



DIVISION OF  
CAPITAL ASSET  
MANAGEMENT &  
MAINTENANCE

## **DCAMM Delegated Checklist Procedures**

**08/24/23**

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# DCAMM Delegated Project Checklist



# Overview

The DCAMM Delegated Program addresses the critical repair needs of Commonwealth facilities for these types of projects:

- Accessibility improvements
- HVAC repair/replacement
- Plumbing repair/replacement
- Exterior/interior repair
- Roofing repair/replacement
- Fire alarm/security systems
- Electrical systems
- Elevator repairs/replacement
- Boiler repair/replacement

## **Delegation Mandatory Training 2023**

[Deferred Maintenance - Delegation Training Presentation 2023](#)

[Deferred Maintenance - Delegation Training Webinar 2023](#)



# Overview

Before closeout, projects must meet the requirements for:

- ✓ Access & Opportunity
- ✓ CAMIS
- ✓ Construction
- ✓ Accessibility
- ✓ DCAMM Documents
- ✓ Comptroller's
- ✓ Finance



# When to Make Entries In This Checklist

Upon approval of project and receipt of funds. (ISA or NTP)

During Study, Design and Construction

At substantial completion of project

When final payments are made, and project is complete

Finally Check list should be attached to project in CAMIS

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# Office of Access & Opportunity



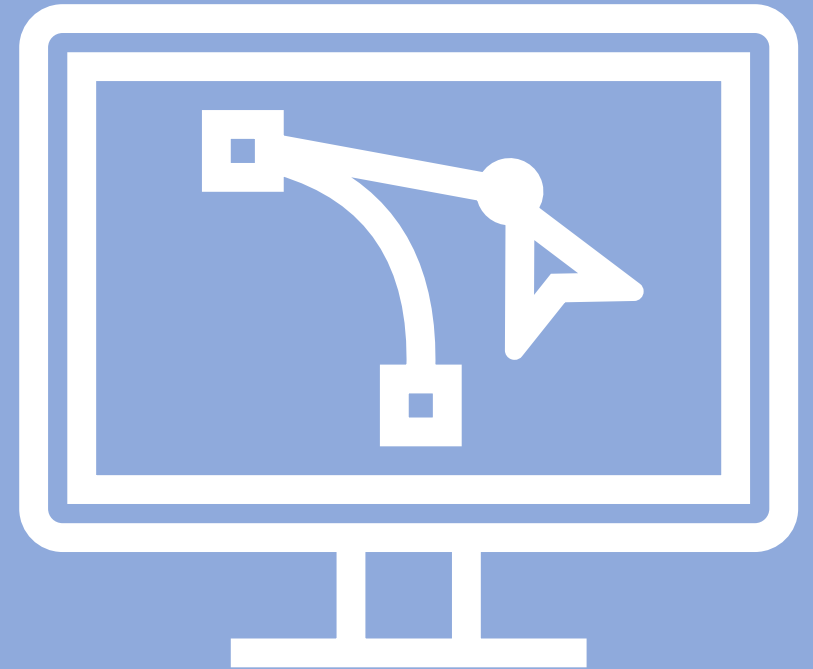
# Office of Access & Opportunity Requirements

- MBE/WBE
  - MBE & WBE goals must be met
- Advertisement Date
  - Project bids must be advertised in accordance with MGL Chpt. 30 & 149
- Specify the Goals
  - MBE or WBE
- Were the Goals Met?
  - Yes or No
- Compliance Data
  - Compliance data must be submitted to SDO



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# CAMIS





# CAMIS Requirements

- CAMIS Number – J#
  - Autogenerated through the software
- Equipment, Building and Systems Update
- CAMIS DATA Form
- Cashflow Projection Reports
  - Completed quarterly and closed at the end of a project

