



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place | Boston, MA | 02108
Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#: 22-07

Notice Date: February 23, 2022

Submission Date: March 16, 2022 At 2:00 PM

Project Number: DSBP-16

Project Title: Study, Planning, Design & Construction for Correctional Facilities

Project Location: Statewide

Awarding Agency: Division of Capital Asset Management and Maintenance (DCAMM)

Available Aggregate Amount: \$12,500,000

Estimated Construction Cost: Varies per Project. Typically, less than \$10,000,000 per project

Contract Term: Up to Six (6) Years

Maximum Fee Per Contract, based on the scope of
work and services authorized, shall not exceed: \$2,500,000

Prime Firm Requested:

- ☒ Architect
- ☐ Landscape Architect
- ☐ Engineer
- ☐ Interior Designer
- ☐ Programmer
- ☐ Construction Manager

Contract Type:

This contract will be a "House Doctor" contract. Multiple projects of the type described in the Project Overview and Scope of Work may be assigned, and fee increments approved, up to the maximum fee per contract. Selection by the DSB under this advertisement does not guarantee that a contract will be executed with any given firm. The Awarding Agency will enter into House Doctor contract(s) with selected firm(s) at its sole discretion, based on the Awarding Agency's needs. The Awarding Agency may award up to **five (5)** contracts, each with a total value of **\$2,500,000** to qualified designers under this contract. Awarding Authority may assign a House Doctor with which it has signed a contract to perform individual project(s) of the type described in this advertisement directly for another Commonwealth entity.

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:

AGENCY INFORMATION



The Division of Capital Asset Management and Maintenance (DCAMM), an agency within the Executive Office for Administration and Finance (ANF), is responsible for capital planning, major public building construction, facilities management, and real estate services for the Commonwealth of

Massachusetts. The agency was created by the legislature in 1980 to promote quality and integrity in the management and construction of the Commonwealth's capital facilities and real estate assets.

DCAMM oversees the Commonwealth's capital assets, totaling over 65 million square feet, and manages over \$2 billion in capital projects, working with state agencies on the full cycle of their strategic facility needs to create and manage forward-thinking, sustainable buildings to meet the needs of the citizens they serve. DCAMM is also responsible for all state real estate activities, including acquisition of property, disposition of surplus property and the leasing of space on behalf of state agencies, for offices and other facilities.

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

PROJECT OVERVIEW

DCAMM seeks to procure House Doctor services from design professionals with broad experience in planning, certifiable building studies, design, and construction to support DCAMM's mission involving capital asset management and facilities maintenance for state-owned correctional facilities in campuses under control of the [Department of Correction](#) (DOC) or under control of individual [County Sheriffs](#) (Sheriffs). Services may include but are not limited to strategic planning, master planning, programming, facility planning and design, strategic technology planning, security, security technology, facility conditions assessments, comparative cost modeling, life cycle costing, certifiable building studies, and construction.

Project Context:

Correctional Portfolio in Massachusetts

Of the Commonwealth's portfolio of 65 million square feet, the correctional portfolio comprises approximately 9.7 million square feet. Correctional facilities under control of DOC and the Sheriffs are located on thirty-six (36) correctional centers totaling over 600 buildings: approximately 400 buildings (or about 5.2 million square feet) under control of DOC and approximately 200 buildings (or about 4.5 million square feet). Building ages span from 1829 to 2021, with the majority over fifty years old, including:

- Buildings housing detainees and inmates in different holding classifications and security levels.
- Buildings with educational vocational training programs for detainees and inmates, including libraries, kitchens, laundry rooms, warehouses, auto repair garages, welding/carpentry shops, animal shelters, farm buildings, etc.
- Buildings with Industrial applications such as: License Plate shop, Metal Fabrication shop, Paint Application shop, Furniture fabrication shop and Sewing Fabrication shops.
- Buildings with recreational, medical, religious, and food service programs for detainees and inmates, including gymnasiums, weight rooms, health service/medical buildings, chapels, employee kitchens, cafeterias, canteens, etc.

