

THE DESIGNER SELECTION NETWORK

DESIGNER SELECTION BOARD's - DHCD WEB PORTAL for DESIGNER PROCUREMENT and EVALUATION

Welcome to the Designer Selection Board's web-based portal. The portal will serve LHAs and DHCD as a portal for:

- M.G.L. Ch.7c legislated designer evaluations required to be done by LHAs for all projects, and
- Designer Procurement on Requests for Service (RFS)-- advertising Requests for Service, receiving applications from designers, reviewing applications and other related designer selection documents, and recording the DHCD's Designer Selection Committee's decisions and documents.

This document will guide you through both processes. If along the way, you find that the document is missing elements to help you along, please let the DHCD DSC Coordinator know so that we can update the document to better serve you. The email for contacting the coordinator is

DHCDdesignerselectioncoordinator@mass.gov

Initial Log in to the **DESIGNER SELECTION NETWORK** and continued use can be found at:

<https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>.

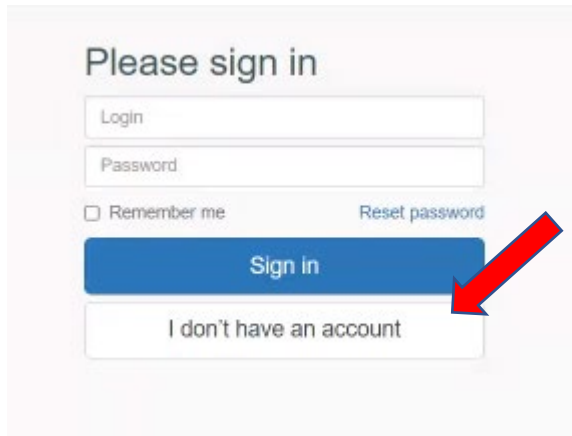
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Local Housing Authorities

Logging in

To Log in for the first time, select I don't have an account.



Please sign in

Login

Password

☐ Remember me [Reset password](#)

Sign in

[I don't have an account](#)

Enter your email.



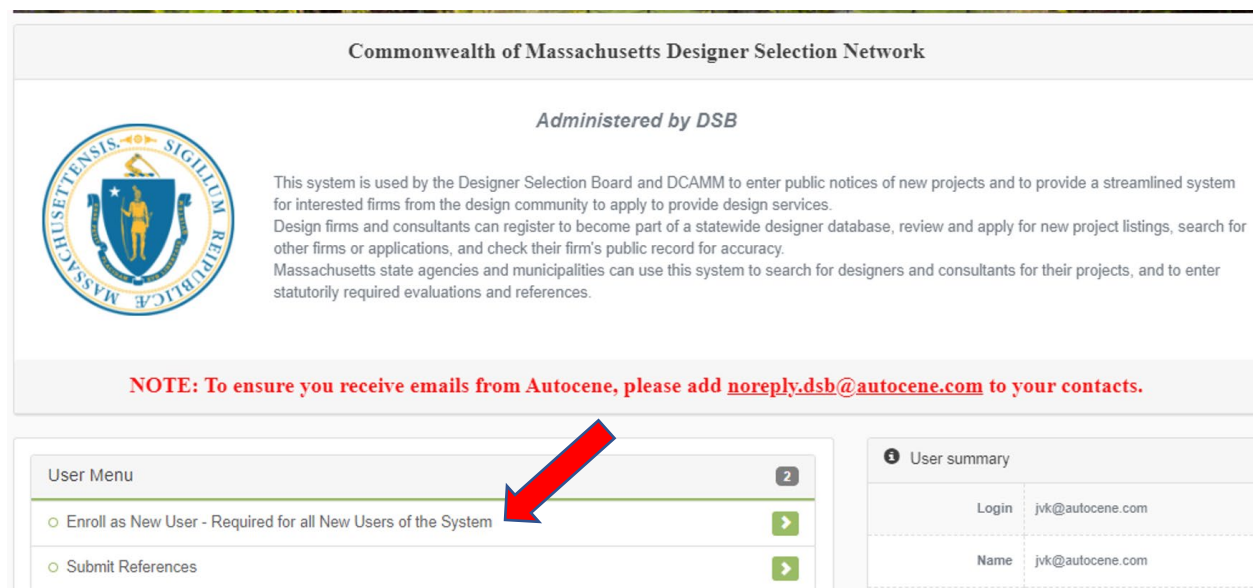
Please sign in

jvilkramk@gmail

Enter


[I have an account](#)

Select "Enroll as New User"



Commonwealth of Massachusetts Designer Selection Network



Administered by DSB



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.

NOTE: To ensure you receive emails from Autocene, please add noreply.dsb@autocene.com to your contacts.

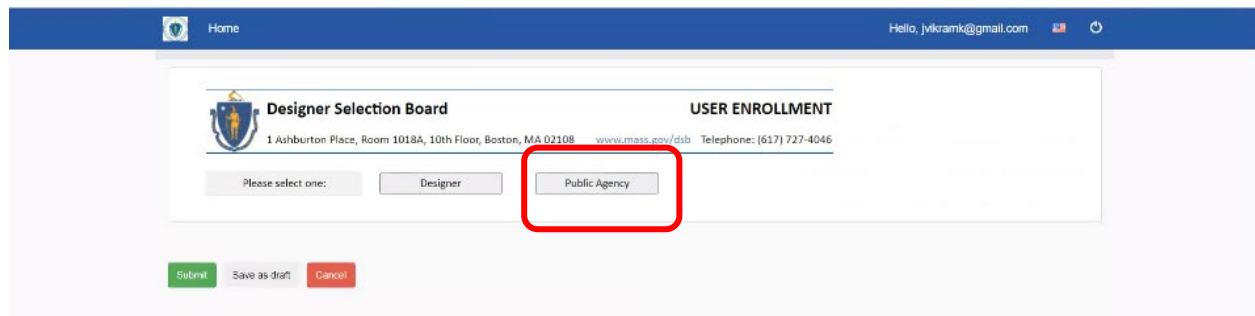
User Menu 2

- [Enroll as New User - Required for all New Users of the System](#) 
- [Submit References](#) 