# CAMIS DATA Form

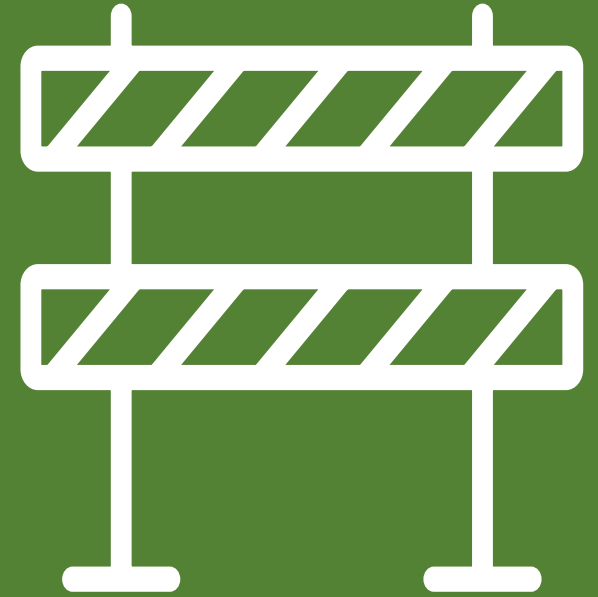
LOCATION						CAMIS SYSTEM CODES		
SITE	BUILDING / IMPROVEMENT CODE#	BUILDING / IMPROVEMENT NAME	FLOOR / AREA NAME	ROOM / SPACE #	ROOM / SPACE NAME DESCRIPTION	BUILDING Equipment SYSTEM CLASS	Uniformat Level 4 CODE GoTo 2) RED TAB	Uniformat Level 4 DESCRIPTION
HLY00	256HLY0010	Soldier's Home Holyoke	BASEMENT	B3	MAIN BOILER ROOM	HVAC	D3020.10	Heat Generation
HLY00	256HLY0010	Soldier's Home Holyoke	ROOF	ROOF	ROOF	HVAC	D3050.50	HVAC Air Distribution
HLY00	<b>TBD</b>	Soldier's Home Holyoke	<b>OUTSIDE</b>	<b>na</b>	<b>na</b>	ELECTRICAL	D5010.10	Packaged Generator Assemblies
HLY00	256HLY0010	Soldier's Home Holyoke	ROOF	P-01	PENTHOUSE	HVAC	D3050.50	HVAC Air Distribution
HLY00	256HLY0010	Soldier's Home Holyoke	Floor 04	402	ELECTRICAL ROOM	ELECTRICAL	D5010.20	Battery Equipment
HLY00	256HLY0601	Chiller Building	Floor 01	101	CHILLER ROOM	HVAC	D3030.10	Central Cooling
							<b>PASTE HERE</b>	<b>PASTE HERE</b>

## Deferred Maintenance - CAMIS Data Collection Form



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# Construction



# Requirements

- Permits
  - Signed off and verified
- Punchlist
- Evaluations
  - Complete designer evaluation through DSB Autocene
- Project Schedule
  - How long was the project?