- Buildings with administrative and employee-only activities (including volunteers providing services), including intake/processing offices, office buildings, employee garages, automotive service garages, etc.
- Buildings serving visitors, including visitor centers, waiting rooms, visitation rooms, etc.
- Buildings and structures used for observation and security, including tower buildings, guard towers, gate houses, vehicle traps, kennel and K-9 facilities, etc.
- Buildings and structures used for water and sewage treatment, including sewage ejector sheds, wastewater sheds, pump houses, etc.
- Buildings and structures used for power supply, including generator buildings, switchgear buildings, transformer buildings, power plants, etc. as well as underground storage tanks serving these buildings.
- Offline structures, including greenhouses, pavilions, siloes, trailers, etc.
- Offline or utility buildings, including storage/tool sheds and barns, farm buildings not used for vocational training, etc.
- Utility structures, including radio towers, water towers, aboveground storage tanks, etc.

In addition to the structures listed above, correctional centers include outdoor areas such as parking lots for employee and visitor use, walkways, sidewalks, recreation yards and fields for detainee and inmate use, secured areas with perimeter fencing, etc.

DOC Facilities

The Department of Correction (DOC), within the Executive Office of Public Safety and Security (EOPSS), is the agency that oversees the state prison system across Massachusetts. With a current custody population of approximately 5,500 serving terms of over 30 months. DOC has over 1,500 active volunteers and 4,500 staff members, of which approximately 80% are security personnel at its correctional centers. DOC's vision is to effect positive behavioral change in order to eliminate violence, victimization, and recidivism. See the DOC's website for additional background information: www.mass.gov/orgs/massachusetts-department-of-correction.

The agency operates 17 correctional centers with four different security levels (Maximum, Medium, Minimum, and Pre-release) in nine municipalities. Most of these campuses are a grouping of specialized buildings on a large land parcel:

- Bay State Correctional Center in Norfolk.
- Boston Pre-release Center in Roslindale.
- Bridgewater State Hospital in Bridgewater.
- Massachusetts Treatment Center in Bridgewater.
- MCI Cedar Junction in South Walpole.
- MCI Concord.
- MCI Framingham.
- MCI Norfolk.
- MASAC @ Plymouth in South Carver.
- MCI Shirley (both Minimum and Medium) in Shirley and Lancaster.
- North Central Correctional Institution in Gardner.
- Northeastern Correctional Center in Concord.
- Old Colony Correctional Center (both Minimum and Medium) in Bridgewater.
- Pondville Correctional Center in Norfolk.
- South Middlesex Correctional Center in Framingham.
- Souza-Baranowski Correctional Center in Lancaster.
- Lemuel Shattuck Hospital Unit in Jamaica Plain.

Correctional complexes such as in Bridgewater, Concord, Shirley/Lancaster, and Norfolk/Walpole include multiple correctional centers served by central power plants, wastewater treatment plants, or other centralized utilities.

Sheriffs' Facilities

Each county in Massachusetts has an elected Sheriff, whose department oversees the detainment and correctional system for pre-trial detainees and inmates sentenced to terms under 30 months. Thirteen counties (all except Nantucket County) have a centralized house of correction within a state-owned facility, and some have additional facilities, that include pre-release facilities and repurposed buildings at other campuses. There are 17 Sheriffs' campuses in 16 municipalities in Massachusetts:

- Barnstable County Correctional Facility in Bourne.
- Berkshire County Jail and House of Correction in Pittsfield.
- Bristol County Jail in New Bedford and Jail and House of Correction in North Dartmouth.
- Dukes County Jail and House of Correction in Edgartown.
- Essex County Correctional Facility in Middleton and Alternative Center in Lawrence.
- Franklin County Jail and House of Correction in Greenfield.
- Hampden County Jail and House of Correction in Ludlow and Western Massachusetts Regional Women's Correctional Center in Chicopee.
- Hampshire County Jail and House of Correction in Northampton.
- Middlesex County Jail and House of Correction in Billerica.
- Norfolk County Correctional Center in Dedham.
- Plymouth County Correctional Facility in Plymouth.
- Suffolk County Jail (Nashua Street) and House of Correction (South Bay), both in Boston.
- Worcester County Jail and House of Correction in West Boylston.

