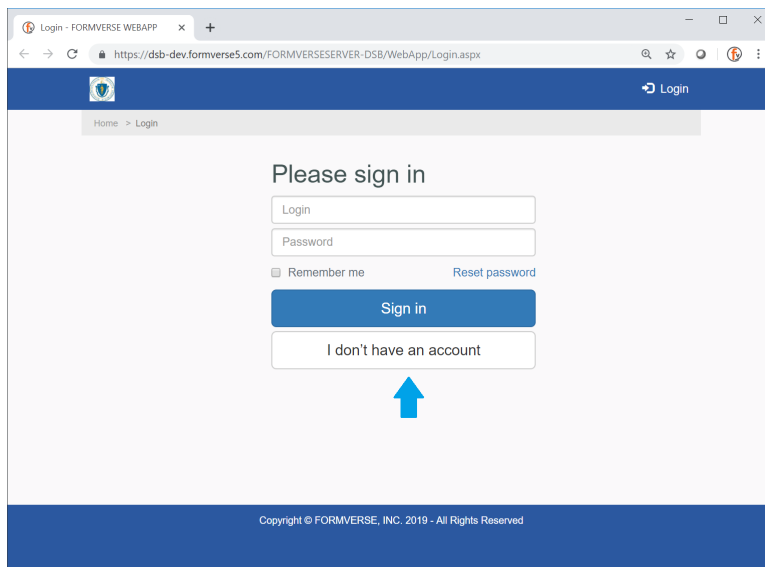


Guide to Designer Evaluation Submission via Autocene

Note: Autocene recommends using the latest version of Google Chrome or MS Edge. We have used Firefox with no issues.

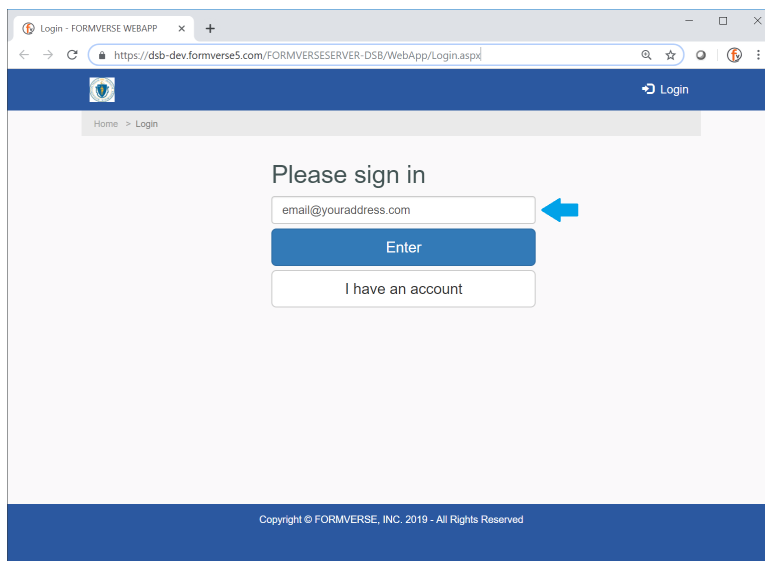
Part One: Add New User (if you are already registered in the Autocene system, skip to part two on page 4)

1. Go to <https://dsb.formverse5.com/FORMVERSESESERVER-DSB/WebApp/Login.aspx>
2. Click "I don't have an account"



A screenshot of a web browser showing the login page for FORMVERSE. The page has a blue header with a logo and a 'Login' link. Below the header, there's a 'Please sign in' section with input fields for 'Login' and 'Password', a 'Remember me' checkbox, a 'Reset password' link, a blue 'Sign in' button, and a white 'I don't have an account' button. A blue arrow points up to the 'I don't have an account' button. The footer contains the copyright notice: 'Copyright © FORMVERSE, INC. 2019 - All Rights Reserved'.

3. Enter your email address & Enter



A screenshot of the same login page, but now the 'email@youraddress.com' is entered in the 'Login' field. A blue arrow points to the 'Enter' button. The 'I don't have an account' button is still present. The footer remains the same: 'Copyright © FORMVERSE, INC. 2019 - All Rights Reserved'.