Enfield Builders Inc		MCI Shirley Food Service Building - Interior					
DOC							
Punch List/Incomplete Work		18-012/ 15100/ DOC1507				Revised: 7/9/21	
						All Trades	
Item #	Room #	Area or Room Name	Drawing(s)	Item Description	Who's Scope	Required for U&O	
	173	Receiving		Junction box plate covers on North wall (SS not cast per submittal)	EBI	No	
	173	Receiving		Condensate on floor near CMU (culinary freezer on opposite side of CMU)	EBI	Yes	
	173	Receiving		North wall near washer/dryer dirty/chalky/streaks	EBI	No	
	173	Receiving		Water/moisture under casework (casework base caulked and trapping condensate from possible freezer condensation issue)	EBI	Yes	
	173	Receiving		Improper exposed fasteners (Allen head) utilized on plumbing drain cleanout cover	EBI	Yes	
	173	Receiving		Improper accessible fasteners (Phillips head) utilized for mounting counter to Casework	EBI	No	
	173	Receiving		Improper accessible fasteners (Phillips head) utilized on casework hardware (door catch/receiver/lock)	EBI	No	
	173	Receiving		Improper exposed fasteners (Phillips head) utilized on pull station (West wall)	EBI	Yes	
	173	Receiving		Improper exposed fasteners (Spanner/snake eye) utilized on exit sign (West wall)	EBI	Yes	
	172	Laundry		Water-line Escutcheon behind South washer/dryer only fastened with one screw	EBI	No	
	172	Laundry		Water-line Escutcheon behind North washer/dryer not fastened	EBI	No	
	172	Laundry		Gas-line Escutcheon behind North washer/dryer not fastened	EBI	No	
	172	Laundry		Escutcheons needed on dryer vent ceiling penetrations. High temp caulk is also acceptable	EBI	No	
	171	Corridor		Junction box plate cover on Southwest wall near shelving units (SS not cast per submittal)	EBI	No	
	171	Corridor		Improper exposed fasteners utilized on shelving units	EBI	Yes	
	171	Corridor		Improper exposed fasteners utilized on horn/strobe cover near room 170	EBI	Yes	



# Designer Evaluations

- Register the Project
- Click on “User Menu” ? “Submit New Evaluation” ? “Continue”
- Choose a designer by adding the firm name or checking the relevant boxes and searching accordingly\*
- Select the firm you want to evaluate
- Fill out the project form with the required information
- Please note: the firm’s Principal-In-Charge and Contact Person will be automatically sent a copy of your evaluation once submitted

**Designer Selection Board**  
 1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108  
 www.mass.gov/dsb Telephone: (617) 727-4046

Here you can search for a particular Firm for selected Project \*

**FILTER BY** Hide Filters Clear Filters

Firm Name FEIN (VendorIDCode) Contact Email Address State City

**Firm Type**

**Designer:**  Architect  Landscape Architect  Engineer  
 Interior Designer  Construction Manager  Programmer

**Diversity:**  Woman Owned (WBE)  Minority Owned (MBE)  Veteran Owned (VBE)  
 Service Disabled Veteran Owned (SDVOBE)  Disadvantaged Business Enterprise (DBE)  Disability Owned Business Enterprise (DOBE)  
 LGBT Business Enterprise (LGBTBE)  Portuguese Business Enterprise (PBE)  Small Business Purchasing Program (SBPP)

Based on your search criteria below is the list of available Firms.

FIRM NAME	CONTACT PERSON	CONTACT EMAIL ADDRESS	FEIN	
A.POINT.DESIGN, INC.	Richard S. Boccelli Jr., AIA, NCARB	rboccelli@apointdesign.com	043583298	Select
ABACUS ARCHITECTS + PLANNERS	David Pollak	dpollak@abacusarchitects.com	043090773	Select
ACS, LLC	Jay R Mason	Jay@ACSLowell.com	465458915	Select
ACTWO ARCHITECTS	Andrew Cohen	ac@actwoarch.com	454060242	Select
AECOM USA OF MASSACHUSETTS, INC.	Leslie Sims	leslie.sims@aecom.com	043133943	Select
AEOLUS ARCHITECTURE AND DESIGN	Penny Foussekis	pfoussekis@autocene.com	123456789	Select
ALARES ARCHITECTS AND ENGINEERS	Donald Maggioli	dmaggioli@alaresllc.com	261321835	Select
AMENTA EMMA ARCHITECTS	Nicole Owens	nowens@amentaemma.com	061138945	Select
AMES AND WHITAKER ARCHITECTS, P.C.	Alan S. Lagocki	al213@amesandwhitaker.com	060864449	Select
ANALOGUE STUDIO	Michelle Blakemore	michelle.b@analoguestudio.com	275105278	Select

\*Only projects with registered design firms can be evaluated. If a firm is not registered, contact them to register.

Any questions about fields should be directed to Claire Hester (claire.hester@mass.gov) or Roberto Melendez (roberto.melendez@mass.gov) at the DSB.



