



# Designer Selection Board Commonwealth of Massachusetts

## How to Do a Designer Evaluation in the Designer Selection Network

### Contents

Designer Evaluation Requirement .....	1
Evaluation Process for Public Agency User .....	2
Accessing the Evaluation Dashboard .....	2
Understanding the Dashboard .....	3
View Evaluation Details .....	3
Submitting a New Evaluation .....	7
Choosing the Evaluation Type .....	7
Project Search and Selection .....	9
Filling Required Information .....	11
Adding Subconsultants .....	12
Completing and Submitting the Evaluation .....	13
Supervisor Workflow Overview .....	15
Viewing Completed Evaluations .....	15

## Designer Evaluation Requirement

Designer evaluations are required according to M.G.L. Ch7C, section 48 if the agency meets the definition of public agency according to M.G.L. Ch. 149, section 44A.

**REQUIREMENTS:** No later than 30 days after the completion of the Schematic Design phase, the Agency must provide the Designer with a preliminary evaluation for informational purposes. Preliminary evaluations may be completed in the Designer Selection Network by selecting “Preliminary” in the evaluation portal. The “Preliminary” will only be seen by the Agency and the Designer unless released by the Designer for public view.

At the completion of the Construction project, the Public Agency must provide the Designer with a completed Design and Construction Phase Evaluation for the entire project. The evaluation should be submitted to the DSN no later than 70 days after completion of the project. The Designer will have 30 days to respond and complete the cycle of evaluation. These final evaluations can be viewed by all Public Agencies.

A public agency which fails to submit the designer evaluation to the Designer Selection Network (DSN) within 70 days of completion of the project, shall be ineligible for the receipt of public funds disbursed by the Commonwealth for public building or public works projects. (M.G.L. c. 7C, §48(h))

## Evaluation Process for Public Agency User

### Accessing the Evaluation Dashboard

- Log on to the Designer Selection Network. If you have not logged on before you will need to register. If you have questions, please contact [infodsb@mass.gov](mailto:infodsb@mass.gov).
- On your dashboard, click **Evaluation Management**.
- This will open your **Evaluation Dashboard**.

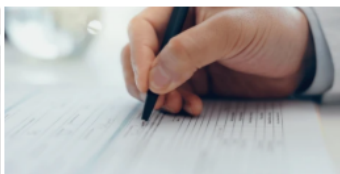


ADMINISTERED BY THE DESIGNER SELECTION BOARD

Business Name	User Full Name	Email	System Role
DSB MEMBER	Muni		Municipalities



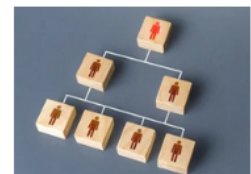
Firm Information



Public Notices & Applications



Evaluations & References



Administration

Firm Profiles  
Registration & Disclosure

View Public Notices  
Submit a Public Notice  
Review Applications  
Applications in PDF  
Ranking Firms  
Completed Reviews & Applications

**Evaluation management**

Design firms and consultants can register to become part of a statewide designer database, review and apply for new project listings, search for other firms or applications, check their firm's public record for accuracy and receive references from a firm's non-public entity clients. Massachusetts state agencies and municipalities can use this system to search for designers and consultants for their projects, to review applications, and to enter statutorily required evaluations.

## Understanding the Dashboard

- The dashboard provides a breakdown of all evaluations that have been submitted.
- Use the **Show Filters** button to filter the list by specific criteria.
- To export your evaluation list, click **Generate Excel**.



# Designer Selection Board Commonwealth of Massachusetts

### Welcome to Evaluation Management

Here, you can view your submitted evaluations, manage pending ones, and start new evaluations as needed. \*

0 action(s) is waiting for you.


