buildings, and the demolition of any buildings and structures (if required).
- For each option include:

3.1.1a Program

- Narrative summary of the alternative.
- Tabular program.
- Blocking/stacking diagrams.

3.1.2a Site & Building

- Site plan and site planning diagrams indicating circulation, parking impacts and Universal Design features.

- Illustrative floor plans, building sections, elevations, digital three-dimensional views.
- Approach to building systems and sustainable design considerations.

3.1.3a Schedule

- Project implementation, phasing and construction schedule including, but not limited to:
  - New construction;
  - Renovation of existing buildings;
  - Demolition and/or replacement of existing buildings or structures (if required);
  - Swing space (if required);
  - Enabling projects, including any work performed by DOC's Division of Resource Management.

3.1.4a Cost

- Order of magnitude cost estimate summaries in Uniformat II, level 2 detail.
- For each option provide a summary of operating/life cycle cost impacts.
- For each option provide cost implications of swing space needs and enabling projects.

3.2 Selection of Preferred Alternative for both Bay State Correctional Center and South Middlesex Correctional Center

- Provide a pros and cons analysis/matrix with regards to construction costs, operating/life cycle costs, construction schedule, program, space layout, and site/campus impact. Include information comparing impacts to the goals for sustainability, zero net energy building, energy usage, LEED, climate resilience and universal design goals of the project.
- Develop and present the alternatives to DCAMM and DOC in one or more workshops as required. The alternative solutions may be iterative or combined through successive workshops to reach a preferred alternative.

Deliverables Task 3

- Develop information about conceptual options for integration within the final study report appendix for both Bay State Correctional Center and South Middlesex Correctional Center. Information should include, but not limited to:
  - Criteria for evaluation;
  - Narrative summary of each option;
  - Options, including all information from 3.1 for each option;
  - Comparative matrix per 3.2;
  - Technical memorandum and presentation of preferred alternative, including program for each building, project schedule, permitting requirements, operational impacts and cost analysis.

Task 4 – Preferred Alternative

Objective: Based on an agreed-upon building program and the selected preferred alternative for the new building(s), the renovation of the existing buildings, and the demolition of buildings/structures further develop and finalize the conceptual project for both Bay State Correctional Center and South Middlesex Correctional Center.

4.1 Global Workshop for both Bay State Correctional Center and South Middlesex Correctional Center

- The Design Team will prepare a presentation to present all aspects of the preferred alternative for Bay State Correctional Center and South Middlesex Correctional Center for a broader audience.
- The Design Team will lead the workshop and present the project goals, ideas, and proposed solutions for each correctional campus.

4.2 Program for both Bay State Correctional Center and South Middlesex Correctional Center

- Conduct stakeholder meetings as identified by DOC to confirm and finalize the program for Bay State Correctional Center and South Middlesex Correctional Center.

- Develop a narrative outlining all program components to be included in the new building(s) and the existing buildings.
- Finalize a detailed prioritized tabular program comparing existing space type, and location for existing, new and renovated spaces.
- Finalize room data sheets with room layouts as required for illustration, equipment lists and performance requirements.
    - Provide typical room diagrams and data sheets;
    - Review room diagrams with DCAMM's Statewide Accessibility Initiative to ensure compliance with state and federal accessibility requirements.
    - Provide preliminary list of equipment and furnishings required – noting where equipment and furnishings will be re-used.

4.3 Site and Building for both Bay State Correctional Center and South Middlesex Correctional Center

- Develop architectural, building systems, accessibility and site narratives for Bay State Correctional Center and South Middlesex Correctional Center.
- Provide conceptual drawings that clearly outline the preferred alternative design, including, but not limited to:
    - Site plan;
    - Building plans;
    - Building elevations;
    - Building sections.
- Identify necessary environmental evaluation of subsurface, surface, and existing structures and complete as needed (additional service). It is the responsibility of the design team to determine both the location and number of borings required.
- Provide narratives on code analysis, building systems, life cycle cost, etc.
- Review preferred alternative with DCAMM's Statewide Accessibility Initiative and develop a narrative to address issues.
- Complete a preliminary LEED checklist indicating project goals.
- Update the climate resilience checklist.
- Update the ZNEB goals and provide a narrative about how they are being met.
- Provide energy and water use estimates as required for Executive Order 484 compliance.
- Provide outline specifications.
- Provide a base scope for commissioning that will be updated throughout the project.