# Contractor Evaluations



Completed contractor evaluation forms can be emailed to:

[certeval.dcammm@mass.gov](mailto:certeval.dcammm@mass.gov)

Fillable PDF: <https://www.mass.gov/doc/dcammm-certification-contractor-evaluation-form/download>



# Contractor Evaluations

The screenshot shows the login interface for the DCAMM Contractor Evaluation Home. At the top, there is a dark blue navigation bar with the DCAMM logo and the text "DCAMM Contractor Evaluation Home" on the left. In the center of the bar are links for "Home" (with a house icon), "Contact Support" (with a question mark icon), and "Login" (with a right-pointing arrow icon). The main content area is light gray and features a white login box in the center. The box is titled "Division of Capital Asset Management and Maintenance" and includes a welcome message: "Welcome back! Please login to your account". Below this, there are two input fields: "Email Address" and "Password", both with red asterisks indicating they are required. The "Email Address" field contains the placeholder text "Email Address". Below the password field, there are two links: "Forgot Password?" on the left and "New Member?" on the right. At the bottom of the login box is a dark blue button labeled "LOGIN".



# Contractor Evaluations Contact

## **DCAMM Certification Contact Info**

Direct Dial: (857) 204-1305

Email: [DCAMM.Certification@Mass.gov](mailto:DCAMM.Certification@Mass.gov)

## Suzzette's Contact Information

Direct Dial: (617) 645-8670

Email: [Suzzette.Waters@mass.gov](mailto:Suzzette.Waters@mass.gov)





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# Accessibility



# Accessibility Requirements

- Accessibility Mass 521 CMR
- Additional Triggers beyond the SOW
- Explain non-completion of required improvements
- 3<sup>rd</sup> party review
- Variance by MAAB



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# DCAMM Documents



# DCAMM Document Requirements

The following documents should be sent to DCAMM (when applicable)

1. Record Drawings
2. As-Built Sketches
3. Study
4. BIM
5. RFR
6. Contract Spec & Addenda
7. O&M Manuals
8. Warranties
9. Extended Guarantees
10. Equipment Schedules
11. GIS Survey Data
12. Environmental Studies
13. Geotech Data/Boring Logs
14. HAZMAT Study/Analysis Report
15. Environmental Compliance documentation (State DEP and US EPA)



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  16. Environmental Compliance documentation (State DEP and US EPA)
- Drawings and sketches should come from the House Doctor / Designer, and older versions can be found in the DCAMM Knowledge Center. Older studies can also be found there. House Doctors should provide BIM information to the facilities.



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Facility directors should have access to these documents throughout the project, and any new versions acquired throughout the project should also be shared with DCAMM.

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Equipment warranties, guarantees, and schedules should be available from the manufacturer and should also be kept by the contractor.

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15. Environmental Compliance documentation (State DEP and US EPA)



If applicable, environmental and GIS data should be provided to facilities by remediation companies or contractors.



# Document Manager Contact

- The applicable documents should be sent to:
  - [recordsmanagement.dcammm@mass.gov](mailto:recordsmanagement.dcammm@mass.gov)



- Digital versions of documents are preferred.
  - If hard copies, please mail to:
- Manager of Records, McCormack State Office Bldg. One Ashburton Place 15<sup>th</sup> Flr. Boston, MA 02108

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# DCAMM Finance/ MMARS Requirements



# DCAMM Finance/MMARS Requirements

## MMARS Payment Confirmation

- Ensure all payments are checked and completed
- Confirm that Project number and Phase, and activity code 0997 have been properly entered into MMARS for all payments and encumbrances.
- Confirm that all payments have been properly entered into MMARS using correct funding sources (appropriations)

	<u>Program Class</u>	<u>Department</u>	<u>Program</u>	<u>Phase</u>	<u>Activity</u>	<u>Obligation Ceiling</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Total Expenses</u>
✓	DCP	DCP	AEP1501E	UT1	0976	\$432,980.58	\$0.00	\$0.00	\$432,980.58

