

The Commonwealth of Massachusetts

Executive Office of Administration and Finance

Designer Selection Board

One Ashburton Place, 10th Floor, Room 1004
Boston, Massachusetts 02108

TEL: (617) 727-4046

FAX: (617) 727-0112

PUBLIC NOTICE #10-10

July 14, 2010

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 #10-10**. Applicants are requested to submit a separate Designer Selection Board Application 2005 Form (**16 COPIES**) for each project for which they wish to be considered. **An electronic copy of the DSB 2005 Master File Brochure and the DSB 2005 Application Form (updated May 2009) in Microsoft Word for Windows ® 97 is available from the Web site address www.mass.gov/dcam/dsb. Please be sure to use the revised form. An additional electronic copy of the completed Application Form in cd format, using MS Word or other word processing software, is to be included with the printed Applications. Application closing date for projects on DSB List #10-10 is 2:00 p.m., **WEDNESDAY, August 4, 2010**.** The advertisements may be found on the web by going to the DCAM web-site at <http://www.mass.gov/dcam/dsb>. Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108.

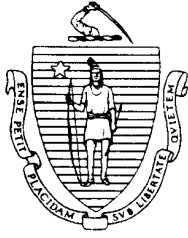
This Public Notice, including attachments, may be duplicated by any and all interested.

Please note the following: This Public Notice #10-10 includes: (a) the procedures for conforming to M.G.L. C.7, § 40N, Executive Orders 390 and 478 regarding Affirmative Market and Minority and Women Owned Business Participation.

**ALL APPLICATIONS MUST BE SUBMITTED ON THE DSB 2005 APPLICATION FORM (Updated May 2009)
(ENCLOSED HEREIN)**

FAILURE TO DO SO WILL BE THE BASIS FOR REJECTION OF YOUR APPLICATION.

**Gordon P. Sainsbury, AIA; RIBA
EXECUTIVE DIRECTOR, DESIGNER SELECTION BOARD**



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Executive Office of Administration and Finance

Designer Selection Board

1 Ashburton Place, 10th Floor, Room #1004
Boston, Massachusetts 02108

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PUBLIC NOTICE

TO:	Boston Herald	One Herald Square, Legal Ads	Boston, 02106
	Worcester Telegram	20 Franklin Street, Legal Ads	Worcester, 01609
	The Republican	1860 Main Street, Legal Ads	Springfield, 01101
	Berkshire Eagle	P.O. Box 1171, Legal Ads	Pittsfield, 01202-1171
	New Bedford Standard Times	25 Elm Street, Legal Ads	New Bedford, 02742
	Brockton Enterprise	15 Pacella Park Drive, Legal Ads	Randolph, 02368
	Patriot Ledger	15 Pacella Park Drive, Legal Ads	Randolph, 02368
	Lowell Sun	491 Dutton Street, Legal Ads	Lowell, 01854
	North Adams Transcript	124 American Legion Drive, Legal	North Adams, 01247
	Cape Cod Times	P.O. Box 550, Legal Ads	Hyannis, MA 02601
	Nashoba Publications	P.O. Box 362, Legal Ads	Ayer, MA 01432
	Fitchburg Sentinel & Enterprise	808 Main Street, Legal Ads	Fitchburg, MA 01420

FROM: Designer Selection Board

DATE: July 7, 2010

SUBJECT: Classified Legal Advertisement

On July 16, 2010, 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 #8627.

Gordon P. Sainsbury, AIA; RIBA
EXECUTIVE DIRECTOR
DESIGNER SELECTION BOARD

PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

Engineers and architects are advised that DSB Project List #10-10, dated July 14, 2010 describing 02 Division of Capital Asset Management and Maintenance projects is now available at <http://www.mass.gov/dcam>.

PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

APPLICANTS PLEASE NOTE:

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

March 2010

MBE/WBE Participation: Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goals, but must state this relationship on the organizational chart (Section 6 of the application form) and submit all necessary forms.

July 2009

CLARIFICATION: Electronic signatures are accepted for the Sub-consultant Acknowledgement forms.

June 2009

CORRECTION: The statement below only applies to all **OUT OF STATE PRIME FIRMS**. They **MUST** be registered with the Secretary of State. Please attach (one copy only with original application, **NOT** all sixteen (16) copies) firm's State Registration Certificate.

All firms applying to advertisements to the Designer Selection Board must, **illustrate as above**, that they are registered to do business with the Secretary of State of the Commonwealth of MA.

May 13, 2009

Please ensure that the copy of the application that contains the sub-consultant acknowledgement and the SOMWBA certifications are clearly marked **ORIGINAL**.

May 2009

All sections of the Application Form must be answered. If any are left unanswered then the applicant will be **REJECTED**. In question #12, do not answer with N/A. Use either YES or NO with appropriate information.

If an applicant receives notice, after the application has been submitted, and prior to consideration by the DSB, that one or more of their sub-consultants has received notice of termination/resignation by the firm with whom they work, the applicant must submit a written confirmation by that firm to the DSB with the proposed replacement. The replacement must be registered in the Commonwealth of Massachusetts.

March 2009

CLARIFICATION: DCAM 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 DCAM contract requirements.

September 2008:

CORRECTION: The statement below only applies to all **OUT OF STATE FIRMS**. They **MUST** be registered with the Secretary of State. Please attach (one copy only with original application, **NOT** all sixteen (16) copies) firms State Registration Certificate.

All firms applying to advertisements to the Designer Selection Board must insure they are registered to do business with the Secretary of State of the Commonwealth of MA.

August 2008:

Master File Brochure Change: Question 1b Mass. Vendor ID# replaced by Federal ID #.

July 2008:

In the future it will only be necessary to attach “SOMWBA Certification forms” for MBE and WBE and “Sub-consultant Acknowledgement forms” to ONE (ORIGINAL) copy of the applications and NOT all sixteen (16) copies.

Application Change: Copies for DSB 2005 Application change from 15 to 16 copies.

April 2008:

Application Changes: Question 2a - Changed from Project # to DSB #, Item # and Question 12 – Professional Liability Claims Changed from 7 to 5 years.