For the location of DOC and Sheriffs' campuses, please refer to 'Supporting Documents'.

Commonwealth Priorities and Challenges in Correctional Facilities

Similar to the portfolio under other Secretariats and agencies, the Commonwealth faces a major challenge in addressing the significant backlog of deferred maintenance in our correctional facilities. This situation requires a strategic approach to investing in public safety capital projects by prioritizing maintenance and modernization of our existing correctional assets (through repair, renovation of current facilities, while maximizing use and functionality of existing spaces within budget limitations).

Capital projects will address a backlog of deferred maintenance needs which may include repairs and upgrades to building envelopes, mechanical, electric, plumbing, and security systems, utilities, and energy improvements as well as site work with regulatory requirements, including but not limited to historic preservation, hazardous waste management, and wetlands protection. In correctional facilities, one of the major design aspects continues to be the development of a logical sequence of renovations, additions, demolition, and new construction within fully occupied, 24/7 public safety buildings.

For DOC facilities, the potential of utilizing DOC's Division of Resource Management, the stewards of DOC's portfolio, to perform minor and moderate renovations to existing buildings will also need to be explored in addition to standard Chapter 149 construction procurement.

Project Location:

Projects assigned to the selected House Doctor(s) may be located at one of the thirty-six (36) correctional centers or may involve multiple campuses. For the location of DOC and Sheriffs' campuses, please refer to the "Supporting Documents" section.

SCOPE OF WORK

Selected House Doctors are expected to partner with DCAMM to assess the scope and develop the most effective strategy to address the assigned project. Assignments will be undertaken with DCAMM, in collaboration with DOC or the Sheriffs, and involve a highly interactive process that requires experience in managing the expectations of stakeholders. The selected House Doctor(s) will be responsible for developing detailed work plans including tasks, schedules, deliverables, fee breakdown, etc. Notice(s)-to-proceed will be provided upon the completion of an approved scope of services.

The scope of work is to investigate, evaluate, and prepare certifiable studies and to provide final design and construction administrative services for correctional facilities, including, but not limited to repairs, system upgrades or replacements, renovations, modernizations, and additions. The work may range from improvements to a space within a correctional building, to a single building or multiple buildings within a correctional center, or to an entire correctional center. Possible assignments may include:

Certifiable Building Study (including Schematic Design)

In accordance with M.G.L. Chapter 7C, Section 59, most Certifiable Building Studies intended to analyze the user agency's capital needs, evaluate alternatives, and recommend a solution that corresponds to the current and future needs may include:

- Site assessment, planning and design:
 - Site planning and accessibility compliance, including, but not limited to secured areas with perimeter fencing, walkways, sidewalks, recreation yards and fields, etc.
 - Parking for employee and visitor use, vehicular traffic, and transportation analysis and planning.
 - Landscape planning.
 - Evaluation of site for potential risks and vulnerabilities related to environmental sustainability and climate change and preparation of a resilience analysis to identify mitigation requirements and specific opportunities to meet or exceed Commonwealth goals (refer to Executive Order 594: Leading by Example under 'Energy, Sustainability and Climate Change Adaptation').
- Building assessment, planning and design:
 - Existing condition assessments of buildings and systems, including but not limited to building envelope, mechanical, electric, plumbing, fire protection, and security systems.
 - Evaluation of specific opportunities to meet or exceed Commonwealth goals for the elimination of fossil fuels and use of renewable thermal technologies (such as ground source heat pumps or other renewables) for heating and cooling. Consideration in the analysis should include energy costs, sustainability principles, expected remaining useful life of building systems and related life cycle costs. Particular attention should be paid to the constructability, reliability, durability, and maintainability of building systems and materials.
 - Infrastructure and/or engineering evaluations including, but not limited to utility systems, technology, site security, and stormwater analysis.
 - Mobility and accessibility analysis and planning.
 - Assessment of hazardous materials. Asbestos inspection, design and monitoring, and indoor air quality testing.
 - If applicable, participate in the procurement of the Construction Manager at Risk, including, but not limited to, participation in the statutorily required prequalification and selection process.
- Cost Estimating:
 - Conceptual and schematic design cost estimating.

