



# Designer Selection Process Overview

# DSB Mission & Board - MGL Chapter 7C

The DSB is an independent agency under A&F and was established as an autonomous 11-person board to ensure complete compliance with the intent and spirit of Designer Selection Law and related statutes.

- **Ensure that Commonwealth obtains the most qualified designer** for each of its building projects.
- **Maintain public confidence** in designer selections.
- **Provide consistency** in design service procurement methods.
- **Encourage broad-based participation** in public design work.
- **Provide safeguards** to maintain the integrity of the system of procuring design services.



## Appointed by the Governor

- Three (3) registered Architects – **one opening**
- Three (3) registered Engineers – **one upcoming opening**
- Two (2) representatives of the Public who are not registered architects, engineers, or licensed contractors – **one opening**

## Appointed by the building-related professional societies

- A registered Architect by the American Institute of Architects
- A registered Engineer by ACEC-MA
- A general contractor by the Associated General Contractors



# The Players and the Projects

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- The DSB has oversight of the process for Designer Selection when the design fee exceeds \$30,000 or total project cost exceeds \$300,000.
- For all agencies across the commonwealth – some have exemptions to have their own Selection Committee, such as EOHLC.
- Project Types:
  - Capital Projects (New Construction, Major Renovations)
  - House Doctor Project ( < \$5 Million ECC unless approved for up to \$10M by DCAMM)
- DSB employs the Designer Selection Network Portal for designer registration and disclosure, project application, and designer evaluation processes
- DSB meetings approximately every 2 weeks online, open to the public per the Public Meeting Law

## DSB Roles

- Manage “Designer Selection Network” web portal
- Post Public Notices in the Central Register and in the DSN
- Applications received in the DSN – must be registered
- Board reviews Applications and shortlist Ranked/Unranked
- Schedule and oversee interview process
- **Select Designer(s)**
- Reviews and publish designer evaluations
- Works with Charter Schools to develop scope and draft Designer Selection Public Notices for the above process

## DCAMM Roles

- Work with user agency to clarify project scope
- Assist in drafting the Designer Selection Public Notice (DSB-Ad)
- Interface with DSB administrative staff
- Provide comments on applications
- Attend interviews and answer RFP related questions.
- Issue appointment letters to selected design firm(s)
- Prepares contracts and collects affidavits on MBE/WBE/VBE/SDOVBE



# Agencies \$720,795,493

Berkshire Community College  
 Bridgewater State University  
 Bristol Community College  
 Bunker Hill Community College  
 Cape Cod Community College  
 Fitchburg State University  
 Framingham State University  
 Greenfield Community College  
 Holyoke Community College  
 Mass Bay Community College  
 Mass College of Art  
 Mass College of Liberal Arts  
 Mass Maritime Academy  
 Massasoit Community College  
 Middlesex Community College  
 Mount Wachusett Community College  
 North Shore Community College  
 Northern Essex Community College  
 Quinsigamond Community College  
 Roxbury Community College  
 Salem State University  
 Springfield Tech Community College  
 University of Massachusetts, Amherst  
 University of Massachusetts, Boston  
 University of Massachusetts, Dartmouth  
 University of Massachusetts, Lowell  
 University of Massachusetts, Medical School  
 Westfield State University  
 Worcester State University  
 Appellate Tax Board  
 Bureau of the State House  
 Civil Service Commission  
 Massachusetts Department of Revenue  
 Massachusetts Developmental Disabilities Council  
 Division of Administrative Law Appeals