January 2008:

In reference to April 2007, display only applications e.g. PDF format are NOT acceptable.

October 2007:

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.

April 2007:

Application Change: An additional electronic copy of the completed Application Form in cd format, using MS Word or other word processing software, is to be included with the printed Applications.

If an updated Master File Brochure is submitted at any time, an additional electronic copy in cd format using MS Word or other word processing software is to be included with the submitted update.

Application Change: Question #9 – “Construction Cost” replaced “Project Cost”

April 2006:

Change of address. As of April 3, 2006, all future correspondence should be delivered to One Ashburton Place, 10th Floor, Room 1004, Boston, MA 02108.

February 2006:

- Please be sure to use the latest forms when applying for State funded projects.
- It is the responsibility of the Prime applicant to ensure all of their sub-consultants also use the current application forms. Failure to do so will be grounds for the application to be rejected.

April 2005:

- Please note New DSB 2005 Application Form.
- Applicants are now required to respond to Question #10 as noted on page 7 of the application form.
- It is a requirement that all applicants supply signed DSB SC-A's (SUB-CONSULTANT ACKNOWLEDGEMENT) for each listed sub-consultants stating that they are aware and agree to being nominated by said applicant. One Copy of which must have an original signature. This form is now the last page of the DSB Application 2005.
- Failure to supply above documents may result in rejection of application.
- Please note New DSB 2005 Master File Brochure
- New Section on the Web: Most Common Mistakes On Applications at (<http://www.mass.gov/dcam>)

October 2003:

Please be advised that only those consultants listed in the advertisement should be nominated in the application by the Prime consultant. Any MBE/WBE requirement should be met within the requested consultant list. Utilizing consultants not requested in order to fulfil the MBE/WBE is unacceptable and will severely limit the Prime's chances of being appointed to the project.

DSB 2005 MASTER FILE BROCHURE

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 2005 Brochure, (attached herein). If an updated Master File Brochure is submitted at any time, an additional electronic copy in cd format using MS Word or other word processing software, is to be included with the submitted update. 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:

<http://www.mass.gov/dcam/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.7, §38G). If designer's fee is negotiated, he must file a truth-in-negotiations certificate. (Revised to M.G.L. C.7, §38G per Chapter 189 of 1984).
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 38G

- (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 section thirty-eight F. 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 Master File Brochure Data or the DSB 2005 Master File Brochure in the format required, and at least annually, continuously update same.
2. Updating of the DSB 2005 Master File Brochure 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 standard Contract for Study Services (Revised 3/10) and Contract for Final Design and Construction Administration Services (Revised 2/10) (which replace the former DCAM Form C-2 or the DCAM Form C-3 and their successors).
7. Chapter 7, Section 38H(e) (iv) 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 (DCAM), 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.7, §38A½ 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 both the Contract for Study Services and Contract for Final Design and Construction Administration Services when a project is advertised by both study and design services.

CRITERIA FOR SELECTION OF SEMI-FINALISTS AND FINALISTS

IN CONFORMANCE WITH CHAPTER 7, SECTION 38F

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 (DCAM) staff and agency representatives.
5. Financial stability - including prompt payment of consultant fees.
6. Current workload with DCAM 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 subconsultants in a role consistent with the participation goals set forth for the project.
 - a. The Designer Selection Board adheres to M.G.L. C.7, § 40N, Executive Orders 390 and 478 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 6-10)

- 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.7, § 40N, Executive Orders 390 and 478, the Commissioner of the Division of Capital Asset Management and Maintenance (DCAM), 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 M/WBEs) on contracts for design services entered into by DCAM.

GOALS

Subject to the terms of this memorandum, the following M/WBE participation goals shall apply to the total dollar value of all study and design contracts awarded for every DCAM project:

MBE participation goal: 8%

WBE participation goal: 4%

If the contracting design firm is an MBE or WBE, then M/WBE participation credit shall be given in an amount equal to the entire fee paid to the contracting firm. Please note: if the contracting design firm is itself an MBE or WBE, it will still need to obtain participation by another MBE or WBE to meet the goal that it cannot itself fulfill. If the contracting design firm is not itself an MBE or WBE, then M/WBE participation credit will be given for the value of any work under the contract that is actually performed by each MBE or WBE subcontractor or subconsultant (hereafter “subcontractors”) to the Designer. MBE participation may not be substituted for WBE participation, nor may WBE participation be substituted for MBE participation.

MODIFICATION OF M/WBE PARTICIPATION GOALS FOR PARTICULAR PROJECTS

DCAM reserves the right to reduce or waive the M/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 DCAM determines that it is not feasible for a non-M/WBE design firm to meet the M/WBE goals established for the project based upon any or all of the following: (i) actual M/WBE availability, (ii) the geographic location of the project to the extent related to M/WBE availability, (iii) the contractual scope of work, (iv) the percentage of work available for subcontracting to M/WBEs, or (v) other relevant factors as determined by DCAM.

The M/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 M/WBE participation goals for that project, with all supporting documentation, must be submitted with the application, with a copy to DCAM’s Compliance Office, One Ashburton Place, 15th Floor, Boston, MA 02108. Except as provided below, DCAM will not consider any request to reduce or waive the M/WBE participation goals for a project if the request is received after this deadline.

DETERMINATION OF M/WBE STATUS

A minority owned business shall be considered an MBE only if it has been certified as a minority owned business by the State Office of Minority and Women Business Assistance ("SOMWBA"). A woman owned business shall be considered a WBE only if it has been certified as a woman owned business by SOMWBA.

Certification as a disadvantaged business enterprise ("DBE"), certification as an M/WBE by any agency other than SOMWBA, or submission of an application to SOMWBA for certification as an M/WBE shall not confer M/WBE status on a firm.

Minority owned businesses and woman owned businesses are strongly encouraged to submit applications for certification as M/WBEs to SOMWBA. Information is available from SOMWBA, Ten Park Plaza, Room 3740, Boston, MA 02116 (617) 973-8692, and on the Internet at <<http://www.state.ma.us/somwba>>.

