

DESIGNER SELECTION BOARD

MINUTES OF THE 1001TH MEETING, WEDNESDAY OCTOBER 28, 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
Alan Ricks, AIA, Vice Chairman	Registered Architect
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
Janice M. Bergeron	Public Member
Virginia Greiman	Public Member

MEMBERS ABSENT:

Kenneth Wexler General Contractor

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 1000th October 21, 2020 meeting by Virginia Greiman, seconded by Martha Blakey Smith. Motion was approved.

3. **VISITORS:**

Vikram Jalalpuram	Autocene
Kirk Deininger	Autocene
Penelope Foussekis	Autocene
Antonio Leite	DCAMM
John Nunnari	BSA
Abbie Goodman	The Engineering Center
Marisa Sullivan	Studio G

4. **NEW BUSINESS:**

A. Autocene Discussion

Pending Input:

- **Autocene report:** Gain comments on content and appearance of mockup provided. How would this be included in search fields?

Vikram posted a mock-up report (elevated speech) for review by the members. The evaluations and references are in the system and the prime firms can upload 3 references and/or 3 evaluations for this elevated speech. It was suggested to remove, city, state, zip and FEIN from this report. Perhaps they could include their top 3 pictures and include the name of the project and enough space to provide a one-line explanation of each and also include the firm's (typology) expertise, but since this is a searchable field it will need to be discussed further. Marty suggested that we keep with the federal list; firms will be searching before reading this elevator speech. Another suggestion was that the logo takes up space and can be moved to the side. This report needs to be kept to one page. A couple of members said that they would go directly to the firm's website for more information about their firm. Bill commented that if a firm hides their information this report would be helpful. This will be revisited at another meeting.

- **Application Review Form in Autocene:** Fully implemented currently with Vikram and Penny making some coding changes to make the reports flow better when a printable version is shared.

Penny and Vikram are working on changes and formatting of the agency review form so that it is more readable for members.

It was mentioned that when agencies are reviewing the applications, the Board would like to have them provide a scale (more qualified, qualified, less qualified) or maybe show (more responsive, responsive, less responsive). This will be taken up with the sub-committee and brought back to the full Board for a vote.

- **Team Lead Issue around licensing:** This was done for the purpose of the application. Team Lead needs to be defined to eliminate confusion. Should the Team Lead should mean the responsible professional not the contact person within the firm? The name and license number of the person required for the discipline requested is provided elsewhere in résumés.
- The Team lead should be the licensed individual who is taking responsibility for the project. The Team Lead should be re-named if there is any confusion.

- It was also mentioned that the office that was responsible for the work and the headquarters office. The office doing the work should be clearly identified along with the headquarter office. If a firm feels that the headquarters office is an out-of-state firm and that they can be searched through the office doing the work. This will need more discussion through the sub-committee and come back to the full board for a vote.

5. **MOTION TO ADJOURN:** The Board adjourned at 11:36 a.m.

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

6. **NEXT MEETING:**

WEDNESDAY, OCTOBER 28, 2020, at 8:30 a.m. via ZOOM

Submitted by: Claire G. Hester

Approved by: Rubina Shiner