4. You will be given a temporary login – click “Add New User”

Home - FORMVERSE WEBAPP

https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Home.aspx

Home Hello, email@youraddress.com

Massachusetts Designer Selection Board
Designer Selection Network

This system is used by the Designer Selection Board and DCAMM to enter public notices of new projects and to provide a streamlined system for interested firms from the design community to apply to provide design services. 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, and check their firm's public record for accuracy. Massachusetts state agencies and municipalities can use this system to search for designers and consultants for their projects, and to enter statutorily required evaluations and references.

Commonwealth Of Massachusetts

Add New User

User summary

| | |
|-----------|-----------------------|
| Login | email@youraddress.com |
| Name | email@youraddress.com |
| Last name | |
| Email | email@youraddress.com |
| Roles | Guest |

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5. Choose “Designer” or “Public Agency”

- If you are an OPM, you must register as a Designer and contact Claire Hester at the Designer Selection Board (claire.hester@mass.gov) for a role change. A future update will include a third category for OPMs.
- If you are a public agency (such as a municipality), check the Public Agency dropdown to see if your agency is already registered. If it is not, you must register as a Designer and contact Claire Hester at the Designer Selection Board (claire.hester@mass.gov) for a role change.

Designer Selection Board USER EDIT

1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108 www.mass.gov/dsb Telephone

Please select one:

Designer Public Agency

Submit Save as draft Cancel

6. Fill in the required information (fields with red asterisks)

- If your group does not have a FEIN, enter NA for Not Applicable. Otherwise please enter your FEIN number



Designer Selection Board

REGISTRATION

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

Please enter in all required fields (*)

The **USER LOGIN** and **USER PASSWORD** will be used to access the website.

| | |
|--|--------------------------|
| FIRM NAME | <input type="text"/> |
| FEIN | <input type="text"/> |
| FIRST NAME | <input type="text"/> |
| LAST NAME | <input type="text"/> |
| EMAIL ADDRESS | <input type="text"/> |
| USER LOGIN | <input type="text"/> |
| User Logins cannot contain spaces and must be unique for each user. | |
| USER PASSWORD | <input type="password"/> |
| Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required. | |
| CONFIRM PASSWORD | <input type="password"/> |
| Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required. | |