Division of Capital Asset Management and Maintenance  
 Group Insurance Commission  
 Human Resources  
 Massachusetts Office on Disability  
 Massachusetts Teachers' Retirement System (MTRS)  
 Operational Services Division  
 Public Employee Retirement Administration Commission  
 State Library of Massachusetts  
 Supplier Diversity Office (SDO)  
 Executive Office of Economic Development  
 Board Bar of Examiners  
 Commission on Judicial Conduct  
 Committee for Public Counsel Services  
 Secretariat of State  
 Trial Courts  
 Department of Conservation and Recreation  
 Department of Energy Resources  
 Department of Fish and Game  
 Department of Public Utilities  
 Department of Conservation Services  
 Division of Ecological Restoration  
 Division of Fisheries and Wildlife  
 Division of Marine Fisheries  
 Massachusetts Department of Agricultural Resources  
 Massachusetts Department of Environmental Protection  
 Massachusetts Environmental Police  
 Massachusetts Environmental Policy Act Office  
 Massachusetts Environmental Trust  
 Massachusetts Office of Coastal Zone Management  
 MassBays National Estuary Program  
 Office of Fishing & Boating Access  
 Office of Grants and Technical Assistance  
 Office of Technical Assistance and Technology  
 Water Resources Commission  
 Board of Registration in Medicine  
 Massachusetts Department of Children & Families  
 Department of Developmental Services  
 Executive Office of Elder Affairs  
 MassHealth  
 Massachusetts Department of Mental Health  
 Department of Public Health

Lemuel Shattuck Hospital  
 Pappas Rehabilitation Hospital for Children  
 Tweksbury Hospital  
 Western Massachusetts Hospital  
 Department of Transitional Assistance  
 Department of Youth Services  
 Department of Youth Services - Central Office  
 Department of Youth Services - Central Regional Office  
 Department of Youth Services - Metro Regional Office  
 Department of Youth Services - Northeast Service Center  
 Department of Youth Services - Southeast Regional Office  
 Department of Youth Services - Western Regional Office  
 Massachusetts Commission for the Blind  
 Massachusetts Commission for the Deaf and Hard of Hearing  
 Office for Refugees and Immigrants  
 Massachusetts Rehabilitation Commission  
 Executive Office of Housing and Livable Communities  
 Department of Unemployment Assistance  
 Department of Career Services  
 Department of Family and Medical Leave  
 Department of Industrial Accidents  
 Department of Labor Standards  
 Department of Labor Relations  
 Division of Apprentice Standards  
 Massachusetts Department of Correction  
 Department of Criminal Justice Information Services  
 Department of Fire Services  
 Office of Grants and Research  
 Massachusetts Emergency Management Agency  
 Massachusetts National Guard  
 Massachusetts State Police  
 Barnstable County Sheriff's Office  
 Berkshire County Sheriff's Office  
 Bristol County Sheriff's Office  
 Dukes County Sheriff's Office  
 Essex County Sheriff's Office  
 Franklin County Sheriff's Office  
 Hampden County Sheriff's Office  
 Hampshire County Sheriff's Office

Middlesex County Sheriff's Office  
 Nantucket County Sheriff's Office  
 Norfolk County Sheriff's Office  
 Plymouth County Sheriff's Office  
 Suffolk County Sheriff's Office  
 Worcester County Sheriff's Office  
 Municipal Police Training Committee  
 Office of the Chief Medical Examiner  
 Massachusetts Parole Board  
 Sex Offender Registry Board  
 State 911 Department  
 Massachusetts State Police Crime Laboratory  
 Bridgewater State Hospital  
 MASAC at Plymouth  
 Massachusetts Treatment Center  
 MCI - Concord  
 MCI - Framingham  
 MCI - Norfolk  
 MCI - Shirley  
 North Central Correctional Institution  
 Northeastern Correction Center  
 Old Colony Correctional Center  
 Pondville Correctional Center  
 Souza-Baranowski Correctional Center  
 Massachusetts Registry of Motor Vehicles  
 Highway Division (MassDOT)  
 Aeronautics Division (MassDOT)  
 Rail and Transit Division (MassDOT)  
 Massachusetts Bay Transportation Authority  
 Cybersecurity and Enterprise Risk Management  
 Interoperable Communications Bureau  
 Massachusetts Digital Service  
 MassGIS (Bureau of Geographic Information)  
 Office of Municipal and School Technology  
 Operations and Service Management  
 Executive Office of Veterans' Services  
 Veterans' Home in Chelsea  
 Veterans' Home in Holyoke  
 Massachusetts Women Veterans Network  
 Veterans Homes Council  
 70 Charter Schools  
 Municipalities