<a href="#">Evaluation Detail List</a>	<a href="#">Evaluation Pending Actions</a>	<a href="#">New Evaluation</a>	<a href="#">Request an Evaluation</a>	<a href="#">Search Evaluation</a>	<a href="#">Generate Excel</a>
--	--	--------------------------------	---------------------------------------	-----------------------------------	--------------------------------

Project # / Task #	OPM/PM Info.	Supervisor Info.	Design Firm PM Info.	Contact Person	Status	Evaluation
DSBA-33 546546546	Aeolus Foussekis pfoussekis@autocene.com	Penny penniempf@hotmail.com	Penny penniempf@hotmail.com	Penelope Foussekis fvtracking@gmail.com	Pending	Construction
Firm Name AEOLUS ARCHITECTURE AND DESIGN		Public Notice Name Study and Design for General Building Renovations Repair and Upgrades				
Workflow Information		Submitted Date 6/2/2025				
Evaluation has been sent to the Supervisor - Waiting for Response						
<a href="#">☆ VIEW DETAILS</a>						

DSBA-30 33	Simone Early simone.a.early@mass.gov	simone early simone.a.early@mass.gov	Simone Early simone.a.early@mass.gov	Penelope Foussekis fvtracking@gmail.com	Pending	Study
Firm Name AEOLUS ARCHITECTURE AND DESIGN		Public Notice Name Study and Design for General Building Renovations Repair and Upgrades				
Workflow Information		Submitted Date 5/1/2025				
Evaluation has been sent to the Supervisor - Waiting for Response						
<a href="#">☆ VIEW DETAILS</a>						

## View Evaluation Details

- Click **View Details** buttons (circled above) to access more information about a specific evaluation.



### Designer Selection Board

### Evaluations Tracker

---

Back

Here you can search for a particular information for selected Evaluation \*

---

PROJECT NAME	DESIGN FIRM NAME	PROJECT NUMBER	TYPE OF EVALUATION
PROJECT NAME	DESIGN FIRM NAME	PROJECT NUMBER	Design
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px;">Project / Designer Info</div> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px;">Workflow Process</div> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px;">Questionnaire</div> </div>			

- **Project / Designer Info button** shows the firm/project details submitted with the evaluation.



[Back](#)

Verify the information below on selected Project, Design Firm and proceed. \*

[Change Public Notice for Evaluation](#)

**SELECTED PUBLIC NOTICE INFORMATION**

<b>PUBLIC NOTICE NAME</b>		<b>DESIGN FIRM NAME</b>	
Brooke Master Plan and Elevator Accessibility and Exterior Improvements Project		AEOLUS ARCHITECTURE AND DESIGN	
<b>PROJECT NUMBER / TASK NUMBER</b>		<b>DSB LIST NUMBER</b>	
BCS-2025		25-01	
<b>PROJECT LOCATION</b>		<b>PROJECT PHASE</b>	
Roslindale		Study	
<b>AWARDING AGENCY NAME</b>		<b>USER AGENCY NAME</b>	
Brooke Charter School		Brooke Charter School	
<b>TYPE OF FACILITY</b>		State Sub-List:	
State			
<b>PRIME SERVICE REQUESTED</b>		<b>CONTRACT TYPE</b>	
Architect		Specific Assignment	
<b>PROJECT TYPE</b>			
<input type="checkbox"/> Master Plan	<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Facility Conditions Assessment	<input type="checkbox"/> New Construction
<input type="checkbox"/> Alteration/Renovation	<input type="checkbox"/> Repair/Maintenance ^	<input type="checkbox"/> Restoration/Preservation	<input type="checkbox"/> Addition

**EVALUATION WORKFLOW**

<b>Initiator/OPM/Agency Project Manager Name</b>	<b>Agency Project Supervisor/ PM Supervisor Name</b>	<b>Design Firm Project Manager Name</b>	<b>Design Firm Principal-In Charge Name</b>
Penelope Foussekis	Penelope Foussekis	Penelope Foussekis	Penelope
<b>Initiator/OPM/Agency Project Manager Email</b>	<b>Agency Project Supervisor/ PM Supervisor Email</b>	<b>Design Firm Project Manager Email</b>	<b>Design Firm Principal-In Charge Email</b>
pfoussekis@formverse.com	pfoussekis@formverse.com	pfoussekis@formverse.com	pfoussekis@autocene.com
	This email is not in the system. They will need to register for an account. Without an		This email is not in the system. They will need to register for an account. Without an