User summary

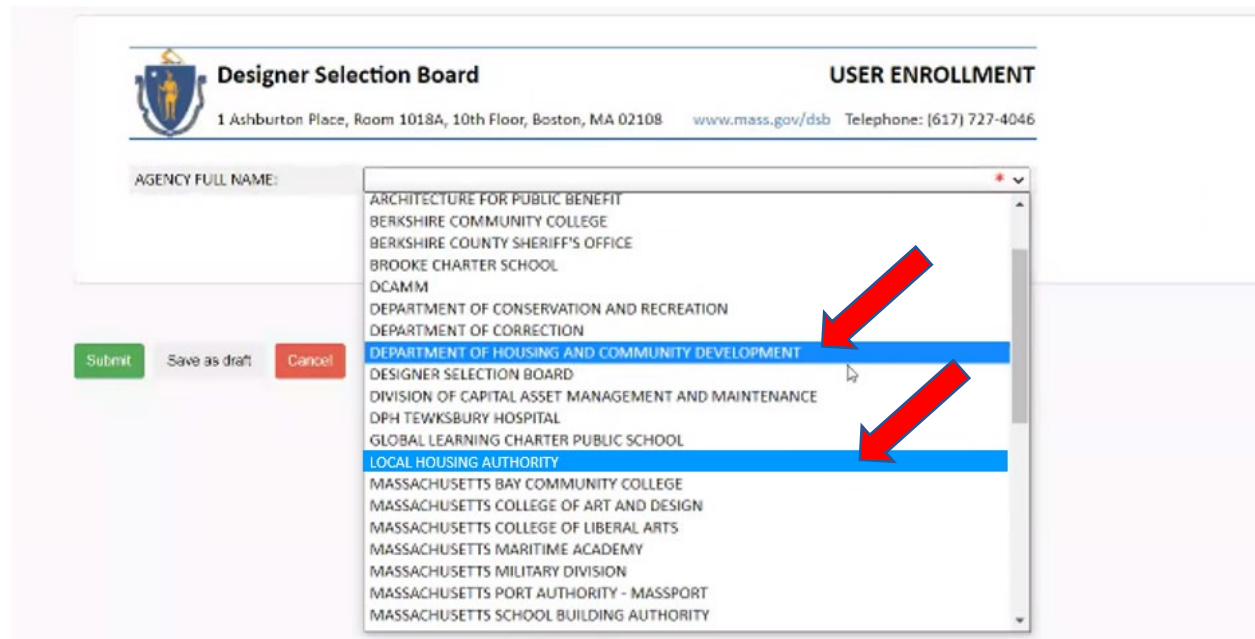
Login	jvk@autocene.com
Name	jvk@autocene.com

Select "Public Agency"



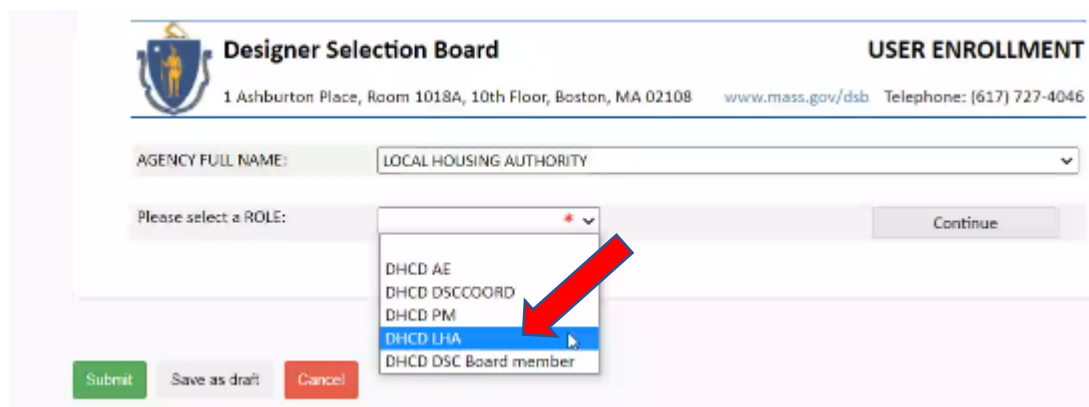
The screenshot shows the 'Designer Selection Board' header with contact information: '1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108', 'www.mass.gov/dsb', and 'Telephone: (617) 727-4046'. Below the header, there is a section titled 'Please select one:' with two buttons: 'Designer' and 'Public Agency'. The 'Public Agency' button is highlighted with a red rectangle. At the bottom, there are three buttons: 'Submit' (green), 'Save as draft' (grey), and 'Cancel' (red).

Select "Agency Full Name." You can then select "Department of Housing and Community Development" (DHCD) or "Local Housing Authority." Both will take you to the same place in the system.