IDENTIFICATION OF M/WBE PARTICIPANTS BY THE SELECTED DESIGNER

The current SOMWBA 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 DCAM'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 M/WBE Participation. The form of Letter of Intent and Schedule of M/WBE Participation are included in this application package.

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

DCAM reserves the right to reduce or waive the M/WBE participation goals for a project after selection of the designer and before execution of the contract, provided that no such reduction or waiver shall be granted except under the following circumstances: the selected Designer must establish and document that it has been unable to obtain commitments from M/WBE subcontractors sufficient to meet the M/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 M/WBE participation goal 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 W/MBEs. 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 W/MBEs. The Designer shall also demonstrate that, where commercially reasonable, subcontracts were divided into units capable of being performed by M/WBEs.
- Evidence that the Designer sent written notices soliciting proposals to perform the items of work made available by the Designer for subcontracting to W/MBEs to all W/MBEs qualified to perform such work. The Designer shall identify (i) each W/MBE solicited, and (ii) each W/MBE listed in the SOMWBA directory under the applicable trade 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 M/WBEs with telephone calls or personal visits in order to determine with certainty whether the M/WBEs were interested in performing the work. Phone logs or other documentation must be submitted.

- A statement of the response received from each M/WBE solicited, including the reason for rejecting any M/WBE who submitted a proposal.
- Evidence of efforts made to assist M/WBEs that need assistance in obtaining bonding, insurance, or lines of credit with suppliers if the inability of M/WBEs to obtain bonding, insurance, or lines of credit is a reason given for the Designer's inability to meet the M/WBE goals.
- The Designer also shall submit any other information reasonably requested by DCAM to show that the Designer has taken all actions which could be reasonably expected to achieve the M/WBE participation goals.

The Designer may submit any other information supporting its request for a waiver or reduction in the M/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 M/WBEs, and/or sent written notification to M/WBE economic development assistance agencies, trade groups and other organizations notifying them of the project and the work to be subcontracted by the Designer to M/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 M/WBE subcontractors sufficient to meet the M/WBE goals after having made a diligent, good faith effort to do so must be received by DCAM not later than five (5) business days after receipt by the Designer of the notice of selection (A-5 Letter).

The Designer's compliance with these procedures and goals is a prerequisite for award of the contract, provided that DCAM 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

DCAM Project Number _____ Project Location _____

Project Name _____

This form must be submitted by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter). A Letter of Intent and SOMWBA certification letter for each M/WBE must be submitted with this Schedule of M/WBE participation.

BIDDER 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 SOMWBA as either a MBE, WBE or M/WBE. The Designer must indicate the MBE/WBE firms it intends to utilize on the project 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.			

MBE Goal: \$ _____

Total Dollar Value of MBE Commitment: \$ _____

WBE Goal: \$ _____

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 _____

Authorized Signature _____

Business Address _____

Print Name _____

Title _____

Telephone No. _____ Fax No. _____

Date _____

Design Schedule for Participation – Revised 02/05/02

(To be completed by MBE/WBE, and submitted to the Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter).

Name of Designer

- 8 -

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.

GENERAL INSTRUCTIONS FOR FILING APPLICATIONS

1. As of 04/05, the application forms required for submissions to the Designer Selection Board have been updated. The new forms are as follows: DSB Mater File Brochure is replaced by the DSB 2005 Master File Brochure (included herein); DSB Application is replaced by the DSB 2005 Application Form (updated May 2009) (included herein). All specific project applications must be submitted on the new DSB 2005 (updated May 2009) Application forms. Submissions that are on the old Form 2000 will not be accepted.
2. An electronic copy of the new DSB 2005 Master File Brochure and the new DSB 2005 Application Form in Microsoft Word for Windows 97 is available for download from the Web site address: <http://www.mass.gov/dcam/dsb>.
3. Applications should be limited to the application plus a maximum of **3 supplementary pages** (double sided) unless otherwise noted. Information in excess of three pages, unless otherwise noted in the Public Notice Advertisement, may be the basis of rejection. 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.**
4. No cover letters, binders and superfluous material. **Please staple upper right corner, landscape.**
5. 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.
6. 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.
7. 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 DCAM and reported to the Designer Selection Board (C.7, §38H(a)). 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.
8. DCAM 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 DCAM contract requirements.
9. 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.
10. 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.
11. Current SOMWBA 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.**
12. 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.
13. Applications should be mailed to the **Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02108.**
14. 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.
15. 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.
16. Current workload with DCAM, 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/Eoaf/docs/dcam/dlforms/designers_procedures_manual_aug08.pdf.