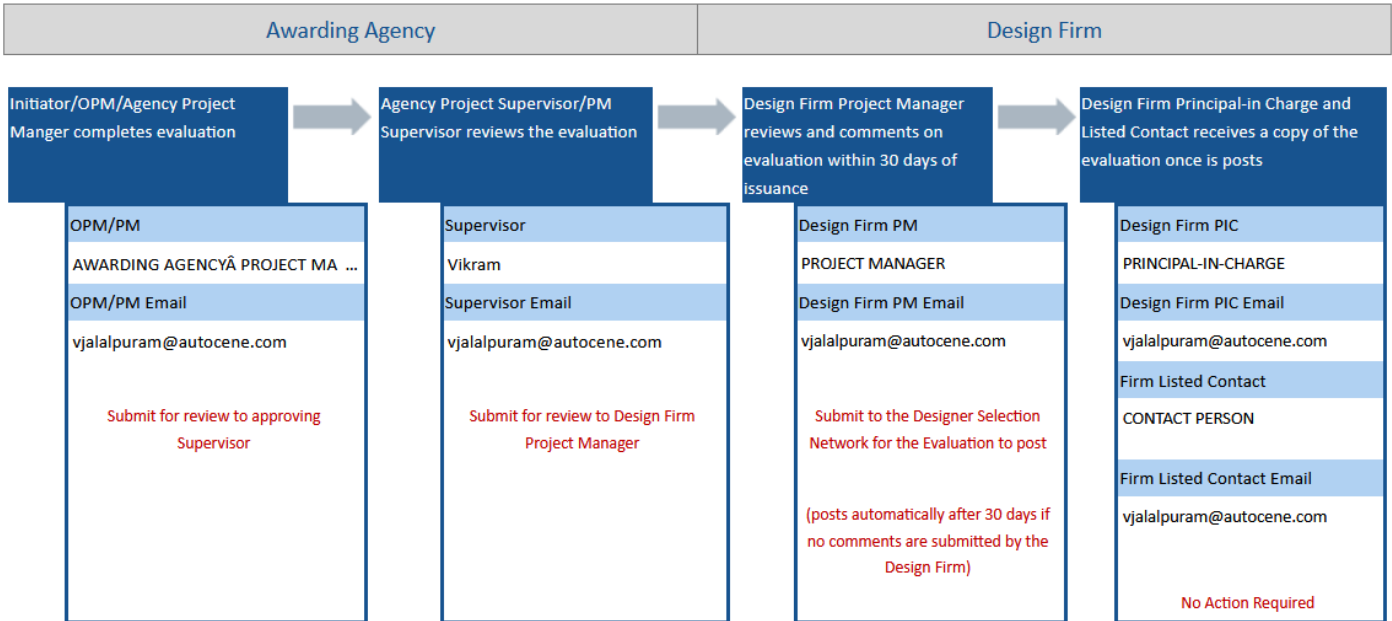
- **Workflow Process button** displays the steps in the evaluation process and the recipients.



[Back](#)


Below are the participants who are involved in the selected workflow process. \*

### EVALUATION WORKFLOW



(THE DESIGN FIRM PRINCIPAL IN CHARGE AND LISTED CONTACT ARE BASED ON THE FIRM DISCLOSURE AND CAN NOT BE CHANGED BY THIS WORKFLOW.)

- **Questionnaire button** opens the submitted questionnaire details.



**Designer Selection Board**

1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108

**Evaluation Questionnaire**

[www.mass.gov/dsb](http://www.mass.gov/dsb) Telephone: (617) 727-4046

\*

PROJECT NAME	DESIGN FIRM NAME	PROJECT NUMBER	TYPE OF EVALUATION
Study and Design for General Building Renovations Repair and Upgrades	AEOLUS ARCHITECTURE AND DESIGN	DSBA-33	Construction

Hide performing rating scale  YES  NO

**Question #1: MANAGEMENT**

*Leadership & Cooperative Teamwork*

**A. To what degree was the Designer knowledgeable of Agency practices and roles and in control of the services provided to the Agency during Bid, Award, Construction and Project Close-out?**

- 4 The Designer was **always** knowledgeable of Agency practices and roles during construction and **outstandingly** managed the project. The Designer **exceptionally** cooperated with all parties and mediated disagreements between Agency personnel, contractor, and building officials **effectively, always** in the best interest of the project.
- 3 The Designer was **routinely** knowledgeable of Agency practices and roles during construction and **effectively** managed the project. **Satisfactory** cooperation with Agency personnel, consultants, and other project stakeholders and **adequate** support during construction.
- 2 The Designer was **not routinely** knowledgeable about Agency administrative requirements and **required guidance** from the Agency to maintain control of the project. **Poor** performance in cooperation with all parties.
- 1 The Designer **did not exhibit** the capacity to adequately manage the project and **failed** to perform the work in accordance with the contract. **Failure** to engage and work well with team members and building officials.