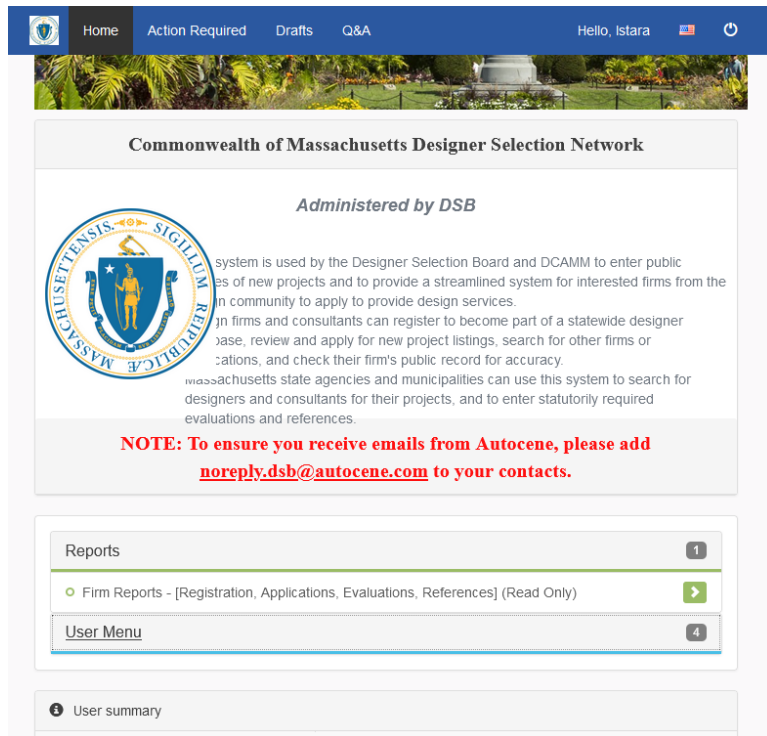
☐ Add another User

☐ Please confirm all the information is correct

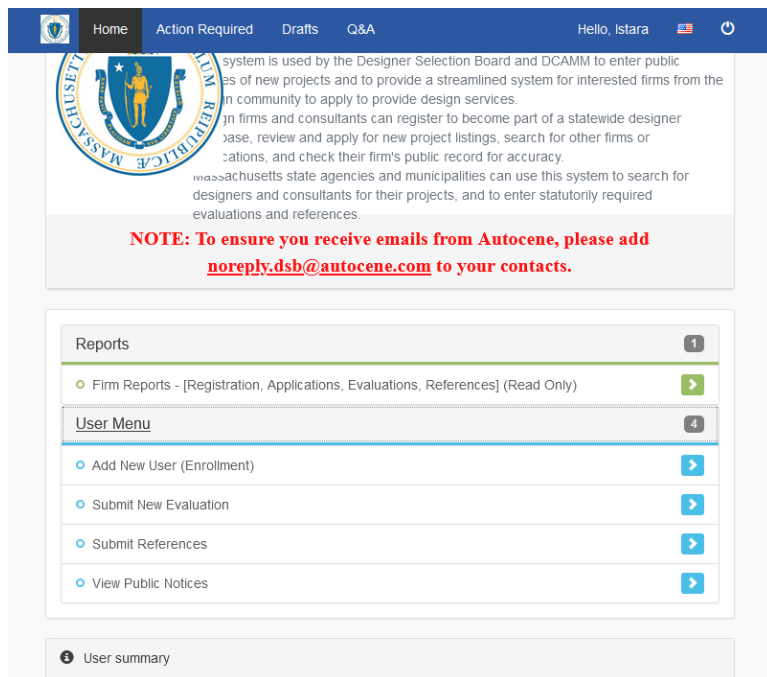
7. Your **USER LOGIN** is your username going forward. If you wish to add another user to your organization, you may do so by clicking the Add Another User button. *Please note, **USER LOGINS** for each user must be unique.
8. Confirm your registration details using the checkbox and click "Submit"
9. Logout of the temporary login session
10. Wait for the Designer Selection Board to confirm your registration via email

Part Two: Register the Project




1. Go to <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>
2. Log in with your username & password




3. Click on “User Menu”



4. Click on “Submit New Evaluation”, and then “Continue”


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

Hide Filters

Clear Filters

FILTER BY

| | | | | |
|-----------|---------------------|-----------------------|-------|------|
| Firm Name | FEIN (VendorIDCode) | Contact Email Address | State | City |
| | | | | |

Firm Type




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


Submit

Save as draft

Cancel

- Choose a designer name by filling out firm name or checking the relevant boxes and scrolling through the list. **Only projects with registered design firms can be evaluated.** If the project firm is not registered, contact them.


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

Hide Filters

Clear Filters

FILTER BY

| | | | | |
|-----------|---------------------|-----------------------|-------|------|
| Firm Name | FEIN (VendorIDCode) | Contact Email Address | State | City |
| | | | | |




Firm Type


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

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

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

- Click "Select" for the firm you want to evaluate


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

SELECTED PUBLIC NOTICE INFORMATION



| | |
|--|--|
| PROJECT NAME | PROJECT NUMBER |
| PROJECT LOCATION | PROJECT COMPLETION DATE |
| AWARDING AGENCY NAME | USER AGENCY NAME |
| AWARDING AGENCY PROJECT MANAGER | AWARDING AGENCY PROJECT MANAGER'S EMAIL |
| AWARDING AGENCY PROJECT SUPERVISOR | AWARDING AGENCY PROJECT SUPERVISOR'S EMAIL |
| TYPE OF FACILITY | CONTRACT TYPE |
| PRIME SERVICE REQUESTED | |
| <div>PROJECT TYPE</div> <div> <input type="checkbox"/> Master Plan <input type="checkbox"/> Feasibility Study <input type="checkbox"/> Facility Conditions Assessment <input type="checkbox"/> New Construction </div> <div> <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Repair/Maintenance <input type="checkbox"/> Restoration/Preservation <input type="checkbox"/> Addition </div> | |


SELECTED DESIGN FIRM INFORMATION

| | |
|-------------------------------------|-----------------------------|
| DESIGN FIRM NAME | FIRM FEIN |
| A.POINT.DESIGN, INC. | 043583298 |
| PROJECT MANAGER | PROJECT MANAGER'S EMAIL |
| PRINCIPAL-IN-CHARGE | PRINCIPAL-IN-CHARGE'S EMAIL |
| CONTACT PERSON | CONTACT PERSON'S EMAIL |
| Richard S. Boccelli Jr., AIA, NCARB | rboccelli@apointdesign.com |

[Submit](#)
[Save as draft](#)
[Cancel](#)

- Fill out the project form – all fields with red asterisks are required. The “Awarding Agency” is the municipality (not the MBLC). It’s important that all the emails you enter are unique and correct.


