

DESIGNER SELECTION BOARD

MINUTES OF THE 993RD MEETING, WEDNESDAY JUNE 10, 2020 AT 8:30 A.M, VIA ZOOM.

1. ROLL CALL:

The Designer Selection Board Meeting was called to order at 8:30 a.m.

MEMBERS PRESENT:

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| Rebecca Sherer, P.E., Chairwoman | Registered Engineer |
| Alan Ricks, AIA, Vice Chairman | Registered Architect |
| Martha Blakey Smith, AIA | Registered Architect |
| Jessica Tsymbal, AIA, LEED AP | Registered Architect |
| Elise F. Woodward, AIA | Registered Architect |
| Gregory E. Brown, P.E. | Registered Engineer |
| Daniel M. Carson, P.E. | Registered Engineer |
| David A. Chappell, P.E. | Registered Engineer |
| Kenneth Wexler | General Contractor |
| Virginia Greiman | Public Member |

MEMBERS ABSENT:

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| Janice M. Bergeron | Public Member |
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Present for the DSB staff, Bill Perkins, Executive Director, Claire G. Hester, Program Coordinator III and Roberto Melendez, Program Coordinator I.

2. MINUTES OF THE PREVIOUS MEETING:

The minutes of the 992nd, May 27, 2020 meeting were approved.

On a motion to approve the minutes of the 992nd May 27, 2020 meeting by Virginia Greiman, seconded by Gregory Brown. Motion was approved unanimously.

3. VISITORS:

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| Abbie Goodman | The Engineering Center |
| Liz Minnis | DCAMM |
| Steve O'Connor | DCAMM |
| Beth Eromin | DCAMM |
| Stephen Sutterlun | Bplusac |
| Steven Watchorn | CBI Consulting LLC |
| Kristina Kashanek | Jones Architects |
| Marion Lewis-Roosa | Habeeb Architects |
| Caroline Fitzgerald | RMF |
| Stephen Rose | Stephen Rose |
| Thomas Iskra | BVH |
| Christine Verbitzki | Gund Partnership |
| Ned Collier | ICON |
| Katie Ferrier | Arrowstreet |
| Jennifer Shelby | ARC Engineers |
| Justine Kubo | ICON |
| Brooke Wilson | CHA Companies |
| Valerie Puchades | Gund Partnership |
| Caitlin Daniels | CBI |
| Morgan Devlin | LLB |
| Stephanie Beals | TSKP Studio |
| Amanda Sawyer | CHA Companies |
| Tamara Macuch | Habeeb |
| Scott Mandeville | Moody Nolan |
| Steven Habeeb | Habeeb |
| Mary Ann Agresti | The Design Initiative |
| Emma Rocha | CBI |
| Laurene Demoy | Studio G Architects |
| Marisa Sullivan | Studio G Architects |
| Jim Albrecht | Sturgis Charter School |
| Paul Marble | Sturgis Charter School |

4. **NEW BUSINESS:**

A. Request for Continued Services for Woodard & Curran

MCI Norfolk – Wastewater Plant Replacement
Project #DOC1805

Representing DCAMM were Steve O'Connor, Liz Minnis and Beth Eromin. DCAMM is requesting approval from the Board to contract with Woodard & Curran for remaining design services on a project for improvements to a wastewater treatment facility operated by the Department of Correction (DOC) at its MCI-Norfolk facility. Woodard & Curran were properly appointed in accordance with the laws governing design services for public works to perform the study and engineering work necessary to complete the construction documents for the project as a public works project. The transition of the project to a building project procurement submit to M.G.L. c 149, §§ 44A-44H, and the additional services need to revise the existing design materials and administer the contract in compliance with statutory requirements, is, in DCAMM's opinion, a "succeeding state....of the same project". The Board reviewed and discussed DCAMM's request for the continued services with Woodard & Curran. After a brief discussion the Board voted to approve the request to continue the services with Woodard & Curran for the MCI Norfolk Wastewater Plant Replacement according to the M.G.L. c7C §44.

In accordance with M.G.L. c. 7C, § 52, the Board voted to approve the continued services with Woodward & Curran for the MCI-Norfolk - Wastewater Plant Replacement.

On a motion to approve the continued services with Woodard & Curran for the MCI Norfolk Wastewater Plant Replacement by Gregory Brown, seconded by Virginia Greiman. Motion was approved unanimously.

B. DSB List #20-07, Sturgis2020, Sturgis 441 Main Renovation, Sturgis Charter School, Hyannis, Fee: To Be Negotiated, 9 Applicants

Review of the nine (9) applications resulted in determination that one (1) of the applicants had failed to meet the following requirements and could not be considered for this project:

GUND Partnership had no Section #9 included in the application. On a motion to disqualify GUND Partnership by Gregory Brown, seconded by Jessica Tsymbal. Ken Wexler, Elise Woodward, Virginia Greiman and Alan Ricks were opposed to disqualifying GUND Partnership. Motion was approved to disqualify GUND Partnership.

