

DESIGNER SELECTION BOARD

MINUTES OF THE 999TH MEETING, WEDNESDAY OCTOBER 7, 2020 AT 8:40 A.M, VIA ZOOM.

1. **ROLL CALL:**

The Designer Selection Board Meeting was called to order at 8:40 a.m.

MEMBERS PRESENT:

Rebecca Sherer, P.E., Chairwoman	Registered Engineer
Jessica Tsymbal, AIA, LEED AP	Registered Architect
Martha Blakey Smith, AIA	Registered Architect
Elise F. Woodward, AIA	Registered Architect
Ilyas Bhatti, P.E.	Registered Engineer
Daniel M. Carson, P.E.	Registered Engineer
David A. Chappell, P.E.	Registered Engineer
Virginia Greiman	Public Member

MEMBERS ABSENT:

Alan Ricks, AIA, Vice Chairman	Registered Architect
Kenneth Wexler	General Contractor
Janice M. Bergeron	Public Member

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:**

A motion to approve the minutes of the 998th August 19, 2020 meeting by Virginia Greiman, seconded by Daniel Carson. Ilyas Bhatti abstained. Motion was approved.

3. **VISITORS:**

Janelli Aguilar	Smith Group
Betsy Lawson	CDW Consultants
Nancy Banks	B2Q Associates
Celia Civello	Edgewood Design
Dan Arons	Perkins Eastman
Jessica Knapp	DiMella Shaffer
Caroline Fitzgerald	RMF
Dan Mee	Klopfermartin
Jen Shelby	ARC Engineers
Abbie Goodman	The Engineering Center
Lindsey Luker	Gensler
Morgan Devlin	LLB Architects
Pamela Perini	Pamela Perini
Ann Keane	Civitects
Stephanie Beals	TSKP
Lateffa Curry	SLAM Collaborative
Shannon Nehiley	Kliment Halsband
Melanie Maddox	Smith Group
Kathleen Porter	LBPA
Christopher Donato	Massachusetts Convention Center Authority
Keri Pappalardo	LBPA
Scott Mandeville	Moody Nolan
Jeffrey DeVeau	STV, Inc.
Gregory Brown	Retired Member
Laurene Demoy	Studio G Architects
Henry Keane	Antioch School
Karen Reichenbacher	STV, Inc.
Marisa Sullivan	Studio G Architects

4. **NEW BUSINESS:**

A. New Member:

The Board welcomed Ilyas Bhatti, Engineer replacing Gregory Brown.

B. Exemption for the Massachusetts Convention Center Authority (MCCA)

Christopher Donato, Brendan Flynn, John Donahue and Tara Coughlin all from Massachusetts Convention Center were present to discuss the exemption for the MCCA.

Chris noted that he added language regarding the Autocene program to the MCCA procedures. A member suggested not to include specific language and weblinks towards Autocene in the MCCA regulations. From a technology standpoint weblinks change all the time and it was suggested to only mention to use the form(s) online.

A discussion about the MCCA six-member panel. Some of the members asked how a tie vote is broken. The Executive Director would be able to vote and break the tie. The Board suggested there should be a policy on how to deal with tie breaker votes in the procedures.

Another member asked how long design teams are kept in the pool and the length of their contracts. The typical contract is a 3-year base agreement with 2 option years at the discretion of the MCCA. They do not want to overextend a firm when they have alternate firms to utilize. They try to determine which firm(s) are the best fit for projects available.

One member mentioned how the good faith waiver is used for MBE/WBE goals under 12B. The MCCA successfully tracks how they utilize the MBE/WBE firms. They did a workshop for minority firms on how they can get work through the MCCA. These firms were able to network and exchange information for teaming on future projects.

It was recommended to MCCA to select a larger, more diverse pool of firms for House Doctor projects instead of using the same firms over again.

A member wanted to thank the MCCA for all their help with COVID and using their facility as a temporary hospital. It is a great facility.

A suggestion was made by the Chair to the MCCA that if at any time during the 2-year exemption period they want to come back to the board for assistance with any issues that may arise, the DSB staff will make time and add to the agenda.

In accordance with Massachusetts General Laws Chapter 7C, §46, the Board voted unanimously on October 7, 2020 to grant the Massachusetts Convention Center Authority a two-year exemption expiring on July 9, 2022.

The MCCA will keep the DSB advised as to any further changes in panel membership, and any modifications to procedures, within the coming 2-year period.