- Scheduling and phasing analysis and development.
- Preparation of a Certifiable Building Study, including preparation of Schematic Design documents. Particular attention should be paid to the constructability, reliability, durability and maintainability of building systems and materials.

Although not as frequent as the items listed above, Certifiable Building Studies may also include strategic planning efforts such as:

- Evaluation and/or update of previously completed Master Plans or Building Studies.
- Development and/or confirmation of project vision, including research related to best practices.
- Master planning (assessment of opportunities and constraints, site capacity, and analysis of potential for consolidation or expansion).
- Capital investment planning, project budgeting and financial analysis.
- Space Use, including but not limited to:
 - Programming/space needs analysis.
 - Space utilization analysis (facility right-sizing and assessment of space use in accordance with changing inmate population number, staff-to-inmate ratios, and other factors).

Design

If the selected designer is appointed for final design, the General Scope of Work will be defined by the certifiable building study and the current version of the [DCAMM Designers Procedures Manual](#):

- Cost estimating throughout each phase of design.
- Preparation of Design Development Documents.
- Preparation of Construction Documents.

Construction

- Construction administration.
- Construction management.

APPLICATION EVALUATION

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

PERSONNEL

1. Architect (**Prime Firm**)
 2. Mechanical Engineer (M/P/FP)
 3. Electrical Engineer
 4. Structural Engineer
 5. Civil Engineer
 6. Landscape Architect
 7. Specifications Consultant
 8. Cost Estimator
 9. MA Building Code Consultant
 10. Hazardous Materials Consultant
 11. Corrections Security Consultant
- The title “Architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; and

- The title “Landscape Architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Landscape Architects; and the title “Landscape Professional” refers to an individual who may not hold a certificate of registration from the Board of Landscape Architects, but can prove requisite experience, education and training that enable them to perform the landscape design services outlined herein; and
- The title “Engineer” refers to design professionals that maintain a current registration in any one of the engineering categories governed by the Massachusetts Board of Registration of Professional Engineers and of Land Surveyors.

EVALUATION FACTORS

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C, § 49 and the work listed on DSB Application Form Sections 4 and 5 which illustrate current qualifications in the following areas:

1. Diversity Focus Statement (Section 5) Approach to enhancing diversity in assembling the team for this project and the inclusion of firms that expand the overall breadth of different firms working on DCAMM projects including description of specific working relationships and responsibilities between and amongst team members for both MBE/WBE firms and those with which they will be teaming. If applicable, please highlight prior projects that have met M/WBE goals. Partnerships encouraged.
2. Familiarity with Commonwealth of Massachusetts Public Bidding requirements M.G.L. c. 149, M.G.L. c. 149A, and M.G.L. c. 30, § 39M.
3. Demonstrated experience in the planning and design of correctional facilities, including experience in determining alternative capital investment strategies to achieve innovative results that maximize cost savings through creative approaches to programming and design in occupied correctional facilities with high security requirements.
4. Key team members will have demonstrated experience in leading and facilitating projects which target high efficiency and climate resiliency in design and systems, including demonstrated knowledge of high-performance renovations and low carbon fuel transitions in existing buildings, resilient design, considerations of site-specific resilience enhancements, decarbonization of fossil fuel systems, the integration of architectural elements and mechanical systems, and strategic electrification.

SUPPORTING DOCUMENTS

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

- **Map: Locations of state-owned correctional centers in Massachusetts.**
<https://www.mass.gov/doc/dsb-list-22-07-map-with-correctional-centers-for-reference-only/download>

PROJECT REQUIREMENTS

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

Affirmative Marketing

MBE/WBE Participation

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Along with the MBE and WBE participation goals which reflect ownership status set forth below, the Designer Selection Board and DCAMM are interested in learning about the applicant firm’s approach and

commitment to diversity in its HR policy, its overall business practices and in assembling this project team. Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, when appropriate, including work it would typically provide in house, partnering, offering opportunities to qualified firms with which it or its consultants have not previously worked or firms that may have less experience working on public projects, and other means that provide additional opportunities for MBE and WBE firms in new ways.