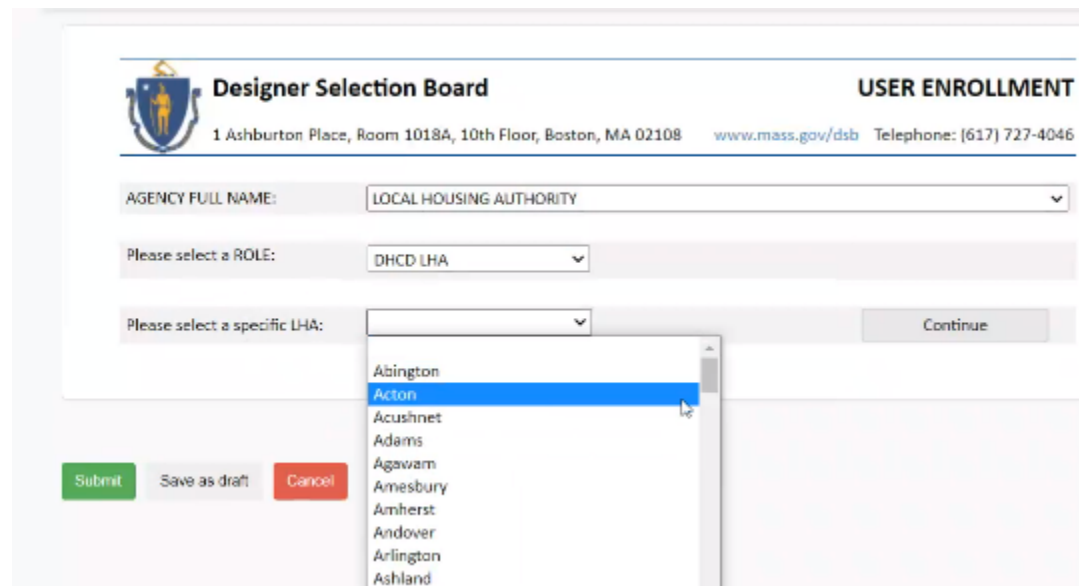
The screenshot shows the 'AGENCY FULL NAME' dropdown menu. The menu is open, displaying a list of agencies. Two red arrows point to the 'DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT' and 'LOCAL HOUSING AUTHORITY' options, which are highlighted in blue. The other agencies listed include: ARCHITECTURE FOR PUBLIC BENEFIT, BERKSHIRE COMMUNITY COLLEGE, BERKSHIRE COUNTY SHERIFF'S OFFICE, BROOKE CHARTER SCHOOL, DCAMM, DEPARTMENT OF CONSERVATION AND RECREATION, DEPARTMENT OF CORRECTION, DESIGNER SELECTION BOARD, DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE, DPH TEWKSBURY HOSPITAL, GLOBAL LEARNING CHARTER PUBLIC SCHOOL, MASSACHUSETTS BAY COMMUNITY COLLEGE, MASSACHUSETTS COLLEGE OF ART AND DESIGN, MASSACHUSETTS COLLEGE OF LIBERAL ARTS, MASSACHUSETTS MARITIME ACADEMY, MASSACHUSETTS MILITARY DIVISION, MASSACHUSETTS PORT AUTHORITY - MASSPORT, and MASSACHUSETTS SCHOOL BUILDING AUTHORITY. At the bottom, there are three buttons: 'Submit' (green), 'Save as draft' (grey), and 'Cancel' (red).

Select DHCD LHA



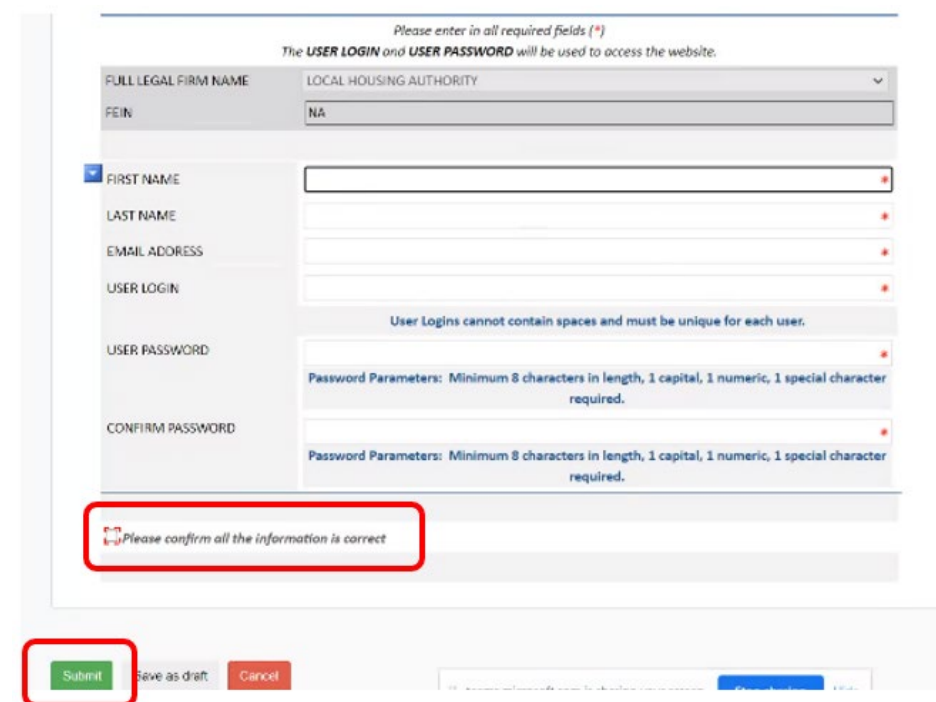
The screenshot shows the 'Please select a ROLE' dropdown menu. The menu is open, displaying a list of roles. A red arrow points to the 'DHCD LHA' option, which is highlighted in blue. The other roles listed include: DHCD AE, DHCD D5COORD, DHCD PM, and DHCD DSC Board member. At the bottom, there are three buttons: 'Submit' (green), 'Save as draft' (grey), and 'Cancel' (red). A 'Continue' button is also visible to the right of the dropdown menu.

Select your LHA



The screenshot shows the "Designer Selection Board" user enrollment page. At the top, there is a header with the board's name, address (1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108), website (www.mass.gov/dsb), and telephone number (617) 727-4046. Below the header, there are three dropdown menus: "AGENCY FULL NAME" (set to "LOCAL HOUSING AUTHORITY"), "Please select a ROLE" (set to "DHCD LHA"), and "Please select a specific LHA:". The "Please select a specific LHA:" dropdown is open, showing a list of Massachusetts cities: Abington, Acton, Acushnet, Adams, Agawam, Amesbury, Amherst, Andover, Arlington, and Ashland. The "Acton" option is highlighted in blue. To the right of the dropdown is a "Continue" button. At the bottom left, there are three buttons: "Submit" (green), "Save as draft" (grey), and "Cancel" (red).

