

Town of Wakefield  
Wakefield Public Schools

# WAKEFIELD MEMORIAL HIGH SCHOOL

School Building Committee  
Meeting  
June 23, 2021



## Designer Selection

District procures the services of a Designer through the MSBA's Designer Selection Process

### MSBA Designer Selection Panel (DSP)

- Composed of 13 members appointed by the Executive Director of the MSBA with varying areas of expertise
- 3 members proposed by the representative District
- Minimum of 9 members constitute a quorum

### The goals of the DSP are:

- High quality design services for public building projects;
- Application of consistent procedures in the procurement of the design services;
- Broad-based participation of all qualified design consultants; and
- Integrity and transparency of the process for procurement of design services.

# WAKEFIELD MEMORIAL HIGH SCHOOL | DESIGNER SELECTION PROCESS

## Selection Process

- Designer applications and supporting documentation is distributed to all DSP members for review;
- DSP meetings are open to the public and typically held every two weeks;
- At the DSP meeting, each Designer shall be considered as determined by the Chairperson;
- A ballot of DSP members is conducted where each member assigns their top three choices in order;
- Points are assigned and tallied for each Designer;
- The DSP may then choose to interview the highest point total applicants;
- After the interviews, the DSP shall rank the firms in order of qualification;

## Selection Criteria

- Qualified Designer within the meaning of M.G.L. Ch. 7C, section 44. Must be MCPPO certified;
- Prior and past experience/performance;
- Qualifications of personnel/consultants assigned to the project;
- Current Workload/Financial Stability.



# WAKEFIELD MEMORIAL HIGH SCHOOL | DESIGNER SELECTION PROCESS

## Schedule for Designer Selection

- |   |                             |          |
|---|-----------------------------|----------|
| • Designer RFS Ad appears in Central Register                                     | June 09, 2021               | Complete |
| • Designer Submissions Due (@ LeftField Office)                                   | July 07, 2021; 2:00pm       |          |
| • Review Designer Submissions & Check Designer References                         | July 7 – July 21, 2021      |          |
| • <u>PBC/SBC Meeting</u>  | July 8th; 7:00pm TBC        |          |
| • Submit Initial Designer Packets to MSBA DSP                                     | July 15, 2021               |          |
| • Submit Reference Check Data to MSBA DSP   | July 21, 2021               |          |
| • <u>MBSA DSP Meeting: Review Designer Submissions &amp; Select for Interview</u> | August 03, 2021; 8:30am     |          |
| • <u>MSBA DSP Meeting: Interviews and Select Designer</u>                         | August 17, 2021; 8:30am     |          |
| • Negotiate Designer Fee  | August 18 – August 25, 2021 |          |
| • Execute Designer Contract   | August 26                   |          |

Additional information on the MSBA Designer Selection Process can be found at:

<https://www.massschoolbuildings.org/building/team/dsp>

## 2021 Designer Selection Panel Meeting Dates

January 5

January 19

February 2

February 23

March 9

March 23

April 6

April 20

May 4

May 18

June 1

June 15

July 6

July 20

August 3

August 17

September 14

October 5

October 19

November 2

November 16

November 30

December 14

Anticipated dates for Wakefield HS Designer Selection

*All meeting dates are tentative until confirmed by the MSBA.*

All Designer Selection Meetings will begin at 8:30 a.m. in the MSBA Board Room at 40 Broad Street, 5th Floor, Boston, MA 02109, unless otherwise indicated.