Jim Albrecht and Paul Marble, both representing Sturgis Charter School were present to explain the project and answer questions from the Board. After a discussion the Board voted to select the following 3 ranked finalists for this project:

The Design Initiative (27 points)
CSS Architects (13 points)
Habeeb & Associates (9 points)

On a motion by Kenneth Wexler to select the above ranked firms for the Sturgis Charter School, seconded by Gregory Brown. Motion was approved unanimously.

C. Board Business

- New DSB Regulations

The Board discussed and voted to approve the DSB Regulations CMR 811 3.00 and CMR 811 4.00.

Motion to approve the DSB Regulations CMR 811 3.00 and CRM 811 4.00 by Marty Blakey Smith, seconded by Elise Woodward. Jessica Tsymbal abstained. Motion was approved.

- DCAMM Diversity Statement

The Board reviewed the DCAMM Diversity Statement below:

Diversity emphasis in Designer Selection:

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. We would like to point out a couple of changes in our current DCAMM advertisements to promote this effort.

In the **Affirmative Marketing** Section of the ads – we describe the goals for M and WBE participation, but we are also looking for what we call a 'Diversity Focus Statement' – which is your opportunity to describe your approach to diversity in your firms and in the formulation of your applicant teams. We are encouraging creativity in forming teams, and in dividing up the anticipated work of the projects.

Question 10 in the application form is the space to provide 'any additional information or description of resources supporting the qualifications of your firm and that of your subconsultants for the proposed project' – this is the identified space to include your Diversity Focus Statement in addition to other materials responding to the evaluation factors and experience requested in the ad.

Link to DSB:

[Find Designer Selection Board Projects | Mass.gov](#)

Rebecca requested that a link pertinent to the Governor's Executive Order be put in the application document and be posted on our website. The Board wants firms to tell the Board (within the application) how they are working together on M/WBE with their subs and how will they meet the M/WBE goals. Some of the members do not want to end up with a boiler plate paragraph; the members want a direct answer. There are certain agencies that have different M/WBE requirements than DCAMM. The Board wants to make sure that every advertisement includes this statement. The Criteria Sub-Committee will discuss this statement with DCAMM on June 15, 2020 at 3pm and report back to the Board.

- Autocene Sub-Committee Update – Elise gave a brief summary below

Vikram from Autocene gave a demonstration of the templates for printing and sharing, content management submission to show how the project documents are uploaded into the Autocene system, and the online repository of materials; this is all managed by DSB staff. We were able to view the list of firms, their disclosures, opportunity to see old project files, old meeting minutes, correspondence, office policies and procedures. We learned that the archivist requested that we only need to keep the 3 finalists' materials for each project. There is a link in Autocene that will allow the staff to automatically generate successful, unsuccessful and disqualification letters to the applicants. There was some discussion about MDOT and NAICS documentation and possible changes to the Massport evaluations. MBTA has agreed that they will submit their evaluations voluntarily. It is still to be determined to see if it is possible to generate the elements of the Annual Report and Diversity Report.

Rebecca questioned as to what things do the sub-committee still have on their list to follow up on and/or address. Elise said that these are not on the sub-committee list but on Autocene's list of features within Autocene to be completed so that they can be demonstrated so she understood that the generated letters, electronic link to Certrak for SDO firms, automated Annual Report and possible refinements on some of the other elements are all works in progress. She is very impressed with Autocene and how easy it seems it is to maneuver within the system. Dave stated that Autocene is very responsive to comments and questions.

We are all set to launch the Autocene system on July 1, 2020 as stated on the DSB website. Elise said that all the members should register in Autocene. Rebecca requested that between now and the next board meeting that members be registered. If there are any questions, please come prepared at the next meeting with any questions for Claire regarding the registration process in Autocene.

Bill is working on getting a couple of volunteer firms to work on submitting an application through Autocene before the roll out on July 1, 2020.

- Criteria and Analytics Sub-Committee Update

There was not a quorum for the June 3, 2020 Sub-Committee meeting; the meeting was cancelled. The next sub-committee meeting is on June 15, 2020 at 3pm.

- DSB Member Introduction and Informational Interview Outline

We will add the discussion for the DSB Member Introduction by Elise Woodward and the Informational Interview Outline by Janice Bergeron at a future meeting.

5. **MOTION TO ADJOURN: The Board adjourned at 11:00 a.m.**

On a motion to adjourn the meeting of June 10, 2020 by Virginia Greiman, seconded by Gregory Brown. Motion was approved unanimously.

6. **NEXT MEETING:**

WEDNESDAY, June 24, 2020, at 8:30 a.m. via ZOOM

Submitted by: Claire G. Hester

Approved by: Rebecca Sherris