Commonwealth of Massachusetts DSB 2005 Master File Brochure	1. Firm Name (or if not an entity, individual's name), and Business Address		2. Year Present Firm Established:		3. Date Prepared:																																																																	
	Telephone No.: _____ 1a. Submittal is for _____ Parent Company _____ Branch or Subsidiary Office 1b. Federal ID#: _____		4. Specify type of ownership and check 1, 2 or 3 below, if applicable.																																																																			
			☐	(1) SOMWBA Certified minority business enterprise (MBE)																																																																		
			☐	(2) SOMWBA Certified woman business enterprise (WBE)																																																																		
		☐	(3) SOMWBA Certified minority woman business enterprise (M/WBE)																																																																			
5. Name of Parent company, if any:		5a. Former Company Name(s), if any, and Year(s) Established:																																																																				
6. Name of Sole Proprietor or Names of All Firm Partners and Officers <table style="width:100%; border-collapse: collapse;"> <thead> <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> </thead> <tbody> <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> </tbody> </table>							Name	Title	MA.Reg. #	Status/Discipline	Name	Title	MA.Reg. #	Status/Discipline	a.				d.				b.				e.				c.				f.																																			
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9. Personnel by Discipline: (List each person only once, by primary function -- average number employed throughout the preceding 6 month period. Indicate both the total numbers in each discipline and, within brackets, the total number holding Massachusetts's registrations.). <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Admin. Personnel</td> <td style="width:10%;">_____ (_____)</td> <td style="width:25%;">Ecologists</td> <td style="width:10%;">_____ (_____)</td> <td style="width:25%;">Licensed Site Profs.</td> <td style="width:10%;">_____ (_____)</td> <td style="width:25%;">Other</td> <td style="width:10%;">_____ (_____)</td> </tr> <tr> <td>Architects</td> <td>_____ (_____)</td> <td>Electrical Engineers</td> <td>_____ (_____)</td> <td>Mechanical Engrs.</td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>_____ (_____)</td> <td>Environmental Engrs.</td> <td>_____ (_____)</td> <td>Planners: Urb./Reg</td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> </tr> <tr> <td>Code Specialists</td> <td>_____ (_____)</td> <td>Fire Protection Engrs</td> <td>_____ (_____)</td> <td>Specification Writers</td> <td>_____ (_____)</td> <td>_____</td> <td>_____ (_____)</td> </tr> <tr> <td>Civil Engrs.</td> <td>_____ (_____)</td> <td>Geotech. Engrs.</td> <td>_____ (_____)</td> <td>Structural Engineers</td> <td>_____ (_____)</td> <td>_____</td> <td>_____ (_____)</td> </tr> <tr> <td>Construction Inspectors</td> <td>_____ (_____)</td> <td>Industrial Hygienist</td> <td>_____ (_____)</td> <td>Surveyors</td> <td>_____ (_____)</td> <td>_____</td> <td>_____ (_____)</td> </tr> <tr> <td>Cost Estimators</td> <td>_____ (_____)</td> <td>Interior Designers</td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> <td>_____</td> <td>_____ (_____)</td> </tr> <tr> <td>Drafters</td> <td>_____ (_____)</td> <td>Landscape Architects</td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> <td>Total</td> <td>_____ (_____)</td> </tr> </table>							Admin. Personnel	_____ (_____)	Ecologists	_____ (_____)	Licensed Site Profs.	_____ (_____)	Other	_____ (_____)	Architects	_____ (_____)	Electrical Engineers	_____ (_____)	Mechanical Engrs.	_____ (_____)		_____ (_____)	Acoustical Engrs.	_____ (_____)	Environmental Engrs.	_____ (_____)	Planners: Urb./Reg	_____ (_____)		_____ (_____)	Code Specialists	_____ (_____)	Fire Protection Engrs	_____ (_____)	Specification Writers	_____ (_____)	_____	_____ (_____)	Civil Engrs.	_____ (_____)	Geotech. Engrs.	_____ (_____)	Structural Engineers	_____ (_____)	_____	_____ (_____)	Construction Inspectors	_____ (_____)	Industrial Hygienist	_____ (_____)	Surveyors	_____ (_____)	_____	_____ (_____)	Cost Estimators	_____ (_____)	Interior Designers	_____ (_____)		_____ (_____)	_____	_____ (_____)	Drafters	_____ (_____)	Landscape Architects	_____ (_____)		_____ (_____)	Total	_____ (_____)
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10. Summary of Professional Services Fees Received: (insert Index number)					Ranges of Professional Services Fees				
Last 5 Years (most recent year first)					INDEX				
	2005	2004	2003	2002	2001	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 Systems (<i>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 & Steam</i>)		
013	Chemical Processing & Storage	048A	Medical Facilities - Mental Health	077	Pipelines (<i>Cross-Country - Liquid & 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	Cold Storage; Refrigeration; Fast Freeze	050	Housing (Residential, Multi-Family; Apartments; Condominiums)	081	Pneumatic Structures, Air-Support Buildings	116	Wind Tunnels; Research/Testing Facilities Design		
	Centers	050A	Housing - Residential Mental Health	082	Postal Facilities	117	Zoning; Land Use Studies		
018	Communication Systems; TV; Microwave	050B	Housing - Resid. Mental Ret. /Group Home	083	Power Generation, Transmission, Distribution	201			
019	Computer Facilities; Computer Service	050C	Housing - Elderly	084	Prisons & Correctional Facilities	202			
020	Conservation and Resource Management	050D	Housing - Assisted Living	084A	Correctional Facilities - Minimum Security	203			
021	Construction Management	051	Hydraulics and Pneumatics	084B	Correctional Facilities - Medium Security	204			
022	Corrosion Control; Cathodic Protection; Electrolysis	052	Industrial Buildings; Manufacturing Plants	084C	Correctional Facilities - Maximum Security	205			
023	Cost Estimating	053	Industrial Processes; Quality Control	084D	Correctional Facilities - Youth Detention				
024	Dams (<i>Concrete; Arch</i>)	054	Industrial Waste Treatment	084E	Public Safety Facilities - Police/Fire Stations				
025	Dams (<i>Earth; Rock</i>); Dikes; Levees	055	Interior Design; Space Planning	084F	Public Safety Facilities - Training				
026	Desalination (<i>Process & Facilities</i>)	055A	Facilities Management	085	Product, Machine & Equipment Design				
027	Dining Halls; Clubs; Restaurants	056	Irrigation; Drainage	086	Radar; Sonar; Radio & Radar Telescopes				
028	Ecological & Archeological Investigations	057	Judicial and Courtroom Facilities	088	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)				
029	Educational Facilities; Classrooms	058	Laboratories; Medical Research Facilities	088A	Recreation Facilities - Ice Rinks				
029A	Educational Facilities; Higher Ed	058A	Laboratories; Commercial	088B	Recreation Facilities - Senior/Community Centers				
029B	Educational Facilities; Secondary Ed	058B	Laboratories; Higher Ed Research Sciences	088C	Park Support Facilities (<i>Bath House; Visitor Center</i>)				
029C	Educational Facilities; Elementary Ed	058B	Laboratories; Heavy Equipment	089	Rehabilitation (<i>Buildings; Structures; Facilities</i>)				
029D	Educational Facilities; Child Day Care	058C	Laboratories; Pathology, Medical Examiner	090	Resource Recovery; Recycling				
030	Electronics	058D	Laboratories; Crime Investigation	091	Radio Frequency Systems & Shieldings				
031	Elevators; Escalators; People Movers	059	Landscape Architecture	092	Rivers; Canals; Waterways; Flood Control				
032	Energy Conservation; New Energy Sources	060	Libraries; Museums; Galleries	093	Safety Engineering; Accident Studies, OSHA Studies				
032A	Sustainable Design	061	Lighting (Interiors; Display; Theatre, Etc.)	094	Security Systems; Intruder & Smoke Detection				
033	Environmental Impact Studies, Assessments or Statements	062	Lighting (<i>Exteriors</i>)	095	Seismic Designs and Studies				
034	Fallout Shelters; Blast-Resistant Design	063	Materials Handling Systems; Conveyors; Sorters	096	Sewage Collection, Treatment and Disposal				
035	Field Houses; Gyms; Stadiums	064	Metallurgy	097	Soils & Geologic Studies; Foundations				
036	Fire Protection			098	Solar Energy Utilization				
				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.			