4.4 Cost Analysis for both Bay State Correctional Center and South Middlesex Correctional Center

- Provide a comprehensive cost estimate using Uniformat II building classifications, including potential swing space needs.
- Provide operating cost analysis/worksheet.
- Present all cost-related information during cost workshop.

4.5 Project Schedule / Permitting Requirements for both Bay State Correctional Center and South Middlesex Correctional Center

- Provide a detailed list of applicable codes, permits and compliance requirements.
- Provide an implementation schedule including required permitting, reviews, potential swing space, potential enabling projects that may be performed by DOC's Division of Resource Management, etc.

4.6 Construction Manager Coordination for both Bay State Correctional Center and South Middlesex Correctional Center

- Participate in the hiring of Construction Manager At Risk (additional service).
- Throughout this phase of the study, coordinate design decisions, construction schedule and cost estimating with the Construction Manager At Risk.

Deliverables Task 4

- Develop information about the preferred alternative for integration within the final study report appendix. Information should include, but not limited to:
  - Final tabular program;
  - Adjacency diagrams;
  - Room data sheets;
  - Narratives on code analysis, building systems, life cycle cost, etc. and drawings;
  - LEED checklist;
  - Executive Order 484 estimates;
  - Resilience checklist;
  - ZNEB goals and narrative;
  - Accessibility narrative;
  - Commissioning scope;
  - Outline specifications;
  - Cost estimate and information from cost workshop;
  - Operating Cost Worksheet;
  - Life cycle cost summary;
  - Implementation plan/project schedule.

Authorization to progress to Schematic Design will be based on a review of available funding sources for the total project cost and alignment with initial project goals.

Task 5 – Schematic Design

Objective: Schematic Design phase shall develop the Study outcomes to the next level of detail and specificity in order to verify the cost and ensure that the project for Bay State Correctional Center is maintaining the established budget.

Prepare and submit a Schematic Design Package in full accordance with DCAMM's Designer's Procedures Manual. (https://www.mass.gov/doc/designers-procedures-manual/download) and cost estimate (https://www.mass.gov/doc/cost-estimating-manual/download).

5.1 Schematic Design Scope for Bay State Correctional Center

The Schematic Design submission shall include, but not be limited to, the following:

- Building Design:
  - Site plan;
  - Civil design plans;
  - Landscape design plans;
  - Building code summary;
  - Demolition and current condition plans;
  - Architectural plans of all levels identifying all program spaces;
  - Structural, Mechanical, Electrical, Plumbing and Fire Protection design plans;
  - Building sections indicating the floor heights, and relationship to the site;
  - Schematic Design Finish and FF&E Schedules.
- DCAMM Standard Specifications.
- Hazardous Materials Plan: The Design Team shall develop an outline of the Asbestos Abatement Plan and Hazardous Material removal.
- Energy Conservation, MA LEED Plus, Life Cycle Cost Analysis and Operating Cost Analysis, ZNEB Analysis.
- Code Summary: All applicable codes shall be adhered to and illustrated and summarized in the Schematic Design documents. The following shall be included as a minimum:

- Egress path and capacity;
- Construction type analysis;
- Fire separation analysis.

The Design Team shall prepare for and attend a meeting with the State Building Inspector, the State Plumbing Inspector and the Norfolk Fire Department to review the Code Analysis.

- Universal Design/ADA/MAAB: The Design Team will work with DCAMM's Statewide Accessibility Initiative to ensure compliance with state and federal accessibility requirements.
- Commissioning: The Design Team will update the Owner's Project Requirements addressing building performance criteria from planning to project closeout and the Basis of Design (BOD) to describe how the project requirements are to be met. The final study documentation is to include drafts of these documents.
- Cost Estimate: The Cost Estimator shall prepare the estimate based on the schematic design documents and per the Cost Estimating Manual. The estimate shall include all margins and allowances necessary to produce a complete Estimated Construction Cost (ECC). Throughout Schematic Design, cost modeling and estimating will be required to ensure the design (including swing space) is in the established project budget. Reconciliation of the estimate with the Construction Manager's cost estimate is also assumed and included.
- Schedule: Provide a schedule for the Design, Procurement and Construction durations, including all required permits, testing, and swing space. The Design Team will communicate and coordinate with the selected Construction Manager to ensure the best solution to the project regarding construction schedule and phasing.

