



**Minuteman Regional Vocational Technical School  
District**  
Lexington, MA

**Designer Selection Process:**  
**Timeline, Procedures and Criteria**

January 8, 2013

**Prepared by:**

Skanska USA Building

## DESIGNER SELECTION TIMELINE

---

- December 7 – 20, 2012: Prepare, Review and Finalize Designer (RFS)  
**Submission to MSBA – COMPLETE 12/19/12**
- December 17, 2012: SBC Meeting (5:00 PM) – Discuss DSP process and form “Designer Application Review Subcommittee” (DARS) to review and evaluate Designer applications, recommend sub committee of 4-6 members. Identify three (3) individuals to represent the School District at the MSBA Designer Selection Panel (DSP) meeting. Targeted DSP meeting is **February 19<sup>th</sup>** 8:30 AM in Boston.
- December 21, 2012: Submit RFS to Central Register (CR) Local Paper, Post @ Town Hall. Advertise minimum 2 weeks before response is due.  
**(Minuteman)**
- January 2, 2013: Request for Services (RFS) available to public. **(Minuteman)**
- January 7, 2013: Minuteman **DARS Committee** Meeting at 4:00 – 5:00 pm for overview of Designer Application Review.
- January 10, 2013 Designer site visit / tour of facility, - 2:45 PM (time acceptable)  
**(Skanska/Minuteman)**
- January 18, 2013: Designer applications due @ 12 PM to Minuteman - Distribute
- January 18 -25, 2013 Submit thirteen (13) copies of each designer application to the MSBA with Designer Selection Sub-consultant application matrix (prepared by OPM). Distribute packages to Minuteman’s DARS team, and OPM. **(Skanska/Minuteman)**
- January 25, 2013 – February 19, 2013 Minuteman “**DARS**” **Committee / OPM review period**. OPM will check references, applications for any potential disqualifying deficiencies, etc..
- January 28, 2013: **DARS team meeting** (Time: **9:00AM – 5:00PM**): discuss applications, assemble summary report information. Determine if site visits are required for designers that are “top-ranked”.
- February 11, 2013: **SBC Meeting (5:00PM)** – Summary Report to the SBC from the OPM on the designer application review process; DARS to present and SBC to review / discuss each applicant’s qualifications and highlight those that best address the specific needs of the Minuteman School project. – Final review and preparation for the MSBA (DSP) meeting
- February 19, 2013: **MSBA DSP Meeting**: Review Designers applications and vote on Preferred Designer Based on rankings Interviews by the DSP – TBD.
- Feb 19 – March 19, 2013: District approval process / execute contract.

## **DESIGNER SELECTION CRITERIA**

---

Once all minimum statutory and regulated qualifications are met, other key factors for evaluating Designer applications include experience, proposed team, past performance, financial stability, current workload, geographic location and responsiveness to project related issues. Evaluation criteria can be further outlined as follows:

1. Prior similar experience best illustrating current qualifications for the specific project; experience with c.149 and c.149A projects.
2. The qualifications of key design team members, their availability / accessibility.
3. The identity and qualifications of the consultants who will work on this project.
4. Depth of firm with respect to size and complexity of the project.
5. Past performance on public and private projects with respect to:
  - a. Quality of project design; meeting the educational needs and client expectations; effective use of materials, products, and finishes; interior design; construction quality; MEP design integration; building operations and maintainability;
  - b. Quality, clarity, completeness and accuracy of drawings and contract documents; history of design related change orders;
  - c. Accuracy of cost estimates and ability to meet established program requirements within allotted budget;
  - d. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders;
  - e. Coordination and management of consultants;
  - f. Working relationship with contractors, subcontractors, local awarding authority and MSBA staff, Owner's Project Manager, and local officials.
6. Current workload and ability to undertake the project based on the number, scope, and stage of projects that are currently under contract.
7. The financial stability of the firm; history of litigation, or inability to complete work.
8. Geographical location of the firm with respect to the project site or the ability to deliver the necessary services, make site visits, and attend required meetings.
9. Prior experience with designing high-performance, energy efficient and sustainable educational school facilities.
10. Differentiating criterion: Responsiveness of the application as it relates to understanding the scope and issues of the project; creativity; and appropriate design solutions with sensitivity of local community context.