Fill out your info and password, click the "Please Confirm" box, and then click "Submit." You cannot "Save a Draft."



The screenshot shows the "Please enter in all required fields (*)" section of the form. It includes fields for "FULL LEGAL FIRM NAME" (set to "LOCAL HOUSING AUTHORITY"), "FEIN" (set to "NA"), "FIRST NAME", "LAST NAME", "EMAIL ADDRESS", "USER LOGIN", "USER PASSWORD", and "CONFIRM PASSWORD". The "USER LOGIN" field has a note: "User Logins cannot contain spaces and must be unique for each user." The "USER PASSWORD" and "CONFIRM PASSWORD" fields have a note: "Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required." Below these fields is a red-bordered box containing a warning icon and the text "Please confirm all the information is correct". At the bottom left, there are three buttons: "Submit" (green), "Save as draft" (grey), and "Cancel" (red). The "Submit" button is highlighted with a red box.

Home Page DASHBOARD

Once you have completed your Enrollment, you will now have access to your Dashboard. We will go through each Dashboard item seen below throughout the remainder of this document, including when it is necessary to use the item:

1. User Menu	3
○ DHCD - Application Review	>
○ DHCD - Firm Reports - [Registration, Applications, Evaluations, References]	>
○ DHCD - Submit New Evaluation	>
2. DSC Meeting Binder	4
○ 1. DHCD - Public Notices [Advertisement and RFS document]	>
○ 2. DHCD - Applications Received from Designers	>
○ 3. DHCD - Application Report [LHA and DSC Coordinator Application Review]	>
○ 4. DHCD - Meeting Info [Minutes, Agendas, House Doctor Report, Misc]	>


Click here
to expand
menu
accordion



Doing a Designer Evaluation for Completed Projects


Unless you have a Request for Services (RFS) in process, the only selection you will use, for the most part, is “Submit New Evaluation” of Designers on your past projects. These evaluations can be seen by all Agency users in the system and by the design firm for which the evaluation is completed. They are required by M.G.L. Chapter 7c but will also be helpful when you are reviewing consultants for RFS projects or for any reason you want to know about a firm.

1. User Menu	3
○ DHCD - Application Review	>
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○ 3. DHCD - Application Report [LHA and DSC Coordinator Application Review]	>
○ 4. DHCD - Meeting Info [Minutes, Agendas, House Doctor Report, Misc]	>

Select "Continue"

[Home](#) [Action Required](#) [Drafts](#) [Q&A](#)

Hello, dhcd.lha  

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


Evaluations - Public Notices

Welcome to the Evaluation Portal.

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

Continue

You can search for Designers based on many parameters

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

Evaluations - Registered Firms

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

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

Select a Firm

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

Evaluations - Registered Firms

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

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

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

FIRM NAME	CONTACT PERSON	CONTACT EMAIL ADDRESS	FEIN	
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

TIP: If the firm you are evaluating is not listed, you will need to request that the firm sign up on the **DESIGNER SELECTION NETWORK** and submit a Registration and Disclosure into the system. Firms can sign up at the webpage address: <https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

Input project information. For Awarding Agency Select “DHCD/Local Housing Authority”

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

Evaluations - Public Notice & Design Firm Info.

Back 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

Department of Housing and Community Development (DHCD)

Chelsea Soldiers Home
Codman Academy Charter Public School
Committee for Public Counsel Services (CPCS)
Conservatory Lab Charter School
County of Plymouth
Department of Conservation and Recreation
Department of Correction
Department of Fisheries & Wildlife
DHCD/Local Housing Authority
Department of Mental Health
Department of Public Health
Department of Transportation
Department of Unemployment Assistance
Department of Youth Service (DYS)
Division of Capital Asset Management & Maintenance (DCAMM)
Essex Sheriff's Office

NG AGENCY PROJECT MANAGER'S EMAIL

NG AGENCY PROJECT SUPERVISOR'S EMAIL

taylor@state.ma.us

CT TYPE

Assignment

Conditions Assessment ☐ New Construction

ation/Preservation ☐ Addition

Select the Project Type. You may need to complete the review for more than one phase.

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

Evaluation

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

Select the Evaluation for the appropriate project phase.

Study
For "pre-design" services:
Study Certification, Contract Task Completion, etc.

Design
For
Construction Documents, Bid Documents, etc.

Construction
For
Construction Administration

You can see explanations of the different categories and rating scales.

Fill out the below questionnaire and submit.

PROJECT NAME DESIGN FIRM NAME PROJECT NUMBER TYPE OF EVALUATION

Wellfleet 42 AEOLUS ARCHITECTURE AND DESIGN 942007 Design

Hide performing rating scale ☒ YES ☐ NO

Question #1: MANAGEMENT

Leadership & Cooperative Teamwork

A. To what degree did the Designer lead the project and cooperate with Agency personnel, consultants, and other project stakeholders?