*Communication & Management of Team, Issues and Resources*

**B. How were the Designer's communication skills with his/her team and Agency personnel?**

- 4 The Designer **always** kept project team members, contractor, and building officials informed and **consistently exceeded** the Agency's expectations. Problems that had the potential to affect the construction progress were **proactively** addressed and resolved.
- 3 The Designer **routinely** communicated with his/her team and Agency personnel in a clear, thorough, and periodic manner and **clearly met** the Agency's expectations. Information was communicated **effectively** and construction issues were resolved **adequately**.
- 2 The Designer **generally, but inconsistently**, communicated with his/her team and Agency personnel in a clear, thorough, and timely manner and Agency personnel **had to initiate and clarify** communications to move the project forward.
- 1 Communication between the Design and his/her team and the Agency was **lacking** and **clearly had a negative impact** on the completion of the project. Sub-consultant's and other team members **lacked** knowledge of what the state of the project was, and what was expected of them.

# Submitting a New Evaluation

- Click **New Evaluation** at the top of the dashboard.
- You'll be directed to the evaluation submission form.

Here, you can view your submitted evaluations, manage pending ones, and start new evaluations as needed. \*

1 action(s) is waiting for you.

<a href="#">Evaluation Detail List</a>	<a href="#">Evaluation Pending Actions</a>	<b>New Evaluation</b>	<a href="#">Request an Evaluation</a>	<a href="#">Search Evaluation</a>	<a href="#">Generate Excel</a>
--	--	-----------------------	---------------------------------------	-----------------------------------	--------------------------------

## Choosing the Evaluation Type

- Select the **Type of Evaluation**. The questionnaire will change depending on the type selected.
- If you have previously submitted evaluations, they will also appear for reference.




Welcome to the Evaluation Portal.

Here you will be able to complete Study, Design and/or Construction phase Evaluations for completed Projects. \*

<p><b>Study</b></p> <p><i>For "pre-design" services: Study Certification, Contract Task Completion, etc.</i></p>	<p><b>Design</b></p> <p><i>For Construction Documents, Bid Documents, etc.</i></p>	<p><b>Construction</b></p> <p><i>For Construction Administration</i></p>
--	--	--

Previous submitted Evaluations						
Date	Project Name   Task Name	Project #	Task #	Firm Name	Evaluation Type	Contract Type
11-10-2020	CBD Testing Facility	2019-ABC		AEOLUS ARCHITECTURE AND DESIGN	Study	Specific Assignment
02-06-2020	Study and Design for General Building Repairs, and Upgrades test	CCCC2020-1019	test	AEOLUS ARCHITECTURE AND DESIGN	Study	
01-23-2020	CBD Testing Facility	2019-ABC		AEOLUS ARCHITECTURE AND DESIGN	Study	

- Search for the firm you would like to evaluate and click **Select**.



## Designer Selection Board

## Evaluations - Registered Firms

---

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

---

Clear Filters

**FILTER BY**

Firm Name	Contact Email Address	City
		▼

**Firm Type**

<p><u>Designer:</u></p> <p><input checked="" type="checkbox"/> Architect</p> <p><input type="checkbox"/> Interior Designer</p>	<p><input type="checkbox"/> Landscape Architect</p> <p><input type="checkbox"/> Construction Manager</p>	<p><input type="checkbox"/> Engineer</p> <p><input type="checkbox"/> Programmer</p>
<p><u>Diversity:</u></p> <p><input type="checkbox"/> Woman Owned (WBE)</p> <p><input type="checkbox"/> Service Disabled Veteran Owned (SDVOBE)</p> <p><input type="checkbox"/> LGBT Business Enterprise (LGBTBE)</p>	<p><input type="checkbox"/> Minority Owned (MBE)</p> <p><input type="checkbox"/> Disadvantaged Business Enterprise (DBE)</p> <p><input type="checkbox"/> Portuguese Business Enterprise (PBE)</p>	<p><input type="checkbox"/> Veteran Owned (VBE)</p> <p><input type="checkbox"/> Disability Owned Business Enterprise (DOBE)</p> <p><input type="checkbox"/> Small Business Purchasing Program (SBPP)</p>

