

DESIGNER SELECTION COMMITTEE

Engineer - Information Fact Sheet for Professional Appointments

Name of agency: Department of Housing and Community Development (DHCD)

Phone number: 617-573-1182

Contact person: Joyce Taylor, Designer Selection Committee Coordinator

1. What is the mission of the public body? To whom is it responsible? Enabling legislation?

DHCD's mission that is the focus of this appointment is to assist in the provision of state-assisted affordable housing to low income residents through local housing authorities. MGL c.7 §38A½ - 38O establishes the requirements for designer selection for the commonwealth. Said legislation establishes a Designer Selection Board (DSB) within the Department of Administration and Finance. The legislation also provides for the ability of DHCD to be exempt from DSB jurisdiction by establishing our own Designer Selection Committee (DSC).

2. What is the size of the commission, agency, etc.?

The Bureau of Housing Development and Construction within DHCD is comprised of approximately 50 professionals with varying backgrounds in design, construction and administration. The DSC is made up of nine members including three registered architects, three registered engineers, two housing advocates and a contractor.

3. Professional experience and background expected of the nominee.

Under the provisions of the exemption, the nominee must be a Massachusetts registered engineer. Interest in affordable housing is also desired.

4. Duration of the appointment.

The appointment carries a term of two years with the ability of a second successive two-year term.

5. Frequency of meetings.

One meeting per month, typically on the third Wednesday of the month.

6. Average duration of meetings?

One to two hours.

7. Actions typically undertaken at meetings.

Review and discussion of the projects to be undertaken, review and discussion of the applicant design firms, selection of ranked lists of applicants for each project.

8. Average preparation time needed above and beyond meeting time.

Varies from month to month depending upon the agenda. An average of 1 to 2 hours per month can reasonably be expected.

9. Stipend, if any.

Committee members receive lunch on the day of the meeting. Committee members are designated as "special state employees" and are reimbursed for their travel expenses accordingly.

10. Number of nominees requested.

One.

11. Appropriateness of alternate appointee.

An alternate appointment is appropriate.

12. Identification of any person(s) the public body has in mind for this appointment.

13. Non-professional considerations (define each as mandatory, highly desirable, or not important):

	<u>Mandatory</u>	<u>Highly Desirable</u>	<u>Desirable</u>	<u>Not Important</u>
Place of residency:				X
Place of business:				X
Affirmative action:		X		
Political affiliation:				X
New blood:		X		
Continuity:		X		
Massachusetts registration:	X			

14. Special commitments such as pro-neighborhoods commitment, commitment to historical preservation, to adaptive reuse, to mass transit, to linkage, etc.

MGL c.7 §38A½ was enacted to “ensure that the commonwealth receives the highest quality design services for all its public building projects; provide for increased confidence in the procedures followed in the procurement of design and design related services; promote consistency in the methods of the procurement of design and design related services for all public building projects in the commonwealth; foster effective broad-based participation in public work within the design professions; provide safeguards for the maintenance of the integrity of the system for procurement of designers’ services within the commonwealth;” The appointee should be committed to the above as it relates to designer selection for state-assisted public housing as well as being committed to promoting safe, decent and affordable housing opportunities.

15. Any constraints imposed on appointee’s professional practice.

The appointee and appointee’s firm is prohibited from providing services on any DHCD funded public housing construction projects.

16. Any potential conflict of interest such as appointee can’t be a city employee, can’t be contracted consultant to the city, can’t be the architect of record for any project in the neighborhood, etc.

See item 15 above. The appointee cannot have any financial interest direct or indirect in any contract made by DHCD.