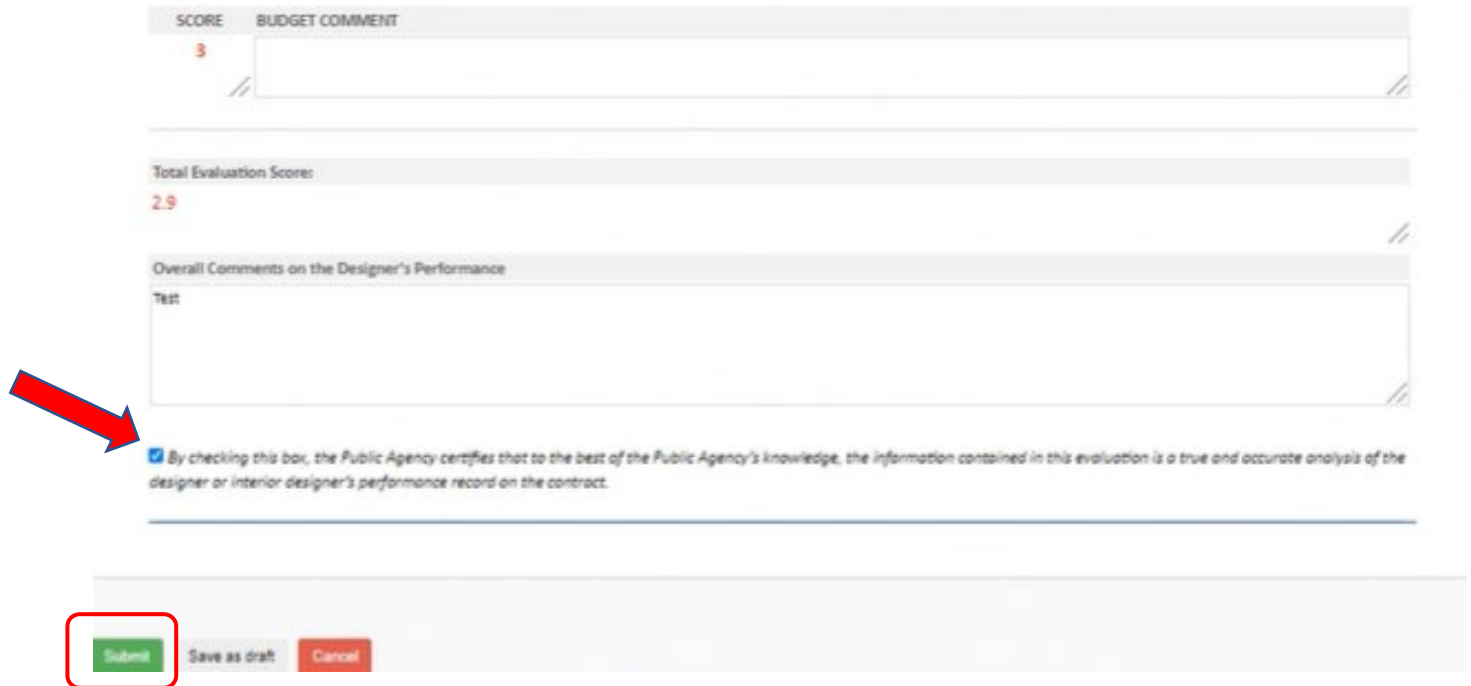
☒ 4 The Designer was **always** knowledgeable about all disciplines and in control of the project and provided leadership that **improved** the project approach. The Designer **exceptionally** cooperated with all parties and used the project team members as informational resources.

☐ 3 The Designer was **routinely** knowledgeable about all disciplines and in control of the project and **clearly met** the Agency's expectations. **Satisfactory** cooperation with Agency personnel, consultants, and other project stakeholders.

☐ 2 The Designer was **not routinely** knowledgeable about all disciplines and **required guidance** from the Agency to maintain control of the project. **Poor** performance in cooperation with all parties.

☐ 1 The Designer was **rarely** in control of the project, with **frequent team errors, disorganization, and miscommunication** that resulted in extra work or schedule delays. **Failure** to engage and work well with Agency personnel, consultants, and other project stakeholders.

We highly recommend you fill out the comment sections, because this will give others special insights into your rating and make them more meaningful. Check the “By checking the box, the Public Agency certifies...” box and then hit “Submit” when completed.



The screenshot shows a form with two main sections: "SCORE" and "BUDGET COMMENT". The "SCORE" section has a red "3" next to a text input field. Below this is a "Total Evaluation Score:" section with a red "2.9". The "BUDGET COMMENT" section has a text input field with the placeholder text "Test". Below the input fields is a checkbox with the text: "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." A red arrow points to this checkbox. At the bottom of the form are three buttons: "Submit" (green), "Save as draft" (grey), and "Cancel" (red). The "Submit" button is highlighted with a red box.

Once you submit, you will receive this notice on the screen. If you have additional Evaluations to do, select “Back to Home.”

Thank you! Your form has been submitted.

Email was sent to the following users:	
To:	dhcdesignerselectioncoordinator@mass.gov
CC:	
BCC:	

Details of your message	
Your Email Address:	ac.dhcd.lha@gmail.com
Subject:	Study Phase Evaluation - Initiated by ac.dhcd.lha@gmail.com - AEOLUS ARCHITECTURE AND DESIGN
Date:	2022-05-09 14:40

[Back to home](#)

[Back to actions](#)

Firm Reports – Viewing Evaluations and other Firm Information

To see the Evaluations or other firm information in the **DESIGNER SELECTION NETWORK**. Select “Firm Reports” on your Homepage Dashboard.

1. User Menu

DHCD - Application Review

DHCD - Firm Reports - [Registration, Applications, Evaluations, References]

DHCD - Submit New Evaluation

2. DSC Meeting Binder


1. DHCD - Public Notices [Advertisement and RFS document]

2. DHCD - Applications Received from Designers

3. DHCD - Application Report [LHA and DSC Coordinator Application Review]

4. DHCD - Meeting Info [Minutes, Agendas, House Doctor Report, Misc]

Select the Prime Firm or Subconsultant you would like to view – you can filter by first letter of the firms name or select “Show More Filters” if you are looking for a particular type of firm, rather than just a firm name.

**Designer Selection Board**

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

Database Search Engine

www.mass.gov/dsbTelephone: (617) 727-4046

Here you can search for a particular firm, look at a firm's registration information, view an application or a posted evaluation.

