

DESIGNER SELECTION BOARD

MINUTES OF THE 991ST MEETING, WEDNESDAY MAY 13, 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 |
| Daniel M. Carson, P.E. | Registered Engineer |
| Janice M. Bergeron | Public Member |
| Virginia Greiman | Public Member |

MEMBERS ABSENT:

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|-------------------------|---------------------|
| David A. Chappell, P.E. | Registered Engineer |
| 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:

The amended minutes of the 989th April 15, 2020 meeting were approved.

On a motion to amend and approve the minutes of the 989th April 15, 2020 meeting by Gregory Brown, seconded by Virginia Greiman. Motion was approved.

The minutes of the 990th April 29, 2020 meeting were approved.

On a motion to approve the minutes of the 990th April 29, 2020 meeting by Virginia Greiman, seconded by Gregory Brown. Motion was approved unanimously.

All minutes will be posted on the website.

3. VISITORS:

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| Liz Minnis | DCAMM |
| Brian McPherson | DCAMM |
| Beth Eromin | DCAMM |
| Susan Goldfischer | DCAMM |
| Charles Kelsey | DCAMM |
| Richard Hadley | Massasoit Community College |
| John Caffelle | Massasoit Community College |
| Nancy Banks | B2Q Associates |
| Gail Sullivan | Studio G Architects |
| Kara Guss | TSKP Studio |
| Kevin Webb | STV, Inc. |
| Chris Iwerks | BIA, Studio |
| Kristina Kashanek | Jones Architecture |
| Sela Bailey | BIA, Studio |
| Thomas Iskra | BVH |
| Sean Landry | LBPA |
| Ned Collier | ICON Architecture |
| Katie Ferrier | Arrowstreet |
| Marie McNally | |
| Amy Barrett | LLB Architects |
| Marnie Kaplan | MPA |
| Amanda Hanley | LDA Architects |
| Katie Gething | DHK, Inc. |
| Alex Dorn | William Pevear |
| Stephanie Beals | TSKP Studio |
| Deanne | McGuinness Group |
| Susan Cook | NV5 |
| Shavonne Bivens | STV, Inc. |
| Irene Kang | DCAMM |
| Robin Greenleaf | ARC Engineers |
| Jennifer Reagan | Bergmeyer |

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|--------------------|---------------------|
| Lian Davis | |
| Balram Chamaria | BplusA |
| Tom Galvin | Lagrasse Architects |
| Emily Glavey | DCAMM |
| Antonio Leite | DCAMM |
| Ken Feyl | Lagrasse Architects |
| Melissa Forbes | Jones Payne |
| Natasha Espada | Studio Enee |
| Jerry Osborn | OAIPS |
| Darryl Filippi | Bergmeyer |
| Jennifer Shelby | ARC Engineers |
| Lindsey Luker | Gensler |
| J Nasser | MP Architects |
| Sharon Gray | SchwartzSilver |
| Morgan Devlin | LLB Architects |
| Ellen Anselone | Faa, Inc. |
| Erica Jackson | Faa, Inc. |
| Jenny Reagan | |
| Katherine Klepacki | Kuhn Riddle |
| Jenny Burton | DCAMM |
| Kathleen Porter | LBPA |
| Aelan Tierney | Kuhn Riddle |
| Charles Roberts | Kuhn Riddle |
| William Pevear | William Pevear |
| Richard Jones | Jones Architects |
| John Nunnari | BSA |
| Abbie Goodman | Engineering Center |
| Mark Yanowitz | Lagrasse Architects |
| Imran Khan | MP Architects |
| Nadia Melim | Jones Payne |
| John Heinrich | |
| Rebecca Berry | Faa, Inc. |
| Laurene Demoy | Studio G Architects |
| Christopher Lane | Faa, Inc. |

4. **NEW BUSINESS:**

A. DCAMM Presentation

Brian McPherson from DCAMM discussed the new language for MBE/WBE Participation in project criteria advertisements noted below:

MBE/WBE Participation

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Along with the MBE and WBE participation goals which reflect ownership status set forth below, the Designer Selection Board and DCAMM are interested in learning about the applicant firm’s approach and commitment to diversity in its HR policy, its overall business practices and in assembling this project team. Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, when appropriate, including work it would typically provide in house, partnering, offering opportunities to qualified firms with which it or its consultants have not previously worked or firms that may have less experience working on public projects, and other means that provide additional opportunities for MBE and WBE firms in new ways.