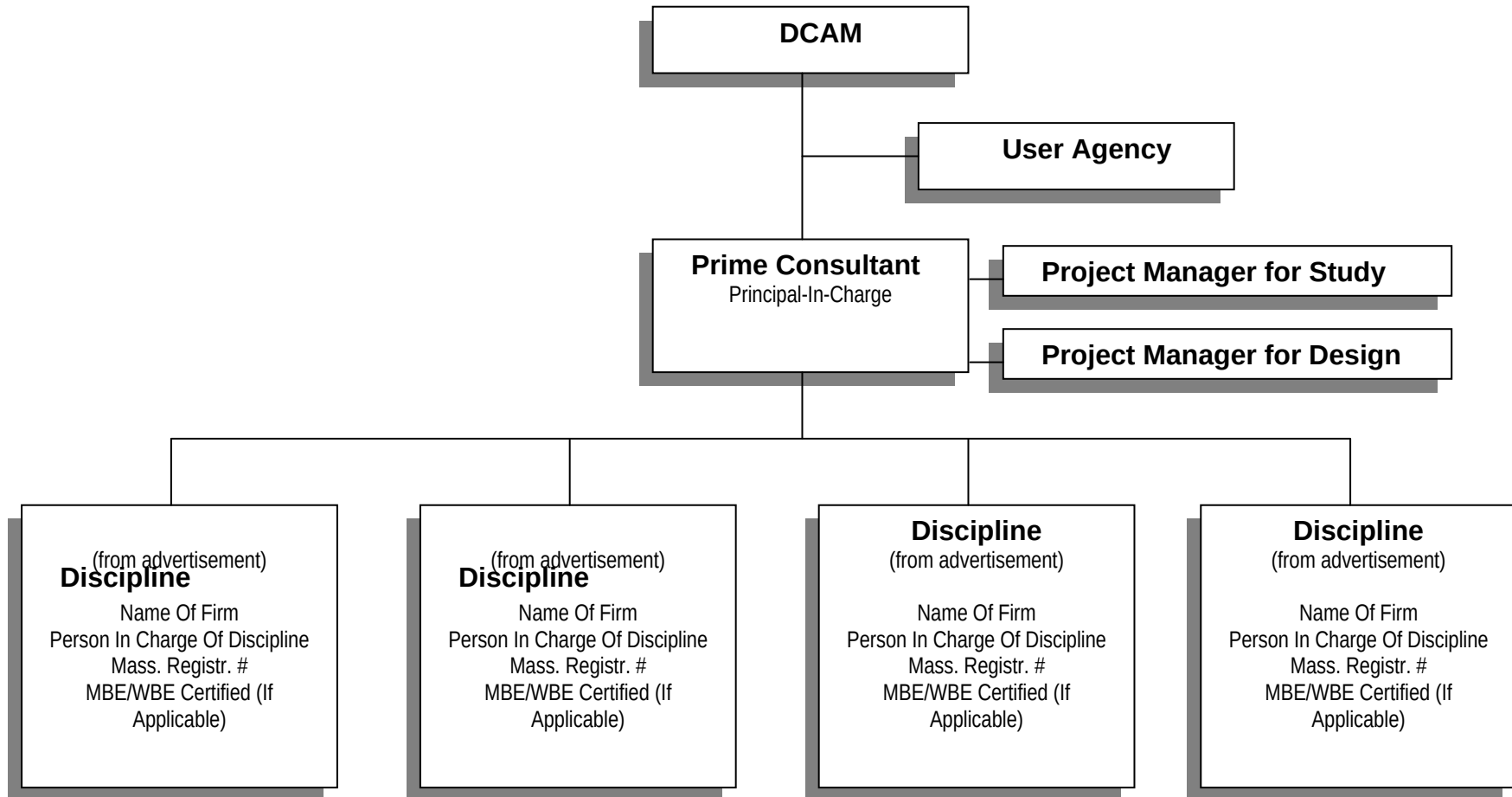
			8.			
			9.			
			10.			
			11.			
			12.			
			13.			
			14.			
			15.			
			16.			
			17.			
			18.			
			19.			

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

Commonwealth of Massachusetts DSB 2005 Application Form (Updated May 2009)	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): Email Address: Telephone No: Fax No.:		3h. Check Below If Your Firm Is Either: (1) SOMWBA Certified Minority Business Enterprise (MBE) ☐ (2) SOMWBA Certified Woman Business Enterprise (WBE) ☐ (3) SOMWBA Certified Minority Woman Business Enterprise (M/WBE) ☐									
4. Personnel From Prime Firm Included In Question #3a Above 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	_____	(_____)	Ecologists	_____	(_____)	Licensed Site Profs.	_____	(_____)	Other	_____	(_____)
Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)		_____	(_____)
Acoustical Engrs.	_____	(_____)	Environmental Engrs.	_____	(_____)	Planners: Urban./Reg.	_____	(_____)		_____	(_____)
Civil Engrs.	_____	(_____)	Fire Protection Engrs.	_____	(_____)	Specification Writers	_____	(_____)		_____	(_____)
Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)		_____	(_____)
Construction Inspectors	_____	(_____)	Industrial Hygienists	_____	(_____)	Surveyors	_____	(_____)		_____	(_____)
Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)		_____	(_____)
Drafters	_____	(_____)	Landscape Architects	_____	(_____)		_____	(_____)	Total	_____	(_____)
5. Has this Joint-Venture previously worked together? ☐ Yes ☐ 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:



7. Brief Resume Of ONLY Those Prime Applicant And Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form And Limit Resumes To ONE Person Per Discipline Requested In The Advertisement. 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.	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 7a Resides: MBE ☐ WBE ☐	c. Name And Address Of Office In Which Individual Identified In 7a Resides: MBE ☐ WBE ☐
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): WBE	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 <u>ONLY</u> 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.					
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 (Actual, Or Estimated If Not Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

* 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. <u>APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u>																																
11.	Professional Liability Insurance: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center; border: none;">Name of Company</td> <td style="width: 33%; text-align: center; border: none;">Aggregate Amount</td> <td style="width: 33%; text-align: center; border: none;">Policy Number</td> </tr> </table>	Name of Company	Aggregate Amount	Policy Number																													
Name of Company	Aggregate Amount	Policy Number																															
12.	Provide A List Of All Projects On Which Monies Were Paid By You, Or On Your Behalf, As A Result Of Professional Liability Claims Occurring Within The Last 5 Years And In Excess Of \$50,000 Per Incident. Please Include Project, Client Names And Explanation. (Attach Separate Sheet If Necessary): Please answer "yes" or "no". If "yes" please give details.																																
13.	Name Of Sole Proprietor Or Names Of All Firm Partners And Officers: <table style="width: 100%; border: none;"> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;"></th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Expiration Date</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td style="text-align: center;">Status/Discipline</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">Status/Discipline</td> </tr> </table>	Name	Title	MA Reg #		Name	Expiration Date	Title	MA Reg #	a.								b.			Status/Discipline					c.							Status/Discipline
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14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;"></th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td style="text-align: center;">Status/Discipline</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">Status/Discipline</td> </tr> </table>	Name	Title	MA Reg #		Name	Title	MA Reg #	a.							b.			Status/Discipline				c.						Status/Discipline				
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15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; border: none;"> <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%;"></th> <th style="width: 20%;">Name And Title</th> <th style="width: 15%;">% Ownership</th> <th style="width: 15%;">MA Reg.#</th> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td style="text-align: center;">Status/Discipline</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">Status/Discipline</td> </tr> </table>	Name And Title	% Ownership	MA Reg.#		Name And Title	% Ownership	MA Reg.#	a.							b.			Status/Discipline				c.						Status/Discipline				
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b.			Status/Discipline																														
c.						Status/Discipline																											
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 7, Section 38A1/2 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 _____ (Signature) Printed Name And Title _____ Date _____																																

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

DSB 2005 S-CA	Commonwealth of Massachusetts Designer Selection Board 2005 SUB-CONSULTANT ACKNOWLEDGMENT
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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 application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. One copy must have an original signature.

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

DSB LIST # 10-10 **ITEM #** 1 **DSB PUBLIC NOTICE DATE:** July 14, 2010

LAST DATE FOR FILING APPLICATION IS: August 4, 2010 at 2:00 PM

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

(☒)	Architect	()	Engineer
(☒)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **HL Y-62510**

PROJECT TITLE: **Study and Design for Various Renovations and Facility Improvement Projects**

PROJECT LOCATION: **Holyoke**

AWARDING AGENCY: **Soldiers' Home in Holyoke**

APPROPRIATION SOURCE: **Various (to be determined)**

AVAILABLE AMOUNT: **\$200,000 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.7, §38G(a) \$200,000 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.7, § 40N, Executive Orders 390 and 478, Soldiers' Home in Holyoke has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goals 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 Services (Revised 3/10) at Attachment C, in the Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 2/10) at Attachment E, and the SOMWBA website: <http://www.state.ma.us/somwba>. Applications from MBE and WBE firms as prime consultant are encouraged. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goals, 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 **three (3)** contracts, each with a total value of **\$200,000** to qualified designers under this contract.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:

The Soldiers' Home in Holyoke, located at 110 Cherry Street, Holyoke, MA, is a multifaceted health care facility available to eligible veterans of the Commonwealth of Massachusetts. Fully accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and inspected annually by the Veterans Administration, its mission is to provide the best health care possible to eligible veterans who reside in the Commonwealth of Massachusetts.

Facilities include an existing multi-story building completed in 1953, with a major addition completed in 1971 that provides limited hospital services and additional long-term care beds.

The Soldiers' Home in Holyoke seeks House Doctor Designers for internal and external architectural, structural and MEP systems including various renovations and additions. Work will be in occupied buildings near occupied patient rooms. All work shall comply with the requirements and intent of the US Veterans Administration, Joint Commission on Accreditation of Health Care Facilities as well as other authorities having jurisdiction. All projects shall adhere to universal access requirements.

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.



Aerial View of Soldiers' Home in Holyoke

Consideration in the analysis should include energy costs, sustainability principles, expected remaining useful life of building and systems and life cycle costs. Particular attention should be paid to constructability and the reliability and durability of maintenance 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 DCAM Designer Procedures Manual.

Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

GENERAL CONDITIONS FOR THIS CONTRACT:

Contract

This contract is limited to projects with an estimated construction cost of less than \$2,000,000 as per M.G.L. C. 7 §40B, 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 DCAM Director of Programming before final design can proceed. Master plans and/or studies for any projects with an estimated construction cost of \$2 million or more may not be performed under this contract.

The applicant agrees to execute Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 2/10)¹ ("Design Contract") or its successor, without revisions or modifications. http://www.mass.gov/Eoaf/docs/dcam/dlforms/forms/standard_contract_fd_conadm.rtf

Financial Statement

Chapter 7, Section 38H(e) (iv) 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 DCAM, 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.

DCAM Procedures

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated August 2008 (http://www.mass.gov/Eoaf/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/Agov3/docs/Executive%20Orders/Leading%20by%20Example%20EO.pdf>. All building studies shall include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EOEEA or as determined by The Soldiers' Home in Holyoke. 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

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. The Soldiers' Home in Holyoke welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

Construction Specifications

The designer shall utilize the DCAM 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 DCAM 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/Eoaf/docs/dcam/dlforms/cem_feb06.pdf, and Uniformat II can be found at <http://www.bfrl.nist.gov/oae/publications/nistirs/6389.pdf>.

¹ The Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 2/10) replaces the former DCAM Form C-2 Contract for Designer Services.