FILTER BY ALPHABET


A

Show More Filters

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

Firm Name	State	City	Email Address	
A.POINT.DESIGN, INC.	Massachusetts	Danvers	rboccelli@apointdesign.com	View
ABACUS ARCHITECTS + PLANNERS	Massachusetts	Boston	dpollak@abacusarchitects.com	View

Filter options

**Designer Selection Board**

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

Database Search Engine

www.mass.gov/dsbTelephone: (617) 727-4046

Here you can search for a particular firm, look at a firm's registration information, view an application or a posted evaluation.

FILTER BY ALPHABET

A

[Clear Filters](#)[Hide Filters](#)

Firm Name	State	City	Email Address

Firm Type

Designer:

☐ Architect

☐ Landscape Architect

☐ Engineer

☐ Interior Designer

☐ Construction Manager

☐ Programmer

Diversity:

☐ Woman Owned (WBE)

☐ Minority Owned (MBE)

☐ Veteran Owned (VBE)

☐ Service Disabled Veteran Owned (SDVOBE)

☐ Disadvantaged Business Enterprise (DBE)

☐ Disability Owned Business Enterprise (DOBE)

☐ LGBT Business Enterprise (LGBTBE)

☐ Portuguese Business Enterprise (PBE)

☐ Small Business Purchasing Program (SBPP)

Check below (if needed)

☐ List firms acting as Sub Consultants only

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Request for Services (RFS) – LHA Designer Selection Process

The DHCD Designer Selection Website has the full range of requirements for procuring and contracting for a designer. Click [here](#) to go to the website.

The full process for large projects can be found in the document the [DHCD Public Housing Large Project Guide for LHAs](#). This will be updated with the Designer Selection Network information in short order.

The information on the website and in the documents will not be repeated here. This document will only outline what is required for the **DESIGNER SELECTION NETWORK**, although some items may be repeated for purposes of clarification.

Upon Bureau Director's Approval to Advertise, the LHA is notified by Cap Hub that the RFS has been approved and receives a timeline of important dates. The DHCD PM is responsible for placing the Central Register (CR) Ad. The LHA is responsible for placing an ad in local newspaper that runs concurrent with the CR ad dates– 2 week minimum is legislated from the due date of the application, although 3 weeks is recommended and is provided for in the DSC calendar. The PM will provide the LHA with a copy of the Central Register ad that they can use as a reference for their local newspaper ad. This example will be at the end of the Approval to Advertise Letter located in Cap Hub.

All designer applications submittals, LHA/DSC Application review comments, reference checks, and DSC Meeting Information will now be done in the **DESIGNER SELECTION NETWORK**.

The LHA is invited, but not required, to attend DSC meeting. At the DSC meeting, the Committee reviews and ranks the list of applicants, with input from the DHCD AE/PM and LHA if they are in attendance. The ranking will be recorded into the **DESIGNER SELECTION NETWORK**. The LHA may indicate preferences with justifiable reasons. The LHA may opt to use a Local Screening Committee. Most do not do this, but the instructions for that procedure are located at:

<https://www.mass.gov/files/documents/2016/08/qx/lsc.doc>

After the meeting, the DSC Coordinator will upload in Cap Hub and email a Ranking Letter to the LHA with the ranked Designers. The Ranking Letter also contains the link to the Designer Contract.

LHA Application Review and Comments

LHAs will go into the **DESIGNER SELECTION NETWORK** webpage to review the applications that have been submitted for their RFS projects. All of the information needed to do the review will be found on the webpage.

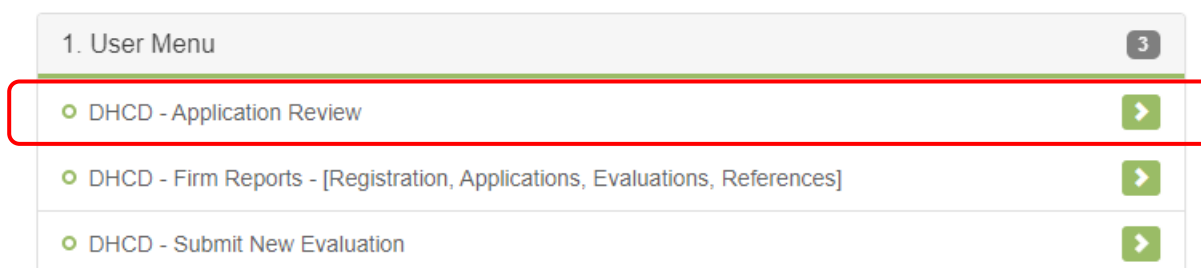
The link shown below is in Cap Hub and will take you to the portal at any time after the Approval to advertise is issued. Use this link or the link noted in the intro to this manual; both access the same web page.

Step 3: Upload Planning Document and Enter Milestones, Time Durations, and Fees

Waiting for DSC Ranking Letter

[Link to RFS Web portal \(Designer Selection Network\)](#)

Once in the **DESIGNER SELECTION NETWORK**, your Dashboard will direct you to the applications submitted, the review form to be completed, firm information, and then to the final Designer Selection Committee Meeting Information. The DSC Meeting information will be available 1 week before the DSC meeting, but after your application review has taken place.