---

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

FIRM NAME	CONTACT PERSON	CONTACT EMAIL ADDRESS	
24X36DESIGNSTUDIO, LLC	VENKET R. HOLI	venket.holi@24x36designstudio.com	<span style="border: 1px solid #ccc; padding: 2px 5px;">Select</span>
3IVE LLC	David de Sola	david.desola@3ive.com	<span style="border: 1px solid #ccc; padding: 2px 5px;">Select</span>
5A DESIGN STUDIO	David Andrade	david@5Adesignstudio.com	<span style="border: 1px solid #ccc; padding: 2px 5px;">Select</span>
A.POINT.DESIGN, INC.	Richard S. Boccelli Jr., AIA, NCARB	rboccelli@apointdesign.com	<span style="border: 1px solid #ccc; padding: 2px 5px;">Select</span>
ABACUS ARCHITECTS + PLANNERS	David Pollak	dpollak@abacusarchitects.com	<span style="border: 1px solid #ccc; padding: 2px 5px;">Select</span>
ACS, LLC	Jay R Mason	Jay@ACSLowell.com	<span style="border: 1px solid #ccc; padding: 2px 5px;">Select</span>
ACTWO ARCHITECTS	Andrew Cohen	ac@actwoarch.com	<span style="border: 1px solid #ccc; padding: 2px 5px;">Select</span>
AECOM USA OF MASSACHUSETTS, INC.	Leslie Sims	leslie.sims@aecom.com	<span style="border: 1px solid #ccc; padding: 2px 5px;">Select</span>
AEOLUS ARCHITECTURE AND DESIGN	Penelope Foussekis	pfoussekis@autocene.com	<span style="border: 1px solid #ccc; padding: 2px 5px;">Select</span>
AI3 ARCHITECTS, LLC	Kristen Baker	baker@ai3architects.com	<span style="border: 1px solid #ccc; padding: 2px 5px;">Select</span>

## Project Search and Selection

- Click **Search for Project** to search for an existing project. Use your DSB # if the project was reviewed by the DSB, or your project number if not. If you have advertised your project through the DSN, your project will be searchable here.



Designer Selection Board

Evaluations - Public Notice & Design Firm Info.

Back

Verify the information below on selected Project, Design Firm and proceed. \*

Search for Project



Designer Selection Board

Evaluations - Search  
Public Notice & Design Firm Info.

Back

- Scroll to select your project from the list below, or key word search for it here.
- If your project was not advertised through the Designer Selection Network and you have not previously done an evaluation for that project, then select Add New Project to input project information for your project.
- Project specific task numbers/names can be added to the evaluation in the next window.
- Click here to watch a video on how to complete this process.

### PUBLIC NOTICE INFORMATION

DSB LIST NUMBER

PROJECT NAME

PROJECT NUMBER

AWARDING AGENCY NAME

USER AGENCY NAME

SEARCH

RESET

ADD NEW PROJECT

View Amount

25


<< Back

Next >>

25 / 493



- If the project is not listed, you can **add a new project manually**. *Do not* add a project if it had a DSB #. Search via the DSB #.



## Designer Selection Board

Evaluations - Search  
Public Notice & Design Firm Info.

---

Back
\*

**ADDING A NEW PROJECT:**

PROJECT NAME	PROJECT NUMBER	PROJECT LOCATION
AWARDING AGENCY NAME	USER AGENCY NAME	


ADD & SELECT
CANCEL

- Once selected, the project information will pre-fill.