On a motion to approve the two-year exemption for the Massachusetts Convention Center Authority by Elise Woodward, seconded by Virginia Greiman. Motion was approved.

C. BOARD BUSINESS:

Autocene: – The Sub-committee met on September 29, 2020.

It was an informative presentation from Vikram and his team at Autocene. Vikram reviewed the system naming and appearance and various elements of Autocene, how it will look and be used. He noted that the data can be filtered, including diversity, location, services offered, etc.

Sub-consultant categories must be established and in order to do that we need to provide a list of sub-consultants that firms can choose from. We reviewed a DCAMM list, ACEC list, SDO list, and federal list. It was agreed to utilize the federal list and refine it as needed.

There was a discussion on Certification and how licensing will show in Autocene for firms and individuals. Autocene is working on an automated report system which may be used as an Annual Report.

Other issues that were touched on were training with DCAMM for the 3rd week in September. There was user participation during this sub-committee meeting which was helpful, and people were able to say specifically what was working well for them and what adjustments would be helpful in Autocene.

The evaluation factor was still outstanding and needs to be completed. There are things to still be completed on linking Autocene to the public notice procedures, the SDO database, the DSB training and the transition out of Boardvantage into Autocene.

Bill gave a brief update on the DSB applications received –approximately half the applications in Autocene and half through the DSB for the Military House Doctor and Higher Ed House Doctor projects. He discussed the evaluation and reference system which is being updated for the firms and will be incorporated into the firm's applications. All the DSB members should be registered in Autocene. At this point members will have full access to the system but cannot make any markups on the applications at this time. The Board must use Boardvantage in order to review and markup the applications. It is a work in progress transitioning from Boardvantage to Autocene.

PAGE 3 MINUTES OF THE 999TH MEETING – WEDNESDAY OCTOBER 7, 2020

Bill needs help with finalizing the categories for sub-consultants. Elise suggested that if the DSB uses a federal list, could an "other" category be added so that firms can create a new category in the federal list that other firms could also choose that category? Bill stated that we could do this and even have a sub-category as well. Bill said that we need MBTA, Massport and other agencies' participation in adding to this list. Rebecca asked if we could re-visit this in 2 years to review this list and update as needed? Rebecca suggested we (1) use the federal list (2) add "other" category (3) data analysis and re-visit 2 years and modify to meet all criteria. Dave did state that Licensed Site Professional is missing from this list. Bill will get more input from others before coming back to the Board.

D. FAREWELL to Gregory Brown

The Board said goodbye to Greg after serving six years on the DSB. Greg was presented with a Governor's Citation and a small donation was made to charity of his choice, Edward W. Brooke III Educational Foundation.

E. BOARD BUSINESS CONTINUED:

Autocene Sub-Committee – Sub-consultant categories using the federal list - Add to the list and vet with DCAMM, other agencies, sub-committee members, bring to the full Board for adjustments. Bill will give Claire the "items" to be posted in the Boardbook.

The actual transition for the Board members using Autocene versus Boardbook is about 3-4 months out. Elise suggested that every Board member have a login and "test drive" the site to make any comments and suggestions at the next meeting. Rebecca would like to have an Autocene tutorial at some point within the next 3-4 months. Jessica asked if there is a better way to name the projects in Autocene. Bill will research and get back to the Board.

Jessica will send a project spreadsheet to Roberto to fill out for the House Doctor projects being reviewed at the next couple of meetings. Claire will post in the Boardbook.

Rebecca wants an item added to future agendas – Next Meetings and Adjournments

Rebecca requested that Claire send out an email to the members regarding attendance at meetings. Claire will send out emails the Wednesday before a meeting and members will answer on that Thursday with a commitment to that meeting.

The Board will be reviewing 22 applications on October 21, 2020 for the Energy House Doctor and 60 applications for Higher Ed House Doctor in November. Rebecca suggested that the members start reviewing these applications. A question was asked about how long it will take to review 60 applications in one meeting. Elise suggested that we use a general question such as, should this application be on the short list or what is the reason to engage this firm. This might help us shrink the list. Rebecca wants to give some thought and report back at the next meeting with any comments.

5. MOTION TO ADJOURN: The Board adjourned at 10:56 a.m.

On a motion to adjourn the meeting of October 21, 2020 by Virginia Greiman, seconded by Jessica Tsymbal. Motion was approved.

6. NEXT MEETING:

WEDNESDAY, OCTOBER 21, 2020, at 8:30 a.m. via ZOOM

Submitted by: Claire H. Hester

Approved by: Rebecca Sheser