Review Your Applications

A comprehensive review page is set up for you to review each application for your project and to write comments. In the RFS in **Section G – Application Evaluation** are the criteria set up for the review of applicants. The section is divided into **PERSONNEL** and **EXPERIENCE and FACTORS**. Both you and the DSC will use this section as the basis for your review. **Section H – Project Requirements**, also includes items to be reviewed. The review will require you make notes on the following criteria at a minimum, but all criteria should be reviewed in some fashion:

1. Review of the Application for qualifications and Experience. Was the application responsive to the evaluation requirements of the RFS Scope? Do they appear to have the required experience needed to do the work of the project?
2. The Supplier Diversity Office's and RFS require Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation on projects with a fee of \$100,000 or more. The LHA should review the percentage criteria for diversity and also the applicant's Diversity Statement in Section 5 of the designer's application. Are there concerns for the designer's ability to meet the goals? Does the designer's diversity statement promote diversity, equity, and inclusion? Do they appear to have met the **minimum MBE and WBE participation goals of 6.6% MBE and 15% WBE** of the overall value of the design contracts for this Contract/project, if required by the project (required for fees over \$100k)?
3. Review of evaluations or references **provided by the designer** in the applications. Additional references not included by the designer may also be added to your review and consideration.
4. Provide other relevant comments or concerns about the designer being reviewed.

After you have selected "Application Review" on the Homepage Dashboard. Then select review.



Next select your project number. Others may be listed that are not yours.



Designer Selection Committee
<https://www.mass.gov/orgs/housing-and-community-development>

100 Cambridge St, Suite 300, Boston, MA 02114
Telephone: (617) 573-1100

Application Review 

Back

PROJECT TITLE	PROJECT NUMBER	AWARDING AGENCY	LHA Name
Autocene Test Project for Simone	942106	DHCD	Danvers

Select

Once selected, the review form will include the full list of consultants for you to review. You can scroll down to each of them to write comments. The instructions above on what to review will also be included to guide you. A button will be at the top of the page to take you to the Applications and additional Firm Information. **Be sure to “Save Draft” your work, but DO NOT hit SUBMIT until you are completely done and don’t want to make any further changes.** Note, there is no formatting currently in the notes box. Try not to worry about that -- bothers me too, but so it goes at the moment.



APPLICATION REVIEW

LOCATION: abington
PROJECT #: 003059

PROJECT TITLE: THREE
TOTAL NO. OF

Select "Applications and Firm Information" to go to the submitted applications for your projects and then hit open

Back

all the required fields

DESIGN TEAM
Architect (Firm)
AEDLUS ARCHITECTURE AND DESIGN WBE
mechanical
AEDLUS ARCHITECTURE AND DESIGN WBE

View Firm Report

OPEN

SHA COMMENTS
Edit

Click Edit to add comments here. The box will expand with your comments.
Once you edit, hit the update button that will appear.

Client Reference(s):
Add Reference(s)

Agency	Score	Comments

The consultant will have provided a minimum of three references in their application, but you can add up to three additional references or evaluations.

Client Evaluation(s):
Add Evaluation(s)

Agency	Score	Comments

If you want to remove one you have selected, click the red X or the Pencil to select a new one.


Submit

Save as draft

Cancel

Add References and Evaluations

The “Add References” or “Add Evaluations” button will open to a list of all the references and evaluations in the system for the consultant. Select up to three to add to your review. Select to View the Reference or Evaluation, then click to add or not add to your review. If you have accidentally selected a reference, or selected the same one more than once, you can always remove the reference by selecting the Red X on the application review page. You can view the full reference by selecting the “View” button.

**Designer Selection Committee**

<https://www.mass.gov/orgs/housing-and-community-development>100 Cambridge St, Suite 300, Boston, MA 02114Telephone:(617) 573-1100

Refresh Filters

FILTER BY


Go back

FROM: TO:

You can select and include a maximum of three (3) References.

REFERENCE NAME	REFERENCE EMAIL	DATE	FACILITY TYPE	AGENCY	SCORE	
ac.dhcd.lha@gmail.com	ac.dhcd.lha@gmail.com	12/21/2021	lha		3	View
vjalalpuram@autocene.com	vjalalpuram@autocene.com	10/13/2021	Q	Q	1.5	View
Vikram Jalalpuram	fvtracking@gmail.com	4/5/2021	Public Safety	Autocene, Inc.	3.7	View

Review the Reference and choose to add it or not:

**Designer Selection Committee**

<https://www.mass.gov/orgs/housing-and-community-development>100 Cambridge St, Suite 300, Boston, MA 02114Telephone:(617) 573-1100

PROJECT NAME

LOCATION

PROJECT TYPE (all that apply)

FACILITY TYPE

REFERENCE CONTACT NAME

REFERENCE CONTACT EMAIL

REFERENCE CONTACT PHONE

REFERENCE AGENCY NAME

PERFORMANCE SCORES (0-4.0)

MANAGEMENT

QUALITY

SCHEDULE

BUDGET

OVERALL RATING

OVERALL COMMENTS

The Western Oriole Hospital

Boston

☐ Master Plan☐ Feasibility Study☐ Facility Conditions Assessment☒ New Construction☐ Alteration/Renovation☐ Repair/Maintenance☐ Restoration/Preservation☒ Addition

Hospital

Mark Werther

mwerther@woriolehospital.com

(123) 456-7890

Agency

4.0 Exceeded Expectations: outstanding performance
3.0 Satisfactory: at standard, satisfactory performance
2.0 Improvement Required: below satisfactory performance
1.0 Unsatisfactory: Unacceptable performance

Designer Performance Related To:

Communication with stakeholders, responsiveness, contribution to decision-making, project leadership
1 2 3 4

Articulation of scope, coordination, provision of expertise, quality control, plans and presentations
1 2 3 4

Scheduling and timely completion of tasks, timeliness of revisions, schedule responsibility and accountability
1 2 3 4

Cost control, accuracy and completeness of estimates, adherence to design fee, invoicing timeliness
1 2 3 4

3.5

We confirm that Aeolus Architecture And Design has completed the project designed for The Western Oriole Hospital, managed through their contact: Paul Brown. We wish to offer the following comments regarding their performance: Careful and perceptive in constructing the building additions according to the instructions of the contract document and design consultations that Mr. Brown offered.

Include this Reference

Don't Include Reference

Hit go back if less than three are desired.