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[Verify the information below on selected Project, Design Firm and proceed. *](#)

SELECTED PUBLIC NOTICE INFORMATION

| | |
|---|---|
| PROJECT NAME | PROJECT NUMBER |
| Test Library | Town-12345 |
| PROJECT LOCATION | PROJECT COMPLETION DATE |
| 123 Main Street | 1/22/2022 |
| AWARDING AGENCY NAME | USER AGENCY NAME |
| Town Name | |
| AWARDING AGENCY PROJECT MANAGER | AWARDING AGENCY PROJECT MANAGER's EMAIL |
| Bill Jones | bj@email.com |
| AWARDING AGENCY PROJECT SUPERVISOR | AWARDING AGENCY PROJECT SUPERVISOR's EMAIL |
| Amanda Wilson | aw@email.com |
| TYPE OF FACILITY | Municipal Sub-List: |
| Municipal | Public Building |
| PRIME SERVICE REQUESTED | CONTRACT TYPE |
| Preliminary design | Specific Assignment |
| PROJECT TYPE | |
| <input type="checkbox"/> Master Plan | <input type="checkbox"/> Feasibility Study |
| <input checked="" type="checkbox"/> Alteration/Renovation | <input type="checkbox"/> Repair/Maintenance |
| <input type="checkbox"/> Facility Conditions Assessment | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Restoration/Preservation | <input type="checkbox"/> Addition |

SELECTED DESIGN FIRM INFORMATION


| | |
|-------------------------------------|------------------------------------|
| DESIGN FIRM NAME | FIRM FEIN |
| A.POINT.DESIGN, INC. | 043583298 |
| PROJECT MANAGER | PROJECT MANAGER's EMAIL |
| Jennifer Adams | ja@email.com |
| PRINCIPAL-IN-CHARGE | PRINCIPAL-IN-CHARGE's EMAIL |
| John Hennesy | jh@email.com |
| CONTACT PERSON | CONTACT PERSON's EMAIL |
| Richard S. Boccelli Jr., AIA, NCARB | rboccelli@apointdesign.com |

[Continue](#)



Fill in the mandatory fields(*) to proceed


This is the project form with dummy information filled in. Any questions about fields should be directed to Claire Hester (claire.hester@mass.gov) or Roberto Melendez (roberto.melendez@mass.gov) at the Designer Selection Board.

- Click "Continue"



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

AWARDING AGENCY

| | |
|-----------------|--|
| PROJECT MANAGER | PROJECT MANAGER's EMAIL* |
| Bill Jones | bj@email.com |

**Initiator/Project Manager is responsible for filling out an evaluation and sending it for review to the below mentioned Supervisor.*

| | |
|--------------------|--|
| PROJECT SUPERVISOR | PROJECT SUPERVISOR's EMAIL* |
| Amanda Wilson | aw@email.com |

**Project Manager's Supervisor will be reviewing the Evaluation and taking necessary actions and once approved then it will be forwarded to the Designer firm contacts as mentioned below.*

DESIGNER FIRM

| | |
|-----------------|--|
| PROJECT MANAGER | PROJECT MANAGER's EMAIL* |
| Jennifer Adams | ja@email.com |

**Designer Firm Project Manager will be responsible to respond to the Evaluation within 30 days of issuance.*

| | |
|---------------------|--|
| PRINCIPAL-IN-CHARGE | PRINCIPAL-IN-CHARGE's EMAIL* |
| John Hennesy | jh@email.com |

**A copy of the Evaluation will be sent to Designer Firm's PIC as well.*

| | |
|-------------------------------------|--|
| CONTACT PERSON | CONTACT PERSON's EMAIL* |
| Richard S. Boccelli Jr., AIA, NCARB | rboccelli@apointdesign.com |

**A notification will be sent out to the Firm's preferred contact person about the Evaluation.*


[Proceed to Evaluation](#)

