

**DESIGNER SELECTION BOARD**

**AMENDED MINUTES OF THE 989<sup>TH</sup> MEETING, WEDNESDAY APRIL 15, 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:**

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
David A. Chappell, P.E.	Registered Engineer
Daniel M. Carson, P.E.	Registered Engineer
Kenneth Wexler	General Contractor
Janice M. Bergeron	Public Member
Virginia Greiman	Public Member

**MEMBERS ABSENT:**

None

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 988<sup>th</sup> March 4, 2020 meeting were approved.

On a motion to approve the minutes of the 988<sup>th</sup> March 4, 2020 meeting by Janice Bergeron seconded by Gregory Brown. Motion was approved.

**3. VISITORS:**

Janet Lever	Rowse Architects
Brian McPherson	DCAMM
Antonio Leite	DCAMM
Gary Bigelow	Bunker Hill Community College
Marion Roosa	Habeeb Architects
Jennifer Shelby	Architectural Engineers
Lori Kauffman	CBT Architects
Jessica Howlett-Cobbs	
Celeste Soares	Turowski2 Architecture
Pamela Perini	Perini Security
Katie Gething	DHK
Kathy Dionne	SMRT
John Prudente	DCAMM
Tamar Macuch	Habeeb Architects
Charles Kelsey	DCAMM
Liz Minnis	DCAMM
Robin Greenleaf	ARC Engineers
Nancy Rockwell	Norfolk County
Steven Habeeb	Habeeb Architects
Susan Goldfischer	DCAMM

**4. NEW BUSINESS:**

**A. Presentation on DCAMM Affirmative Marketing Plan**

Brian McPherson presented the DCAMM Construction and Design Affirmative Marketing Plan to the Board. Susan Goldfischer and Charles Kelsey were available to answer questions from the Board. DCAMM had an event at the State House for MBE/WBE firms which was a great networking opportunity for firms. Brian encouraged the members to go to the DCAMM website to view the 2019 Annual Report. Brian was invited to attend another DSB meeting in the future.

**B. DSB List #20-03, #NCC2020, Study & Design of General Building Renovations, Repairs and Upgrades, Norfolk County, Dedham, Brookline, Quincy, Wrentham and Stoughton (House Doctor), Fee: \$500,000, 8 Applicants**

It was brought to the Board's attention that there was a minor error in the advertisement. The Maximum Fee Per Contract read \$300,000 and it is supposed to read \$500,000. It was correct under the Contract Type reading \$500,000 (Page 1 of the DSB

Advertisement). Ken moved to proceed with the advertisement and not re-advertise, seconded by Virginia Greiman. Nine (9) proceeding forward and two (2) against this motion to proceed.

The Board wants Bill Perkins to put two (2) items on the next agenda on adopting procedures and protocols on how to handle discrepancy that come before the Board and how will the Board review anything that will go public with the DSB letterhead on it.

Review of the eight (8) 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:

DHK Architects had no specification consultant nominated and no code consultant nominated. On a motion to disqualify DHK Architects by Gregory Brown, seconded by Janice Bergeron. Motion was approved unanimously.

Nancy Rockwell from Norfolk County was present to explain the project and answer questions from the Board. After a discussion the Board voted to select the following three (3) unranked finalists for this House Doctor project:

CSS Architects, Inc.  
Habeeb & Associates Architects  
SMRT Architects and Engineers

On a motion by Gregory Brown to select the above firms for the Norfolk County House Doctor, seconded by Virginia Greiman. Motion was approved unanimously.

**C. Request for Extended Services: Bunker Hill Community College for Goldman Reindorf Architects (GRA)**

Gary Bigelow from Bunker Hill Community College was present to explain the projects that Goldman Reindorf Architects are currently involved in performing.

A motion by Jessica Tsymbal rejecting the original request for extended services by Bunker Hill Community College, seconded by Gregory Brown. Ken Wexler opposed.

Another motion was made by Martha Blakey Smith to allow Bunker Hill Community College to approve the extended services for Goldman Reindorf Architects (GRA) and to increase the contract by 25%, seconded by Gregory Brown. Motion was approved. Ken Wexler opposed.

Martha Blakey Smith recommended that Bunker Hill Community College submit a new request for a rapid response house doctor to the DSB. Rebecca Sherer asked Martha if she would work with Gary and Bill on the rapid response house doctor project.

**D. Board Business**

- Bunker Hill Community College

Marty Smith will assist Gary Bigelow from Bunker Hill with crafting and expediting an RFP for additional projects.

- M/WBE Selection/Pool

Schedule as quickly as possible for next available meeting, discussion about subconsultant and M/WBE selection/pool, including as many agency personnel as interested

- Procedures and Protocols

The Board requested that Bill Perkins put the following items on the next agenda: Adopting procedures and protocols on how to handle discrepancies that come before the Board.

- Identify and Implement Remote Voting for next meeting

Rebecca asked Bill to inform the Board what voting procedures (current and confidential) will be conducted at our next meeting. Jessica suggested Google forms.

- Research and discuss what analytics and how frequently to assist the Board

Jessica walked the Board through her analysis; it will be discussed at one of the next meetings. The Board requested that DCAMM be present during this meeting.

- Research boards ability to discuss sensitive data in a confidential setting with relevant agencies.

- Bullet list of Board Business

Rebecca asked Bill to work on a bullet list with her and Alan. Claire will put it on the agenda for the next meeting.

5. **MOTION TO ADJOURN:** The Board adjourned at 11:26 a.m.

On a motion to adjourn by Elise Woodward, seconded by Janice Bergeron. Motion was approved unanimously.

6. **NEXT MEETING:**

**WEDNESDAY, April 29, 2020, at 8:30 a.m. via ZOOM**

Submitted by: Claire G. Hester

Approved by: Rebecca Sherr