Applicants, as prime firm and team lead, should include in their application, under Section 5, a Diversity Focus Statement directly addressing their approach to enhancing diversity in assembling the team for this project, including a clear description of each working relationship, and in their overall HR and business practices. The Designer Selection Board strongly encourages teams composed of firms that expand the overall breadth of different firms working on DCAMM projects. See also Evaluation Factors.

In accordance with M.G.L. C.7C, §6 and Executive Orders 526 and 565, the **Division of Capital Asset Management and Maintenance (DCAMM)** has established minimum MBE and WBE participation goals of **5.2% MBE and 10.1% WBE** of the overall value of the study and final design contracts for this Contract/project. Applicants must utilize both MBE and WBE firms whose participation meet these separate participation goals set for the Contract. The separate MBE and WBE participation goals must be met within the list of requested prime and sub-consultants and those MBE and WBE firms with which they team. MBE and WBE firms providing extra services, such as surveying or testing, can also contribute to the MBE and WBE participation on the project.

All applicants must indicate in their applications how it or its consultants will meet these goals and will be evaluated on that basis. Further information about the MBE and WBE Program appears in the “Participation by Minority Owned Businesses and Woman Owned Businesses,” in the Commonwealth of Massachusetts Contract for House Doctor Services at Attachment F, and a list of firms currently MBE or WBE certified appears on the Supplier Diversity Office website: <http://www.mass.gov/sdo>.

Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified may use their participation toward meeting the goal for the certification they hold and will be required to bring participation by additional firm(s) that holds the necessary SDO certifications to meet or exceed the goals on this Contract. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE and WBE goals. Consultants to the prime can team within their disciplines in order to meet the MBE and WBE goals, but must state this relationship on the organizational chart (Section 6 of the application form). Please note that only firms that are currently Massachusetts Supplier Diversity Office certified as MBE or WBE can be credited toward meeting project MBE or WBE goals.

Additional Diversity Programs:

Veteran Owned Business Participation Benchmark – Chapter 108 of the Acts of 2012; Executive Order 565

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises (“SDVOBE”) and Veteran-Owned Business Enterprises (“VBE”) on its design projects. The benchmark for combined SDVOBE and VBE participation on DCAMM and other Executive Branch agencies design projects is 3% of the contract price as set forth in the standard DCAMM Contract for House Doctor Services referenced herein.

In addition, the Commonwealth encourages the participation of Disability-Owned Business Enterprises (DOBEs) and Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBEs) firms on its design projects (see Executive Order 565 -No. 565: Reaffirming and Expanding the Massachusetts Supplier Diversity Program | Mass.gov).

Energy, Sustainability and Climate Change Adaptation

Executive Order 569: Establishing an Integrated Climate Change Strategy for the Commonwealth

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 569 – see <https://www.mass.gov/executive-orders/no-569-establishing-an-integrated-climate-change-strategy-for-the-commonwealth>.

Executive Order 594: Leading by Example: Decarbonizing and Minimizing Environmental Impacts of State Government

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 594 (EO 594) or the most recent Leading by Example Executive Order: see <https://www.mass.gov/info-details/leading-by-example-executive-order-594-decarbonizing-and-minimizing-environmental-impacts-of-state-government?auHash=YidGOx6nid6XC-6S2QDvKRz50VDJrAoAYM5IjqOaJ8k>.

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 DCAMM. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project's impact on the operating agency's plan for meeting goals of the relevant Executive Orders are documented in the consensus solution, implementation plan and estimated construction cost.

LEED Certification

If applicable, as determined by DCAMM, any project authorized under the House Doctor Contract shall be certified at a level of Silver or higher, including Mass LEED Plus requirements. All measures proposed to achieve a LEED rating shall be incorporated into final design as part of the House Doctor's base fee; administration of the certification process by the House Doctor during the final design and construction phases of the project will be considered an extra service.