Fill in the mandatory fields(*) to proceed



[Submit](#)
[Save as draft](#)
[Cancel](#)


This is the workflow for the evaluation. **Note that the design firm's Principal-In-Charge and the Contact Person will be automatically sent a copy of your evaluation when it is submitted at the end of this process.**

9. Click "Proceed to Evaluation"



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Select the project phase & read the Performance Rating Scale. *

Performance Rating Scale:

Designer Performance Evaluations are designed to provide feedback to designers as they progress through a project so that they can correct any patterns of poor performance. To measure a Designer's performance on a given project, DCAMM and DSB developed a criteria-based assessment that 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
- Commitment to Customer Satisfaction & Responsiveness to Requests and Inquiries
- Participation & Contribution to Decision Making

B. Quality

This evaluation factor relates to the Designer's attention and concern to delivering a quality service and product, including:

- Knowledge of and Compliance with Chapter 149/149A Requirements & Professional Expertise
- Innovation & Ability to Solve Technical and Construction Problems
- Quality Assurance/Quality Control of Shop Drawings, Submittals, Requests for Information and Requisitions
- Addenda and Change Orders Related to the Thoroughness of Construction Documents and/or Regulatory Overview

C. Schedule

This evaluation factor reflects the Designer's ability to meet the contract schedule, including:

- Schedule Control & Timely Completion of Tasks and Submission of Deliverables
- Readiness to Respond to Shop Drawings, Submittals, Requests for Information and Requisitions
- Communication and Promptness of Information for Decision Making
- Responsibility and Accountability for Proposed Project Schedule

D. Budget




This evaluation factor reflects the Designer's adherence to established project budget constraints, including:


- Cost Control of Project Budget; Accuracy of Cost Estimates
- Adherence to the Design Fee within the Scope of the Contract
- Completeness, Accuracy and Timeliness of Invoicing

[Continue](#)

This is the introductory screen to the evaluation itself.

10. Click “Continue”


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Fill out the below questionnaire and submit. *

| PROJECT NAME | DESIGN FIRM NAME | PROJECT NUMBER | TYPE OF EVALUATION |
|--------------|----------------------|----------------|--------------------|
| Test Library | A.POINT.DESIGN, INC. | Town-12345 | Construction |

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.

CONSTRUCTION EVALUATIONS - NAVIGATION BUTTONS

[Q #1: MANAGEMENT](#)
[Q #2: QUALITY](#)
[Q #3: SCHEDULE](#)
[Q #4: BUDGET](#)
[REVIEW & SUBMISSION](#)

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

This is the beginning of the evaluation form. You must answer each question in each category (Management, Quality, Schedule, and Budget) to go on to the next category. The system calculates the average score for the category as you go. **You can save a draft at any point** and come back to it later. Once you complete all four categories, you can go skip back and forth to make changes. The final screen, Review & Submission, is a single screen with all the questions in all the categories.

11. When you are finished, check the certification checkbox and then click the green “Submit” button.



- ☐ 2 The Designer **made multiple requests** for additional services fees for tasks that should have been clarified by him/her at the start of the project when developing the scope and fee.
- ☐ 1 The Designer **repeatedly made requests** for additional services fees for work that was within the scope of the contract and **failed** to submit complete deliverables for work.

Completeness, Accuracy and Timeliness of Invoicing

C. How complete, accurate and timely were invoices by the Designer?

- ☒ 4 **Consistently** well-reviewed, accurate and timely, invoices by the Designer saved the Agency time in reviewing and processing.
- ☐ 3 Invoices were **often** reviewed by the Designer before submission, accurate, and promptly submitted to the Agency.
- ☐ 2 Invoices were accurate and on time **for the most part**, but were **sometimes in error**. Agency personnel identified problems and inconsistencies in the invoices and **directed** the Designer to take corrective actions.
- ☐ 1 Invoices were **routinely incomplete, inaccurate and/or late**.

SCORE BUDGET COMMENT

3.6

Total Evaluation Score:

3.3

Overall Comments on the Designer's Performance

☐ By checking this box, the Public Agency certifies that to the best of the Public Agency's knowledge, the information contained in this evaluation is a true and accurate analysis of the designer or interior designer's performance record on the contract.

Submit

Save as draft

Cancel