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 following prime and sub consultant personnel and extent of compliance with MBE/WBE participation goals. Please see Section 6 on DSB 2005 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 (Prime) | 6. Landscape Architect |
| 2. Mechanical Engineer (M/P/FP) | 7. Specifications Consultant |
| 3. Electrical Engineer | 8. Cost Estimator |
| 4. Structural Engineer | 9. MA Building Code Consultant |
| 5. Civil Engineer | |

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. 7 §38F and the work listed on DSB Application 2005 Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

- | | |
|--|---|
| 1. Design of interior and exterior architectural, structural & MEP renovations for buildings of similar size, type and use | 3. Knowledge of health care procedures and requirements |
| 2. Construction administration services for projects of various size and scope | 4. Design of phased renovations in occupied healthcare facilities of similar size and scope |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at www.mass.gov/dcam/dsb.

Only complete applications submitted on the **DSB 2005 Application Form** may be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB 2005** will be rejected as non-compliant and will 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 # 10-10 **ITEM #** 2 **DSB PUBLIC NOTICE DATE:** July 14, 2010

LAST DATE FOR FILING APPLICATION IS: August 4, 2010 at 2:00 PM

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

(☒)	Architect	()	Engineer
(☒)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **2010-DFS01**

PROJECT TITLE: **Study and Design for Various Buildings Repairs and Renovations**

PROJECT LOCATION: **Department of Fire Services**

AWARDING AGENCY: **Department of Fire Services (DFS)**

APPROPRIATION SOURCE: **As determined by the Agency**

AVAILABLE AMOUNT: **\$500,000 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.7, §38G(a) \$500,000 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.7, § 40N, Executive Orders 390 and 478, DFS has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goals 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 Services (Revised 3/10) at Attachment C, in the Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 2/10) at Attachment E, and the SOMWBA website: <http://www.state.ma.us/somwba>. Applications from MBE and WBE firms as prime consultant are encouraged. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goals, 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 **three (3)** contracts, each with a total value of **\$500,000** to qualified designers under this contract.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:

Background

The Department of Fire Services (DFS) is the sole agency within state government responsible for overall coordination of fire service policy and operations, consisting of the following divisions:

- Massachusetts Firefighting Academy: provides all fire training to the firefighters of the cities, towns, and fire districts and firefighter certification.
- Office of the State Fire Marshal: provides public education, investigation, regulation, law enforcement and technical assistance to fire departments, the public, and regulated trades and industries.
- Hazardous Materials Response: oversees the operation of the Hazardous Materials Response Teams throughout the state.
- Administrative Services: manages DFS's budget, personnel, facilities, and information technology.

Scope of Work

DFS seeks House Doctors to investigate, evaluate, and prepare certifiable studies and final design services and construction administration for renovations, alterations, repairs and general building upgrades, as requested on a case by case basis. DFS's headquarters, along with the State Police Bomb Squad and Arson unit, are located in Stow. Projects may be state-wide, including a potential location in Springfield.

The scope of work may include but is not limited to architectural, structural, mechanical, electrical, plumbing, and fire protection systems, including:

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.

Building types include, but are not limited to: Gas school, burn building, ladder building, pump house, explosive storage bunkers, and general campus facilities.

Gas School

The gas school consists of sixteen props for live fire training in both Liquid Propane Gas (LPG) and Liquefied Natural Gas (LNG). There is onsite storage of 20,014 gallons of LNG and 18,000 gallons of LPG. All tank to prop piping is welded stainless steel. The flow of gas to all props is controlled with pneumatic (nitrogen) valves operated from a central control tower with manual back-ups in the field. The LPG storage tank is protected by a pair of fixed deluge guns controlled by our training water system.

The anticipated scope of work for the gas school would be as follows:

- Inspection and certification of the storage tanks, piping and controls.
- Engineering services for the design and installation of new props.
- Evaluation of the installed safety systems.

Burn Building

The burning building is a four story structure (three stories plus a basement) with a total of 6,160 sq ft of interior space including stairs. Each floor has a different overall dimension with the larger floor plan at the basement and the smallest on the third floor. There are 18 burn rooms used for live fire training. The building is approximately 19 years old, opening in July of 1991. The building is constructed of poured in place concrete including all roof slabs, elevated floor slabs interior stairs, walls and columns. Concrete bearing walls support the elevated slabs. In a few locations concrete beams support elevated concrete slabs. The basement floor is slab on grade and is reinforced with welded wire fabric. The original drawings indicate that there are concrete spread footing below all concrete walls and columns at their lowest point. There are steel exterior stairs at the front and rear of the building as well as concrete exterior stairs on the north and south elevations. All doors windows and roof hatches are of galvanized steel plate. All the burn rooms are lined with a product called HTL (High Temperature Lining 203) to protect the concrete from direct exposure during live fire evolution. Each

of the burn rooms also have floor drains and outside wall scupper drains to drain water out during live fire evolutions.

The anticipated scope of work for the burn building would be as follows:

- Structural integrity evaluation.
- Recertification to NFPA standards.

Ladder Building

The ladder building is a six story structure consisting of interior and exterior stairwells, a dry standpipe system, whole building ventilation system and series of life safety rated anchors on the roof for high angle rope training. Approximately 19 years old, the building is constructed of poured in place concrete including all roof slabs, elevated floor slabs, interior stairs, walls and columns. Concrete bearing walls support the elevated slabs. In a few locations, concrete beams support elevated concrete slabs. The ground floor is slab on grade and is reinforced with welded wire fabric.

The anticipated scope of work for the training tower would be as follows:

- Inspection and certification of the exterior stairwell.
- Inspection and certification of the standpipe system.
- Inspection and certification of the anchor points on the roof.

Pump House

The pump house is used for water supply during training and is a poured-in-place concrete building with concrete floors and steel plate hatches to access the 28' deep water sump. The walls and ceiling are also poured in place concrete. The exterior of the building has a standing seam metal roof over the concrete with red brick covering the exterior walls. The building is approximately 20 years old, as well as the electrical system, controls, piping and pump systems. The sump holds approximately 95,000 gallons of water.