5.2 Stakeholder Engagement

- Throughout the Schematic Design process, engage stakeholders in decisions regarding refined adjacencies, room layout and furniture and equipment decisions.

5.3 Meetings During Schematic Design:

- Bi-Weekly DCAMM / Progress Meetings.
- Progress Workshop:
  - The Design Team will lead the meeting and present the project goals, ideas, and solutions;
  - The progress workshop shall be scheduled so input can be incorporated into the development of the preferred alternative;
  - The progress workshop will bring the entire design team (including the engineering team), stakeholders from the user agency, and DCAMM together to inform and discuss the project.
- Meeting with the State Building Inspector, the State Plumbing Inspector, and the Norfolk Fire Chief to review code summary and project.

Deliverables Task 5

- Information should include, but not limited to:
  - Meeting/workshop presentations.
  - Schematic Design deliverables as specified in the Designer's Procedures Manual.
  - Summary of the project review with the State Building Inspector, the State Plumbing Inspector, and the Norfolk Fire Chief.

Task 6 – Certifiable Report

Objective: For the Certifiable Report, prepare a report incorporating, coordinating and narrating appropriate content for the summary information from Tasks 2-5, with appendices as required for review. The report package should provide a sufficiently detailed information package to describe all relevant aspects of the proposed project program and design concept. Assume one report including both the new building(s) and the renovations to the existing buildings together.

6.1 Certifiable Report Table of Contents

- Prepare Table of Contents for Certifiable Study document for DCAMM review. The contents of the draft report should include the following, with the intent of describing all important aspects of the project justification and proposed development:
  - Executive Summary;
  - Programmatic requirements and space program;
  - Existing conditions;
  - Proposed site planning and building design concept;
  - Code analysis, sustainability analysis (including LEED checklist) and accessibility analysis;
  - Building performance requirements including accessibility, building systems and sustainability;
  - Schematic Design drawings (key drawings only). Reference the entire set provided in Task 3.0;
  - Schematic Design Finish and FF&E schedules;
  - Schematic Design specifications
  - Project cost estimate, and summary of life-cycle costs and operating costs.
  - Project schedule, phasing and permitting requirements.

- An appendix shall be included with the following information:
  - Existing conditions analysis;
  - Preferred alternative presentation;
  - Final typical room diagrams and room data sheets;
  - Meeting minutes;
  - Reports such as geotechnical and hazardous materials, survey;
  - Project Directory.

6.2 Draft Report Submission

- Prepare a draft report based for review and comment by DCAMM.

6.3 Final Report Submission

- Prepare a Final Report with revisions as directed by DCAMM, and submit three (3) bound hard copies, one (1) unbound hardcopy, and electronic files that are searchable and bookmarked. The preferred report format is 8 1/2 x 11 size with portrait orientation.
- The final deliverable shall be a professionally packaged product, well organized, well written and well illustrated.

Deliverables Task 6

- Information should include, but not limited to:
  - Meeting/workshop presentations.
  - Final Report & Schematic Design Package
    - Three (3) bound hardcopies;
    - One (1) unbound hardcopy;
    - Electronic files that are searchable and bookmarked in a software that is acceptable to DCAMM.

SUPPORTING DOCUMENTS

The scope of work for this project is supported by the materials listed below.

- **Facility Summary for Bay State Correctional Center per CAMIS database**
- **Facility Summary for South Middlesex Correctional Center per CAMIS database**
- **FEMA Flooding Zone Map for Bay State Correctional Center**
- **Program Description Booklet by DOC, August 25, 2015**
- **Draft Facility Condition Assessment Report for Bay State Correctional Center by Faithful+Gould, September 29, 2019**
- **Draft Facility Condition Assessment Report for South Middlesex Correctional Center by Faithful+Gould, July 26, 2019**

PROJECT REQUIREMENTS

Project requirements, general conditions and/or requirements of this public notice include, but are not limited to:

Affirmative Marketing

MBE/WBE Participation

In accordance with M.G.L. c.7C, §6 and Executive Orders 526, 559 and 565, DCAMM 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 "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for Study, Final Design, and Construction Administration Services (October 2017) at Attachment C, 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).