25-06	DSBA-35	Study and Design for General Building Renovations Repair and Upgrades	Westfield State University	Westfield State University	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #ccc;">SELECT</span>
25-05	DSBA-34	Study and Design of Mechanical and Electrical Systems	U/Mass Amherst	U/Mass Amherst	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #ccc;">SELECT</span>
25-04	DSBA-33	Study and Design for General Building Renovations Repair and Upgrades	Massachusetts Military Division	Massachusetts Military Division	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #ccc;">SELECT</span>
25-03	DSBHD-06	Study and Design for Mechanical Electrical and Plumbing Renovations Repairs and Upgrades	Division of Capital Asset Management & Maintenance (DCAMM)	Division of Capital Asset Management & Maintenance (DCAMM)	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #ccc;">SELECT</span>
25-02	RCC2502	Reggie Lewis Center Improvements	Roxbury Community College	Roxbury Community College	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #ccc;">SELECT</span>
25-01	BCS-2025	Brooke Master Plan and Elevator Accessibility and Exterior Improvements Project	Brooke Charter School	Brooke Charter School	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #ccc;">SELECT</span>

## Filling Required Information

- Complete all **highlighted required fields**.




**Designer Selection Board**

**Evaluations - Public Notice & Design Firm Info.**

Back
Verify the information below on selected Project, Design Firm and proceed. \*
Change Public Notice for Evaluation

SELECTED PUBLIC NOTICE INFORMATION	
PUBLIC NOTICE NAME	DESIGN FIRM NAME
Study and Design for Mechanical Electrical and Plumbing Renovations Repairs and Upgrades	AEOLUS ARCHITECTURE AND DESIGN
PROJECT NUMBER / TASK NUMBER	DSB LIST NUMBER
DSBHD-06	25-03
PROJECT LOCATION	PROJECT PHASE
Statewide	Study
AWARDING AGENCY NAME	USER AGENCY NAME
Division of Capital Asset Management & Maintenance (DCAMM)	Division of Capital Asset Management & Maintenance (DCAMM)
TYPE OF FACILITY	
Select...	
PRIME SERVICE REQUESTED	CONTRACT TYPE
Engineer	House Doctor
PROJECT TYPE	
<input type="checkbox"/> Master Plan <input type="checkbox"/> Feasibility Study <input type="checkbox"/> Facility Conditions Assessment <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Repair/Maintenance ^ <input type="checkbox"/> Restoration/Preservation <input type="checkbox"/> Addition	
<b>For House Doctor project</b>	
TASK PROJECT NAME	TASK PROJECT NUMBER
*	*

- In the **Workflow Process** section, enter the **Supervisor** and **Design Firm Project Manager**. If you are the PM and the approving supervisor, add your information in both locations.

 This section is critical, as it defines the approval path for the evaluation.

EVALUATION WORKFLOW			
Initiator/OPM/Agency Project Manager Name	Agency Project Supervisor/ PM Supervisor Name	Design Firm Project Manager Name	Design Firm Principal-In Charge Name
Penelope Foussekis	*	*	Penelope
Initiator/OPM/Agency Project Manager Email	Agency Project Supervisor/ PM Supervisor Email	Design Firm Project Manager Email	Design Firm Principal-In Charge Email
pfoussekis@formverse.com	*	*	pfoussekis@autocene.com
PROJECT INFORMATION			
CURRENT ESTIMATED CONSTRUCTION COST (ECC) FOR PROJECT/TASK		CURRENT TOTAL DESIGN FEE	
\$			
If the project does not have an ECC Then leave at \$0		If the project is a house doctor contract, the current construction cost is just for the current contracted task. For single project contracts the current construction cost is for the total project.	
			*
<input type="checkbox"/> I confirm all Sub consultants are listed above			<input type="button" value="Add Sub Consultants"/>

## Adding Subconsultants

- If the firm submitted an application through the DSN, their subconsultants will pre-populate.
- You can also manually add subconsultant data. There may be more subs listed than were used on a particular project. Check the ones that were used.