Applicants, as prime firm and team lead, should include in their application, under Section 10, a Diversity Focus Statement directly addressing their approach to enhancing diversity in assembling the team for this project, including a clear description of each working relationship, and in their overall HR and business practices. The Designer Selection Board strongly encourages teams composed of firms that expand the overall breadth of different firms working on DCAMM projects. See also Evaluation Factors.

In accordance with M.G.L. C.7C, §6 and Executive Orders 526, 559 and 565, the Division of Capital Asset Management and Maintenance (DCAMM) has established a minimum combined MBE/WBE participation goal of 17.9% of the overall value of the study and final design contracts for this project. Applicants must utilize a mix of both MBE and WBE firms whose participation, when added together, meets the overall combined goal set for the Contract. The combined goal requires a reasonable representation of both MBE and WBE firm participation. The Combined MBE/WBE goal must be met within the list of requested prime and sub-consultants and those MBE/WBE firms with which they team. MBE/WBE firms providing extra services, such as surveying or testing, can also contribute to the overall MBE/WBE participation on the project.

All applicants must indicate in their applications how it or its consultants will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the “Participation by Minority Owned Businesses and Woman Owned Businesses,” in the Commonwealth of Massachusetts Contract for Study, Final Design, and Construction Administration

Services (January 2019) at Attachment C, and on the Supplier Diversity Office website: <http://www.mass.gov/sdo>. Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified will be required to bring a reasonable amount of participation by a firm(s) that holds the certification which is not held by the applicant to the project.

Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation or have only nominal participation by one or the other to meet the combined goal, will not be considered responsive. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE/WBE goal. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goal but must state this relationship on the organizational chart (Section 6 of the application form).

Also added to the project criteria for Additional Diversity Programs below:

Additional Diversity Programs:

Veteran Owned Business Participation Benchmark - Chapter 108 of the Acts of 2012; Executive Order 565

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises (“SDVOBE”) and Veteran-Owned Business Enterprises (“VBE”) on its design projects. The benchmark for combined SDVOBE and VBE participation on DCAMM and other Executive Branch agencies design projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

In addition the Commonwealth encourages the participation of Disability-Owned Business Enterprises (DOBEs) and Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBEs) firms on its design projects (see Executive Order 565 -No. 565: Reaffirming and Expanding the Massachusetts Supplier Diversity Program | Mass.gov.

Rebecca Sherer would like to DCAMM to keep the Board informed on how the process is working.

- B.** DSB List #20-04, MCC2020, HD1, Study and Design for General Building Renovations, Repairs and Upgrades, Massasoit Community College, Brockton and Canton, (House Doctor), Fee: \$750,000, 34 Applications

Review of the thirty-four (34) applications resulted in determination that six (6) of the applicants had failed to meet the following requirements and could not be considered for this project:

ATANE had no MBE firm nominated, no sustainability design consultant nominated and did not meet MA Ownership Requirement. On a motion to disqualify ATANE by Virginia Greiman, seconded by Gregory Brown. Motion was approved unanimously.

B Goba had no 8b for the code consultant McCormack Architecture, no 8b for the structural engineer RJ Freel Associates and no 7 (resume) for Fen Chen. On a motion to disqualify B Goba by Virginia Greiman, seconded by Gregory Brown. Motion was approved unanimously.

Beacon had no 8b for Weston Sampson. On a motion to disqualify Beacon by Virginia Greiman, seconded by Gregory Brown. Motion was approved unanimously.

Gorman Richardson Lewis had no sub-consultant acknowledgement form for Owl Engineers. On a motion to disqualify Gorman Richardson Lewis by Virginia Greiman, seconded by Gregory Brown. Motion was approved unanimously.

ICON Architecture had no electrical engineer nominated. On a motion to disqualify ICON Architecture by Gregory Brown, seconded by Jessica Tsymbol. Motion was approved unanimously.