Additional Diversity Program:

Veteran Owned Business Participation Benchmark - 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 combined SDVOBE and VBE participation on DCAMM and other Executive Branch agencies design projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

Energy & Sustainability

Executive Order 484: Leading by Example – Clean Energy and Efficient Buildings

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 484: see https://www.mass.gov/files/documents/2016/08/od/eo484.pdf.

All building studies shall include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EOEAA 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 Executive Order's goals are documented in the consensus solution, implementation plan and estimated construction cost.

LEED Certification

If applicable, projects designated under this contract shall be certified at a level of Silver or higher, including Mass LEED Plus requirements. All measures proposed to achieve a LEED rating shall be incorporated into Final Design as part of the Design Team's base fee; administration of the certification process by the Design Team during the Final Design and Construction phases of the project will be considered an extra service.

Universal Design/Accessibility

Universal Design

Design solutions provided under this contract are expected to meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. **DCAMM** 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 design team must comply, at a minimum, with 521 CMR, The Rules and Regulations of the Architectural Access Board (http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/opsi/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 design team shall comply with the one that provides the greater degree of accessibility. The design team 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 (ADA) (http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm) to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable. **DCAMM** will use its Accessibility Consultants to provide technical assistance and oversight for accessibility compliance during the study, design and construction process, including accessibility audits of existing buildings.

Policies & Procedures

Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed $30,000 and for the design of a project for which the estimated construction cost is expected to exceed $300,000 the Design Team 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 to the **Awarding Agency**.

DCAMM Procedures

The Design Team will follow the procedures established in DCAMM's Designer Procedures Manual dated August 2008 (https://www.mass.gov/files/documents/2017/12/19/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).

Electronic Project Management Information Systems

Consultants will be required to use DCAMM's electronic web-based project management information system as a repository for project correspondence, documentation, project budgeting, and scheduling. No special software is required.

Workshops

DCAMM and the Design Team will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

Environmental and other supplemental services

DCAMM reserves the right to obtain supplemental services through independent consultants who will collaborate with the Prime Firm and the Design Team. Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

Construction Specifications
The Design Team shall utilize the DCAMM Standard Specification.

Cost Estimating
Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAMM Cost Estimating Manual and will be submitted in 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 https://www.mass.gov/files/documents/2017/12/19/cost-estimating-manual.pdf and Uniformat II can be found at http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf.

Building Information Modeling (BIM)
Building Information Modeling (BIM) will be used in the study, design, and construction phases of the project. The BIM List of Services can be found at http://www.mass.gov/anf/docs/dcam/pubbldgconstr/16-2-27-bim-list-of-services.pdf . This List of Services document is a general statement of DCAMM's current requirements regarding the use of Building Information Modeling technology in agency projects. The specific requirements regarding use of the BIM will vary depending on the nature of the project, the Levels of Development delineated in the DCAMM approved BIM Execution Plan for the project, and the diverse purposes for which DCAMM will use the BIM during the life cycle of the facility from design through facility operations. In all instances, the language of the project contract(s) will be controlling.

Building Commissioning
DCAMM will include an independent third party building commissioning agent as part of this project. The commissioning agent will develop in collaboration with DCAMM an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with DCAMM's design team during planning, design and construction to evaluate design proposals and make recommendations to ensure the maintainability and operational efficiency of the new building.

CM at Risk
The construction of this project will be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A. It is anticipated that the CM will be on board during the Schematic Design phase of Final Design project.

Integrated Project Delivery Approach/Lean Construction Tools
To the extent allowed under the Commonwealth public procurement laws and regulations, DCAMM may elect to use some aspects of an Integrated Project Delivery (IPD) approach, as generally described in the AIA document Integrated Project Delivery: A Guide (2007) – (see http://info.aia.org/SiteObjects/files/IPD_Guide_2007.pdf for informational purposes). To the extent the IPD approach and/or Lean Construction Tools conflict with DCAMM's contract terms or the laws governing DCAMM, then the contract documents and laws shall take precedence. DCAMM's preliminary approach to IPD will use Construction Manager at Risk procurement with the goal that DCAMM, Client Agency, Design Team, CM, Trade Partners, and other key stakeholders will work as an integrated project delivery team within the existing statutory and contractual frameworks.