The following are pump components:

- (2) Peerless Low pressure pumps (60 HP, 460 V, 74 Amp.) with Hightrust oil filled US Electrical Motors
- (2) Peerless High pressure pumps (200HP, 460V, 236 Amp.)
- (1) Low pressure pump control panel (Pump controller Firetrol Inc.)
- High pressure pump control panel (Pump Controller Firetrol Inc)
- (2) Marlow Lift Pumps Model # 64P (15hp, ph3, 41 Amp)
- (1) Lift pump control panel (TC Controls Inc.)
- Various valves and pressure reducers housed within the pump houses.
- Other valves and control parts located throughout the system supplied by these pumps

The anticipated scope of work for the pump house would be as follows:

- Replacement of existing systems with updated technology such as DDC controls and motors with variable speed drives.

Bunker Relocation

DFS presently maintains 5 large type-two explosives magazines (approx. 10' X 12') at a site in Stow. These magazines are used for the storage of blasting caps, explosives and explosives related evidence.

A potential project is to replace and/or relocate the existing explosives storage bunkers currently located at DFS within the confines of the gas school. Its current location is within 150 feet of an 18,000 gal. propane storage and a 20,000 gal. liquid natural gas storage tank. DFS has located a suitable site to construct an explosive magazine complex and determined what will be necessary to successfully accomplish the relocation. The new location is an area that is not subject to fires or gas explosions from training props.

The house doctor is needed to provide design, engineering, and construction administration for this project. The proposed site requires improvements prior to the relocation of the explosives magazines. The anticipated scope of work includes but is not be limited to the following:

- Design and engineering: A site plan needs to be created to identify the location of the site, assure setbacks from boundaries, and assure compliance with state laws regarding explosive storage sites.
 1. Site Prep: The site sits within a wooded area of DFS property. It will have to be cleared of trees, stumps and large rocks dug up and removed, topsoil removed, and a suitable base material put down in order to level the site or various areas of the site.

2. Forms: Forms for the pads must be built and reinforcement placed within to build a pad or multiple pads to support the magazines and storage container to be placed within the compound.
3. Concrete: A slab or slabs, 6 inches thick will be poured in order to provide a stable and secure foundation for the magazines and storage container to rest upon. The slab may have to be built on two tiers due to the contour of the site. The slab will have fiber reinforcement.
4. Access: A gravel driveway leading from the existing road to and around the slab and back out to the driveway will also be installed. The current right of way will have to be widened and improved to provide year round access to the site.
5. Fencing: An 8-foot chain link fence topped with either barbwire or concertina will be installed around the entire perimeter of the site. The fence will contain a single vehicle gate sufficient size to allow heavy trucks to enter.
6. Lighting: Power will have to be provided to the site to provide lighting for the site as well as to provide power for an alarm system for the total site.
7. Alarm: New alarms will be installed by ADT on each of the magazines and the gate to the complex. Personnel will continuously monitor the alarm system via a telephone line to be installed at the site. Materials and labor for the alarm system installation and activation will need to be quoted.
8. The current magazines that are designated to be reused shall be moved from their current location to the new location at the conclusion of the new site construction.

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

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

Asbestos 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.

**DFS 991 DC1, Facility Expansion Department of Fire Services Stow, MA, Ducharme & Dillis, Nov. 10, 2005:
Existing Conditions Site Survey, Drawing No. EX.2**

http://www.mass.gov/Eoaf/docs/dcam/dsblist/dsb101002_fire_ex2.pdf

Existing Conditions Site Survey, Drawing No. EX.3

http://www.mass.gov/Eoaf/docs/dcam/dsblist/dsb101002_fire_ex3.pdf

GENERAL CONDITIONS FOR THIS CONTRACT:

Contract

This contract is limited to projects with an estimated construction cost of less than \$2,000,000 as per M.G.L. C. 7 §40B, 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 DCAM Director of Programming before final design can proceed.** Master plans and/or studies for any projects with an estimated construction cost of \$2 million or more may not be performed under this contract.

The applicant agrees to execute Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 2/10)¹ ("Design Contract") or its successor, without revisions or modifications.
http://www.mass.gov/Eoaf/docs/dcam/dlforms/forms/standard_contract_fd_conadm.rtf

¹ The Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 2/10) replaces the former DCAM Form C-2 Contract for Designer Services.

Financial Statement

Chapter 7, Section 38H(e) (iv) 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 DCAM, 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.

DCAM Procedures

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated August 2008 (http://www.mass.gov/Eoaf/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/Agov3/docs/Executive%20Orders/Leading%20by%20Example%20EO.pdf>. All building studies shall include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EOEEA or as determined by DFS. 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

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. DFS welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

Construction Specifications

The designer shall utilize the DCAM 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 DCAM *Cost Estimating Manual* and will be submitted in Unifomat II in the study phase and in both Unifomat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at http://www.mass.gov/Eoaf/docs/dcam/dlforms/cem_feb06.pdf, and Unifomat II can be found at <http://www.bfrl.nist.gov/oae/publications/nistirs/6389.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 following prime and sub consultant personnel and extent of compliance with MBE/WBE participation goals. Please see Section 6 on DSB 2005 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 (Prime) | 6. Landscape Architect |
| 2. Mechanical Engineer (M/P/FP) | 7. Specifications Consultant |
| 3. Electrical Engineer | 8. Cost Estimator |
| 4. Structural Engineer | 9. MA Building Code Consultant |
| 5. Civil Engineer | |

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. 7 §38F and the work listed on DSB Application 2005 Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

- | | |
|---|---|
| 1. Must be familiar with NFPA, ASCME, Industrial Gas Industry standards, explosive storage regulations, Fire Training Academy requirements, and all other applicable standards. | 3. Experience with fire safety projects of similar size and type. |
| 2. Familiarity with vertical lift pumps, thermal and structural integrity of the liquid propane and liquefied natural gas storage tanks which have a capacity of up to 20,000 gallons, and various props used for propane, liquid natural gas training, including cryogenics. | |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at www.mass.gov/dcam/dsb.

Only complete applications submitted on the **DSB 2005 Application Form** may be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB 2005** will be rejected as non-compliant and will not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.