Universal Design/Accessibility

Universal Design

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

Accessibility

The House Doctor's team's design must comply, at a minimum, with 521 CMR, The Rules and Regulations of the Architectural Access Board (<https://www.mass.gov/orgs/architectural-access-board>), as well as the 2010 ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>). When the requirements of these two laws differ the consultant shall comply with the one that provides the greater degree of accessibility. The House Doctor is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act (http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm) to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable. **DCAMM** will use its Accessibility Consultants to provide technical assistance and oversight for accessibility compliance during the study, design, and construction process, including accessibility audits of existing buildings.

Policies & Procedures

Financial Statement

M.G.L. c. 7C, §51 requires that on public design contracts where the total design fee is expected to exceed \$30,000 for the design of a project for which the estimated construction cost is expected to exceed \$300,000 the designer shall:

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

DCAMM Procedures

The House Doctor must be familiar with the procedures established in DCAMM's Designer Procedures Manual dated August 2008 (<https://www.mass.gov/files/documents/2017/12/19/designers-procedures-manual->

[aug08.pdf](#)). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/dcam>).

Environmental and other supplemental services

Development of any hazardous materials assessments, specifications, and documents will be provided through the Hazardous Materials Consultant design team member identified above. **DCAMM** reserves the right to obtain supplemental services through independent consultants who will collaborate with the House Doctor's team. These supplemental services may include, but are not limited to, asbestos inspection and monitoring, and indoor air quality testing and monitoring.

Construction Specifications

The House Doctor shall utilize the DCAMM Standard Specification.

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAMM Cost Estimating Manual and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The Cost Estimating Manual can be found at <https://www.mass.gov/files/documents/2017/12/19/cost-estimating-manual.pdf> and Uniformat II can be found at <http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf>.

CONTRACT REQUIREMENTS

Contract for House Doctor Services

Appointed applicants will sign a standard *Contract for House Doctor Services* (October 2020) ("House Doctor Contract"). Once a House Doctor Contract is executed with a selected applicant, DCAMM will solicit proposals from the House Doctor related to specific projects and issue Notices to Proceed for agreed upon scopes of work as set forth in the House Doctor Contract.

<https://www.mass.gov/doc/contract-for-house-doctor-services/download>

Exhibit A & B of the House Doctor Contract sets forth specific terms and conditions for the scope of services.

The House Doctor must prepare studies for all projects under this contract with ECC >\$300 K, and all building studies must be certified by the DCAMM Deputy Commissioner before final design can proceed.

No costs shall be incurred or work performed before all contract documents are properly executed and a project Notice to Proceed is issued in accordance with the terms of the contract.

Applicants are advised that certain documents are required as a condition of contract execution, including, without limitation, evidence of professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim (i.e., minimum coverage of \$250,000 up to \$5,000,000 per claim depending on the construction cost). Evidence of pollution liability coverage in compliance with the Contract requirements may be carried by the Hazardous Materials Consultant identified above; all other coverage must be carried by the House Doctor. Evidence of current coverage will also be required for each Notice to Proceed issued under the contract.

CONDITIONS FOR APPLICATION

Before a designer can apply for a project within DSB jurisdiction, they must file a written "disclosure statement" in accordance with M.G.L. c. 7C, § 48. The statement provides the basis for the DSB informational database and

verifies that the designer meets certain general qualification and ownership requirements detailed in M.G.L. c. 7C, §§ 44 and 48. To help firms meet this requirement, the Designer Selection Board provides an online registration system that can be accessed at <https://www.mass.gov/service-details/new-dsb-online-registration-process>. Firms must register on this platform to submit the required disclosure statement; paper disclosure statement submissions are no longer accepted. As part of applying for a particular project, firms must verify that the information provided remains accurate and up-to-date or, if necessary, submit updated information.

APPLICANTS PLEASE NOTE

The Designer Selection Board has transitioned to a new online system for all of its operations on the AUTOCENE Enterprise Automation Platform. We encourage everyone in the design community to enter all their information and start getting used to this powerful new product! The board no longer accepts jurisdictional applications through our old application system and all new applications must be completed within Autocene. New users can request credentials through the system login screen: <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>.