## QBS Selection

Competitive procurement process with **Qualification-Based Selection**. Firms are first qualified, and sometimes ranked, according to their qualifications without regard to design fees. The types of qualifications include:

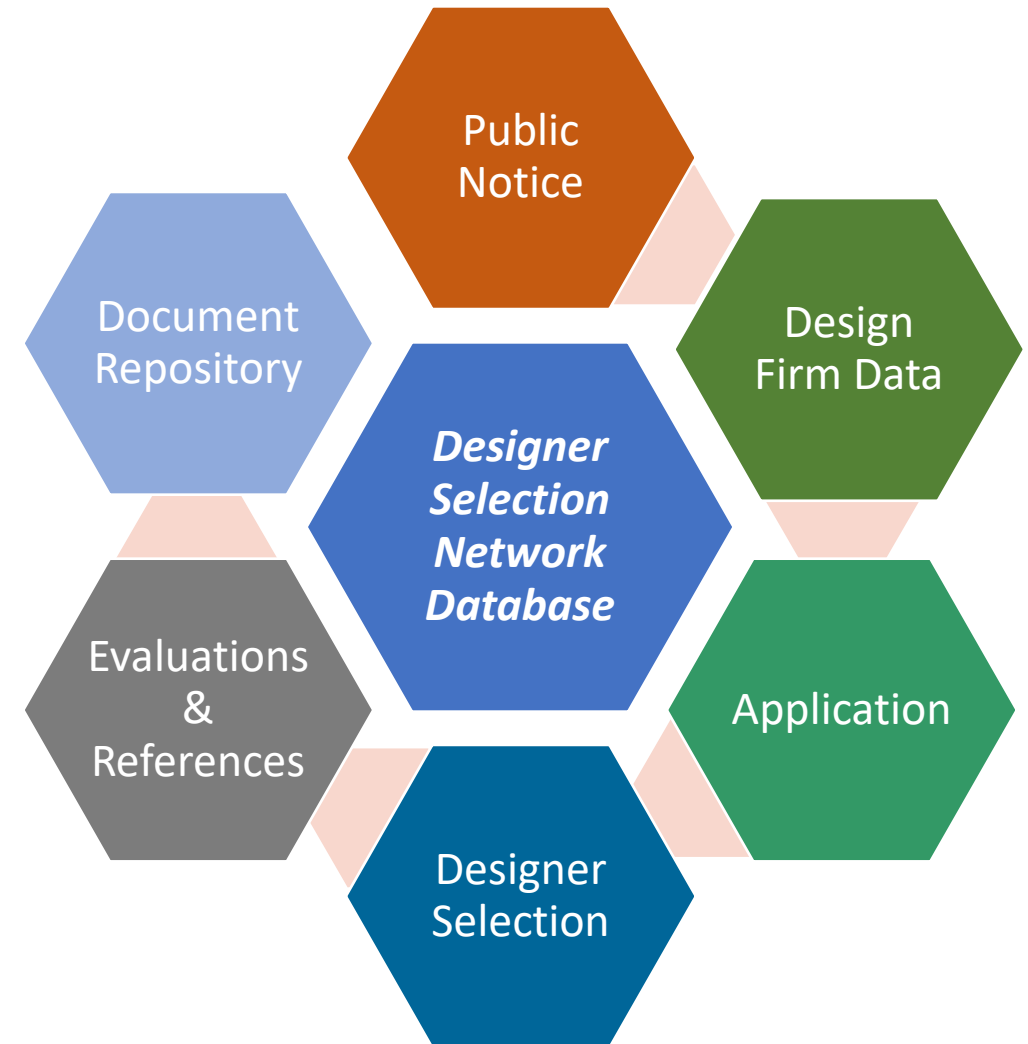
- Project type experience
- Proactive work in sustainability, resiliency, healthy building environments, & Accessibility
- Equity and inclusion of diverse voices through firm objectives, partnering, and selection of subconsultants
- Knowledge of Ch. 149 or 149A
- Other criteria as noted in the Public Notice