DCAMM may elect to use Lean Construction Tools as part of the IPD project delivery approach. The Lean Tools that DCAMM may use in connection with the project include Value Stream Mapping, Set Based Design, Target Value Design, A3 Decision-making, and Last Planner™ - (see http://www.leanconstruction.org/media/docs/LCI_Glossary12232015.pdf for informational purposes).

CONTRACT REQUIREMENTS

Contract for Study, Final Design, and Construction Administration Services

DCAMM uses one standard *Contract for Study, Final Design and Construction Administration Services* (January 2019) ("Contract"). The Contract will be signed when the study services are procured. If this Advertisement indicates that the Schematic Design/Certifiable Building Study fee is to be negotiated, following successful fee negotiations, the Contract will be amended to incorporate a scope and fee for schematic design and certifiable study services. If study certification pursuant to M.G.L. c. 7C is completed, the Contract may be amended to incorporate the design and construction administration scope of services and fee. Designers awarded the Contract for Study and/or schematic design are not guaranteed to be awarded the Design Phase.

Study Phase: Pursuant to a recent revision to M.G.L. Chapter 7C Section 59, the Schematic Design will be included in the certified Study. DCAMM has established a goal of **nine (9) months** to complete a Study, including Schematic Design. If selected for study services, the applicant agrees to execute the Study/Design Contract or its successor, without revisions or modifications. DCAMM compensates the Design Team during the Study Phase for approved products in accordance with the approved work plan.

Design Phase: DCAMM has established a goal of **nine (9) to twelve (12) months** to complete design (DD and CD). At the conclusion of the study, if the applicant is requested by DCAMM 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 (Attachment G – Design Phase Scope of Services), and the certified study, and any other documents as necessary.

The Contract is available on the DCAMM website at: https://www.mass.gov/doc/contract-for-study-final-design-and-construction-administration-services-0/download

Also available is a template Design Phase Amendment, which includes Attachment G – Design Phase Scope of Services. https://www.mass.gov/doc/design-phase-amendment-to-contract-for-study-final-design-and-construction-administration/download

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).

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB website https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf. The specific Personnel and Project Experience required is listed below.

PERSONNEL

1. Architect (Prime Firm)
2. Mechanical Engineer (M/P/FP)
3. Electrical Engineer
4. Structural Engineer
5. Civil Engineer
6. Landscape Architect
7. Specifications Consultant
8. Cost Estimator (Independent Consultant Required)
9. MA Building Code Consultant
10. Corrections Planning Consultant
11. Corrections Security Consultant
12. Food Service Consultant

- The title “architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; and
- The title “landscape architect” refers to design professionals, licensed or unlicensed, that exhibit through their application that they possess acceptable experience to provide design services in the field of landscape architecture as needed for the project; and
- The title “engineer” refers to design professionals that maintain a current registration in any one of the engineering categories governed by the Massachusetts Board of Registration of Professional Engineers and of Land Surveyors.

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 planning and design of correctional facilities of similar size and complexity, including experience in phasing corrections construction projects with high security requirements.

2. Demonstrated experience in planning and designing buildings offering rehabilitation and programs that are focused on women.

3. Demonstrated experience with designing indoor and outdoor spaces that contribute to the health, wellbeing, and rehabilitation of the occupants.

4. Demonstrated experience in designing energy-efficient and sustainable buildings in correctional institutions.

5. Demonstrated experience in public projects managing Chapter 149A projects (Construction Manager At Risk).

APPLICANTS PLEASE NOTE

Please use the latest **DSB Application Form (Updated July 2016)** and follow the **General Instructions for Filing Applications.**

Application Update: Please submit One Original, with the Sub-Consultant Acknowledgement forms and SDO Certification letters (by mail or hand deliver) and please email an electronic copy of the application form (do not include the Sub-Consultant Acknowledgment forms and SDO Certification letters) to applications.dsb@massmail.state.ma.us.

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.