Project Disciplines	Sub consultants	Sub consultant Used on project	Cost (\$)
	Total 12		
Architect	ISGENUITY LLC	<input type="checkbox"/>	\$0.00
Landscape Architect	HAMMER + WALSH DESIGN INC.	<input type="checkbox"/>	\$0.00
Civil Engineer	CDW CONSULTANTS, INC.	<input type="checkbox"/>	\$0.00
Mechanical Engineer (M/P)	B2Q ASSOCIATES, INC.	<input type="checkbox"/>	\$0.00
Fire Protection Engineer	JS CONSULTING ENGINEERS, LLC	<input type="checkbox"/>	\$0.00
Electrical Engineer	B2Q ASSOCIATES, INC.	<input type="checkbox"/>	\$0.00
Structural Engineer	LIM CONSULTANTS INC.	<input type="checkbox"/>	\$0.00
Specifications Consultant	KALIN ASSOCIATES INC.	<input type="checkbox"/>	\$0.00
Cost Estimator (independent consultant required)	ELLANA, INC.	<input type="checkbox"/>	\$0.00
MA Building Code Consultant	JS CONSULTING ENGINEERS, LLC	<input type="checkbox"/>	\$0.00
Environmental Professional	PEER CONSULTANTS, P.C.	<input type="checkbox"/>	\$0.00
Energy Modeler	B2Q ASSOCIATES, INC.	<input type="checkbox"/>	\$0.00

Required Disciplines	Sub consultants	Sub consultant Used on project	Cost
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0.00

Add Sub consultants

Cancel

I confirm all Sub consultants are listed above

- Once complete, click **I Confirm All Subconsultants are Listed Above.**

I confirm all Sub consultants are listed above


One of the emails you've entered is not in the system. Please either update the email address or contact the individual you've selected and ask them to register. The registration link can be found [here](#).

Continue

Fill in the above mandatory fields(\*) to proceed

## Completing and Submitting the Evaluation

- Click **Continue** to confirm the workflow. Use the back button to correct – otherwise proceed to do the evaluation.



**Designer Selection Board**

**Evaluations - Workflow Process**

---

Please take a moment to confirm the below participants who are involved in this workflow process. \*

### EVALUATION WORKFLOW


Awarding Agency	Design Firm
<div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">                     Initiator/OPM/Agency Project Manger completes evaluation                 </div> <div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">                     OPM/PM                      Penelope Foussekis                 </div> <div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">                     OPM/PM Email                      pfoussekis@formverse.com                 </div> <div style="text-align: center; color: red; font-weight: bold; margin-top: 10px;">                     Submit for review to approving Supervisor                 </div>	<div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">                     Agency Project Supervisor/PM Supervisor reviews the evaluation                 </div> <div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">                     Supervisor                      Penelope Foussekis                 </div> <div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">                     Supervisor Email                      pfoussekis@formverse.com                 </div> <div style="text-align: center; color: red; font-weight: bold; margin-top: 10px;">                     Submit for review to Design Firm Project Manager                 </div>
<div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">                     Design Firm Project Manager reviews and comments on evaluation within 30 days of issuance                 </div> <div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">                     Design Firm PM                      Penelope Foussekis                 </div> <div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">                     Design Firm PM Email                      pfoussekis@formverse.com                 </div> <div style="text-align: center; color: red; font-weight: bold; margin-top: 10px;">                     Submit to the Designer Selection Network for the Evaluation to post                       (posts automatically after 30 days if no comments are submitted by the Design Firm)                 </div>	<div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">                     Design Firm Principal-in Charge and Listed Contact receives a copy of the evaluation once is posts                 </div> <div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">                     Design Firm PIC                      Penelope                 </div> <div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">                     Design Firm PIC Email                      pfoussekis@autocene.com                 </div> <div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">                     Firm Listed Contact                      Penelope Foussekis                 </div> <div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">                     Firm Listed Contact Email                      fvtracking@gmail.com                 </div> <div style="text-align: center; color: red; font-weight: bold; margin-top: 10px;">                     No Action Required                 </div>

PLEASE CONFIRM THE PARTICIPANTS NOTED ARE CORRECT. USE THE BACK BUTTON TO CORRECT

(THE DESIGN FIRM PRINCIPAL IN CHARGE AND LISTED CONTACT ARE BASED ON THE FIRM DISCLOSURE AND CAN NOT BE CHANGED BY THIS WORKFLOW.)