Select up to three. The view button will take you to the reference for review and selection

If you have requested that someone provide you with a reference that is not currently in the system, you can “Save Draft” on your application review and return to add it once you know it has been added to the system. You may also write comments in your review if you have done a phone reference.

References and Evaluation can be added to the system by either logging in as an LHA and completing an evaluation or logging in as a guest and completing a reference. Ask your reference to log in at:

<https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

If your reference is another LHA, they should log in and complete an evaluation of the project on which they worked with the designer. You can then attach the evaluation to your review.

Additional Documents the LHA would like Included

If you think you might want to add documents, please contact the DSC Coordinator to discuss at DHCDDesignerSelectionCoordinator@Mass.gov. The DSC Coordinator will add the documents for you so they are properly categorized for the meeting. The addition of documents is not required.

The DSC Meeting

Meeting Documents

The week before the meeting, the DSC Coordinator will prepare the documents for the scheduled meeting date. All of the documents for the meeting will be in the DSC Meeting Binder section of the Dashboard.


1. User Menu	3
○ DHCD - Application Review	>
○ DHCD - Firm Reports - [Registration, Applications, Evaluations, References]	>
○ DHCD - Submit New Evaluation	>
2. DSC Meeting Binder	4
○ 1. DHCD - Public Notices [Advertisement and RFS document]	>
○ 2. DHCD - Applications Received from Designers	>
○ 3. DHCD - Application Report [LHA and DSC Coordinator Application Review]	>
○ 4. DHCD - Meeting Info [Minutes, Agendas, House Doctor Report, Misc]	>

The Sections will include:

1. **Public Notice Button** – The Request for Services is located here.
2. **Applications Received Button** – The Design Consultant Applications are located here. They can be selected by project number. Adjacent to each application will be a button to view more information about the prime firm should anyone care to look.
3. **Application Reviews Reports Button** – These are the reviews done by the LHA and the DSC Coordinator on each project, along with LHA selected references for the Applicants.
4. **Meeting Information Button** – select the “Meeting Information” Type of Document, and then the documents with the date of the meeting and download to view:
 - a. **Meeting Agenda** – The agenda will provide information on which projects are to be reviewed for the meeting. Only projects on the Agenda should be reviewed for the meeting.
 - b. **Meeting Minutes** – The minutes will be from the previous meeting and will be voted on by DSC board members
 - c. **Other Meeting documents** – there may be other special documents for the meeting. They will also be found in the Meeting Information section and will be noted with the meeting date and listed on the agenda.

DSC Meeting Binder:

- a. Public Notice



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


Public Notices
Telephone: (617) 727-4046

Welcome, here you will be able to view all available project postings.

Show Filters

PROJECT TITLE	PROJECT NO.	NOTICE DATE	DEADLINE DATE	PRIME SERVICE	
SUST FY22 - Fossil Fuel Systems Electrification Study	056160	6/1/2022	6/22/2022	Engineer	VIEW
Family Housing Resiliency Project	107127	6/1/2022	6/22/2022	Engineer	VIEW

- b. Applications Received:



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[Back to Dashboard](#)
[Clear Filters](#)

FILTER BY

PROJECT NUMBER

FIRM NAME

Firm Name	Project Title	Project Number	Date Submitted	Advertisement Date	Due Date	Application Firm Report
AEOLUS ARCHITECTURE AND DESIGN	Autocene Test Project for Simone	942106	4/19/2022	12/22/2021	12/23/2022	VIEW REPORT

- c. Application Review Reports:



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Application Report

PROJECT TITLE	PROJECT NUMBER	AWARDING AGENCY	LHA Name
Autocene Test Project for Simone	942106	Department of Housing and Community Development	Danvers

[Select](#)

d. Meeting Information:



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Online Repository

TYPE OF DOCUMENT	DOCUMENT TITLE	DESCRIPTION	SUB-CATEGORY	DATE OF DOCUMENT	FILE LINK
DHCD APPLICATIONS	MI Agenda	by Vikram	AGENDA	2021-11-08	DOWNLOAD
GENERAL CORRESPONDENCE	SB 3	SB 3	AGENDA	2021-11-09	DOWNLOAD
MEETING INFORMATION	Test 3	Test 3	MINUTES	2021-11-08	DOWNLOAD
Select...	New Category 1	New Category 1	HOUSE DOCTOR REPORT	2022-03-22	DOWNLOAD
Select...	New Category 2	New Category 2	OTHER	2022-03-22	DOWNLOAD
AGENDA	Meeting Agenda 1-11-2022		AGENDA	1996-11-22	DOWNLOAD
MINUTES					
PROJECT INTERVIEWS					
INFORMATIONAL INTERVIEWS					
HOUSE DOCTOR REPORT					
OTHER					

DSC Committee Ranks the Applicants

During the meeting, the DSC boardmembers will discuss the applications and the LHA/DSC Coordinator application review. They may request an opening statement by DHCD and the LHA – as noted previously, the LHA is not required to attend. After the discussion the DSC board members will call for a vote on the applicants. Each applicant will be numerically voted on by the committee in sequential order. The tabulation will be added up and the applicant with the highest count will be ranked number one, and so on. If there is a tie ranking in the top three applicants the DSC will do a tie breaker vote.

The DSC Coordinator will electronically record the vote in the **DESIGNER SELECTION NETWORK**. A Ranking letter notification from Cap Hub will be sent to the LHA and DHCD staff after the meeting noting the top three firms in order, or alphabetically if a Local Screening Committee is being used. The Ranking letter which is stored on the Document Tab in the Planning box, will include instructions and a link to the Designer Contract.

Post Meeting Follow up

After interviewing the selected firm respond to the Ranking Letter email sent for the DSC Coordinator with a date of the interview with the firm. If your process used a Local Screening Committee, follow up with the ranking that the committee gave to the firms, 1, 2 or 3.

END OF DOCUMENT