Moody Nolan had no #9 submitted with the application. On a motion to disqualify Moody Nolan by Virginia Greiman, seconded by Janice Bergeron. Motion was approved unanimously.

Richard Hadley and John Caffelle both representing Massasoit Community College were 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:

Bergmeyer Associates, Inc.
DREAM Collaborative, LLC
Studio Enee, Inc.

On a motion by Gregory Brown to select the above three (3) firms for the Massasoit Community College House Doctor, seconded by Martha Blakey Smith. Motion was approved unanimously.

A. Board Business

Elise Woodward reported to the full Board on the Autocene Sub-Committee - This Sub-Committee had met twice on May 5th and 12th. The minutes of May 5th have been approved and posted on the DSB website.

We received an excellent demonstration from Vikram and Penny from Autocene and it is an impressive platform.

The Sub-Committee recommended that the full Board discuss the following:

Voting - The importance of having a roll call vote in public as opposed to a private vote according to the Attorney General's opinion.

The full Board voted unanimously on an open roll call for submitting votes for projects. No blind voting is allowed.

The full Board had a discussion on weighted voting - Elise Woodward motioned to move to maintain the weighted voting option in Autocene, seconded by Gregory Brown. Alan Ricks opposed. Motion was approved.

References and evaluations – The recommendation as of yesterday's sub-committee meeting that firms be allowed to insert their own references and evaluations as opposed to the DSB staff. The sub-committee recommends that references and evaluations be limited to the past 5 years so that members do not have old references and evaluations. All references and evaluations will be available in the system for members to view at any time. The comment in our conversation at today's regular board meeting is that it would be helpful that evaluations be differentiated according to the PIC and Project Manager; this is something the sub-committee had not actively discussed, but Elise will take it to the sub-committee for further review and it will be advantageous to the full Board.

Elise Woodward motioned to move to maintain the capability in Autocene for firms to enter a minimum of 5 references and 5 evaluations from work in the past 5 years and that the system be enabled to maintain all evaluations and references for board members to review.

Alan Ricks motioned to move that all evaluations within the last 5 years are displayed and that the firms can select up to 5 references within the last 5 years. If firms begin to exceed 5 evaluations within that time period, the Board will revisit this motion. Seconded by Martha Blakey Smith. Motion was approved unanimously.

Privacy functionality – This is an important decision for the full Board to make. The current default is shared and available for everyone to view. The firm has the ability to go into their information and click hide and only their contact information would be available. The full Board should vote on whether default should be hide or share.

Elise Woodward made a motion to make "hide" default, seconded by Jessica Tsymbal. Motion was approved unanimously.

Rebecca Sherer wants this information conveyed on our website and in the Autocene instructions for applicants.

Board member registration approval - Board members should register in Autocene. Members should test drive and get to know the system. Members can view firms, project reports and enhanced SDO categories as well.

Other Board Business:

- Rebecca Sherer would like to propose that the next meeting go until Noon and members get some of the Board Business under control. Tasks will be added to the next agenda.
- If members send out an email to the full Board to discuss tasks, board members cannot continue communication until it is presented on an agenda and discussed at a regular Board meeting. There will be no DSB discussions outside of regular board meetings. We need to conform to the Open Meeting Law and stay transparent.
- Jessica Tsymbal suggested that we start at the bottom of the alphabet when reviewing applications at future meetings every now and then.
- Alan Ricks requested that we put instructions in the applications to align resumes with the roles they are being proposed for. (code consultant, specification consultant sustainability consultant and any in-house roles and ensure the team members resume reflects that experience.
- Rebecca Sherer would like the Board to come up with thoughts on how to better review the applications.

5. **MOTION TO ADJOURN:** The Board adjourned at 11:35 a.m.

On a motion to adjourn the meeting of May 13, 2020 by Gregory Brown, seconded by Janice Bergeron. Motion was approved unanimously.

6. **NEXT MEETING:**

WEDNESDAY, May 27, 2020, at 8:30 a.m. via ZOOM

Submitted by: *Claire G. Hester*

Approved by: *Rebecca Sherr*