Fill in the mandatory fields(\*) to proceed

- Click **Continue** again to begin the questionnaire.



## Designer Selection Board

## Evaluation Questionnaire

---

Back

Fill out the below questionnaire and submit.

PROJECT NAME	DESIGN FIRM NAME	PROJECT NUMBER	TYPE OF EVALUATION
Reggie Lewis Center Improvements	AEOLUS ARCHITECTURE AND DESIGN	RCC2502	Study

Hide performing rating scale  YES  NO

Each of the performance factors carries multiple scenarios to assist a Public Agency Official/Project Manager with measuring a design team's competence. For each scenario, a performance rating scale between 1 and 4 must be used:

- 4 – Exceeded Expectations: *outstanding performance***
  - Performance consistently exceeded Agency expectations and always provided exceptional results.
  - Exceptional performance may reflect achievements to the Agency's benefit such as identified cost-savings, innovative options or efficiencies, demonstrated excellence in quality of work and service delivery, and added value to the project.
- 3 – Satisfactory: *at standard, satisfactory performance***
  - Performance met contractual requirements.
  - May have had some minor problems; however, satisfactory corrective actions taken by the Designer were highly effective.
  - Problems were not repetitive.
- 2 – Improvement Required: *below satisfactory performance***
  - Performance inconsistently met contractual requirements.
  - Extensive minor, and/or recurring non-compliance issues or problems.
- 1 – Unsatisfactory: *unacceptable performance***
  - Performance did not meet contractual requirements and recovery did not occur in a timely or cost-effective manner.
  - Serious problems existed and corrective actions have been ineffective.
  - Performance indicates very little or no effort extended to satisfy the minimum contract requirements.

**Performance Rating Scale:**

Designer Performance Evaluations are required by M.G.L Ch.7c and are to be completed at the close of all MA Public projects . The evaluation is designed to provide feedback to designers on a project so that they can correct any patterns of poor performance in the future. The criteria-based assessment includes **four performance factors**:

**A. Management**

**This evaluation factor reflects the Designer's performance in managing the contract, including:**

- Leadership & Cooperative Teamwork
- Communication & Management of Team Issues and Resources


- You can **Save as Draft** at any time using the button at the bottom of the page.
- When the questionnaire is complete, click **Submit**.

Submit

Save as draft

Cancel

Print

 Submitting the evaluation will notify the assigned supervisor.

## Supervisor Workflow Overview

After an evaluation is submitted, it is automatically routed to the supervisor for review. The supervisor will receive a notification once the submission by the Project Manager is complete.

The supervisor will then review the evaluation and take one of the following actions:

- **Approve the evaluation** if everything looks accurate and complete.
- **Return it to the original submitter** if revisions are needed.

If approved, the evaluation is sent to the firm. The firm will then have **up to 30 days** to review and respond to the evaluation. The evaluation will post automatically after 30 days if no comments.

You can track the evaluation status in your **Evaluation Dashboard**. You can also see past completed evaluations from your agency in your dashboard.

**Designer Selection Board**  
Commonwealth of Massachusetts

**Welcome to Evaluation Management**

Here, you can view your submitted evaluations, manage pending ones, and start new evaluations as needed. \*

0 action(s) is waiting for you.

[Evaluation Detail List](#) | [Evaluation Pending Actions](#) | [New Evaluation](#) | [Request an Evaluation](#) | [Search Evaluation](#) | [Generate Excel](#)

Project # / Task #	OPM/PM Info.	Supervisor Info.	Design Firm PM Info.	Contact Person	Status	Evaluation
DSBA-33	Aeolus Foussekis	Penny	Penny	Penelope Foussekis foussekis@gmail.com	Pending	Construction

## Viewing Completed Evaluations

If you would like to see evaluations by other agencies, you can see them by selecting **Firm Profile** on your Home Page Dashboard, then select the firm, and then go to **Evaluations**.

**Firm Information** | **Public Notices & Applications** | **Evaluations & References** | **Administration**

**Firm Profiles**  
Registration & Disclosure

View Public Notices  
Submit a Public Notice  
Review Applications  
Applications in PDF  
Ranking Firms  
Completed Reviews & Applications

Evaluation management