# Designer Selection Network Application

## Common Content Across All Agencies

- Notification and Listing of Public Notices of Design Projects
- Designer and Subconsultant Database
- Design Firm Public Project Information
- Firm MBE/WBE/VBE/SDVOBE Marketing Information
- Applications submitted following format
- Applications Reviewed by Board and Agencies
- Legislated Evaluations done by Agencies & OPMs
- References
- Document Repository: Paperwork Reduction
- Notifications on presentations and other Designer Selection updates
- Request an Information session with the DSB



# Registration and Disclosure for Prime and Subconsultants

## Disclosure Statement in the Designer Selection Network containing :

- Certification that the applicant is a legal entity and is a designer, interior designer or construction manager as defined in subsection (b) of section 44;
- The names and addresses of all partners, if a partnership, or of all officers, directors and all persons with an ownership interest of more than 5 per cent if the applicant if not a partnership;
- The registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect or engineer;
- A list of all projects for all public agencies within the Commonwealth for which the applicant has performed or has entered into a contract to perform design services within the 5-year period immediately preceding the filing of the information required in this section;
- A list of all current projects for which the applicant is performing or is under contract to perform any design services; and
- If the applicant is a joint venture, the information required in this section shall be required for each joint venturer, as well as for the joint venture itself.





# Commonwealth's Overall Annual Spending Goals



## Client Agencies

Not required but encouraged to set minimum MBE/WBE participation goals

- Information from Disparity Study enhances project-specific goal setting
- Goals based on availability of relevant trades/disciplines and project-specific factors
- Supports adjustment of goals when warranted



**Design Goals**  
10.3% WBE | 5.3% MBE

**Construction Goals**  
9.2% WBE | 4.5% MBE

**EXAMPLES**

### DCAMM's Affirmative Marketing Design Goals

Minority Owned Business Enterprises 5.8%

Women Owned Business Enterprises 11.0%

Commonwealth VBE/SDVOBE Benchmarks 3%

Commonwealth encourages the participation of Disability-Owned Business Enterprises (DOBEs) and Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBEs)

Small, Emerging & Diverse Businesses Advisory Council per Gov. Healey Econ Dev Bill EO 630





# Questions/ Contact

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## Contact Simone Early

[Simone.a.early@mass.gov](mailto:Simone.a.early@mass.gov)

## DSB Contact for questions on Process/DSN assistance:

[Infodsb@mass.gov](mailto:Infodsb@mass.gov)

**DSB Website:** <https://www.mass.gov/orgs/designer-selection-board>

## Designer Selection Network Portal:

<https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>



# Addition Resources

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## DCAMM'S Website

- [www.mass.gov/dcamm](http://www.mass.gov/dcamm)
- Information on Contractor Certification, the Affirmative Marketing Program, Disparity Study & Annual AMP Report, Sample Procurement and Contract Documents and more.

## Massachusetts Inspector General's Website

- [www.mass.gov/ig](http://www.mass.gov/ig)
- Publication "Designing and Constructing Public Facilities" (2021).
- Information on public procurement processes, bidding and performing work on public construction projects and other guidance documents.

## Supplier Diversity Office (SDO) Website

- [www.mass.gov/sdo](http://www.mass.gov/sdo)
- Information and resources for small, minority owned/women owned/ veteran owned/ and other diverse business. SDO Certification information/application process and more.

## Attorney General's Website

- [www.mass.gov/ag](http://www.mass.gov/ag)
- Information on Prevailing Wage, Public Bidding, OSHA 10 Act and more.