- Confirm that all open encumbrance have been released in MMARS



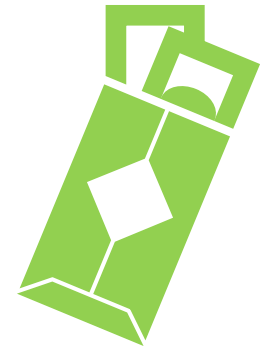
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# Finance



# Finance Requirements

- Facilities managers should work with their DCAMM project managers to gather financial information for their records:
  - Confirmation from DCAMM that all bills are paid
  - Additional funding sources used in the project
  - Total expended funds
  - MMARS records are properly entered
  - Total Project Cost
  - Amount unexpended
  - Table BQ87 Level 4



**Financial Production**

- + Message Center
- + Search
- + History
- Favorites
  - PROG
  - PHPRG
  - BQ87
  - BQ89
  - BQ81
  - BGPR
  - Program Period
- + Administration
- LCM Production
- Security Admin

**Program: Level 4** [Menu](#)

	<u>Program Class</u>	<u>Department</u>	<u>Program</u>	<u>Phase</u>	<u>Activity</u>	<u>Obligation Ceiling</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Total Expenses</u>
✓	DCP	DCP	DCP1721	AD1	0700	\$2,067.33	\$0.00	\$0.00	\$2,067.33
	DCP	DCP	DCP1721	AD1	MNNN	\$0.00	\$0.00	\$0.00	\$0.00
	DCP	DCP	DCP1721	OM1	MNNN	\$93,015.23	\$0.00	\$0.00	\$93,015.23
	DCP	DCP	DCP1721	OM2	MNNN	\$0.00	\$0.00	\$0.00	\$0.00
	DCP	DCP	DCP1721	OM3	MNNN	\$0.00	\$0.00	\$0.00	\$0.00

First Prev Next Last

[Search](#)

▼ **Expense Actuals**

<b>Pre Encumbered :</b> \$0.00	<b>Obligation Ceiling :</b> \$2,067.33
<b>Encumbered :</b> \$0.00	<b>Expenditure Ceiling :</b> \$2,067.33
<b>Advances :</b> \$0.00	<b>Uncommitted :</b> \$0.00
<b>Accrued Expenses :</b> \$0.00	<b>Unexpended :</b> \$0.00
<b>Cash Expenses :</b> \$2,067.33	
<b>Total Expenses :</b> \$2,067.33	
<b>Charges :</b> \$0.00	

▶ **Revenue Actuals**

**Mandatory as of October 1, 2023**

**Attach to Project in CAMIS upon project completion**

**Deferred Maintenance - Delegation Closeout checklist**

# Facility Resources Contacts

Further questions and comments please feel free to reach out to the following contacts:

<p><b>Tom Tagan</b> Director of Facility Resources <a href="mailto:francis.tagan@mass.gov">francis.tagan@mass.gov</a></p>	<p><b>Michele Davis</b> EOPSS LIAISON <a href="mailto:michele.davis@mass.gov">michele.davis@mass.gov</a></p>
<p><b>Scott Calisti</b> HE LIAISON <a href="mailto:scott.calisti@mass.gov">scott.calisti@mass.gov</a></p>	<p><b>Tan Nguyen</b> EOHHS, EOVS &amp; UMASS LIAISON <a href="mailto:tan.k.nguyen@mass.gov">tan.k.nguyen@mass.gov</a></p>
<p><b>Michael Arcadipane</b> COMMUNITY COLLEGE LIAISON <a href="mailto:Michael.Arcadipane@mass.gov">Michael.Arcadipane@mass.gov</a></p>	<p><b>Azinga Ming</b> TRC &amp; State University LIAISON <a href="mailto:Azinga.ming@mass.gov">Azinga.ming@mass.gov</a></p>

